

MONARCH LIBRARY SYSTEM DIRECTORS COUNCIL MINUTES

Sheboygan Falls Memorial Library
330 Buffalo Street
Sheboygan Falls, WI 53085

Thursday, July 11, 2024

Called to Order: 9:35 am

Adjourned: 11:40 am

1. **Meeting called to order:** Grover, MLS Director, called the meeting to order at 9:35 am. She thanked Rozmarynowski for hosting the meeting. Grover also requested that when answering the roll call online each one should come up on the screen.
2. **Roll Call:** Cournoyer – BD, Eastwood – CB, Montes – EL, Taylir – HF, Harvancik – HC, Schuett – JU, Kreis – KE, Coppersmith – KH, Muchin-Young – ME, Rogers – OO, Carson – PT, Laws – SK, Rozmarynowski – SF, 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: Mielke – BR, Lynaugh – CG, Anders – FL, Smith – GT, Mszal – HU, Schwichtenberg – IR, Kellner – LK, Artin – LO, Stasinopoulos – MV, Sullivan – RA, Kromm – RE, Schultz – SL, Bodden – TH, Jaeger – WA, Thiry – WB, Doane – MLS Board President.

Absent: Kloppmann – GR, Jochman – PL, Erickson – SH
3. **Public Comment and Correspondence:** None
4. **Approval of the Agenda:** Cournoyer – BD motioned to approve the agenda for the meeting. Eastwood – CB seconded. Motion carried.
5. **Approval of the June 13, 2024, Minutes:** Harvancik- HC motioned to approve the minutes for the June 13, 2024, meeting. Anders – FL seconded the motion.
 - a. An adjustment in wording was made to 6dii to wit: In-Demand materials are in the process of being moved to the floor at Mead.
Motion carried.
6. **Monarch System Reports:** (Attachment)
 - a. **Monarch Staff:** Grover-MLS Director
 - i. Staff Report is undergoing a change in presentation. The layout will be presented in a more concise, at a glance style.
 - ii. WPLC board met in June. Increasing the budget line for the purchase of Overdrive items by limiting reserves and shifting research and development overages to the purchase of Overdrive content.

- iii. A Summer Reading Program coupon status link will be available in the MCS Youth Services area.
 - iv. SEWi will offer a series of Webinars for marketing.
 - v. The Directors' Retreat at the New Berlin Library will feature reporting on changes to the Annual Report and scripting difficult conversation talking points.
 - vi. Demmin – MLS presented information about kiosks using Porteus. They will now be charging \$130 per kiosk for new installations per year. HF is in the process of converting to Windows Kiosk. Current Porteus kiosks will continue working. Conversion can be done remotely.
 - vii. Hoffman – MLS will be monitoring the Monarch2Go app updates which are rolling out automatically. Significant changes will be brought to the ILS committee.
 - viii. If libraries need to recycle electronic equipment, let IT know and send it to IT on the delivery truck.
- b. Governance Committee:** Lynaugh – CG reported the committee did not meet last month.
- c. Circulation Committee:** Mielke – BR reported the committee did not meet last month.
- d. ILS Committee:** Harvancik – HC
- i. The Overdrive Magazine API issues with Discover have been resolved. Due to changes at the Discover backend, rollups are happening at a more consistent level. OCLC records are loading with appropriate information.
 - ii. An LX Starter created glitch sent out double notices. A ticket was submitted but no changes have been made yet.
 - iii. The last of the Polaris 7.5 updates have been reviewed. The consensus is that the volume level holds feature, charging of fines on closed dates, and log transactions of staff generated patron blocks should not be implemented for the present.
 - iv. Polaris changes will only be client driven for Leap.
 - v. Future topics for the committee include Polaris/Leap work form timeout settings, a floating In-Demand collection, and ILS collection standards.
- e. Resource Workgroup:** Rachel Muchin-Young – ME reported the committee did not meet in June. The next meeting is scheduled for August 7th at 2:00 pm.
- f. Technology Workgroup:** Leslie Jochman – PL reported the committee did not meet in June.
- g. RFID Implementation Workgroup:** Nessman – SH was not present. No report.
- h. Cooperative Cataloging Workgroup:** Harvancik – HC
- i. 245 and 490 statements should have the words Vol, Book, and # sign removed.

- ii. Although each libraries' spine labels are laid out individually, there needs to be consistency in the construction of the 245 and 490 lines. If you have questions, please note them in the CCW workbook.
- iii. The group is working on making graphic novel entries more consistent.
- iv. 9800 Board Book records have been updated.
- v. Fealy-Layer – MLS is almost finished with the 1st batch of 1400 broken items to be fixed.
- vi. The workgroup will not meet in July.

7. Old Business:

8. New Business:

- a. In-house Library Cards: their code, usage and purpose (Discussion and possible action)
 - i. Material that leaves your library for a specified period of time and has a due date to be returned is the definition of circulation being counted in the annual report. Your library's materials used for purposes in your library i.e.. Storytime books, books for in house bookgroups, collection development resources are not circulations.
 - ii. In-House Staff cards are to be used for checking out materials that will be used in-library.
 - iii. All libraries should check their staff profile cards to assure they are coded properly, either personal or In-House in the Patron Statistical class.

9. Announcements and Shout-Outs:

- b. Grover – MLS shared as of July 1st Learning Express Library and Auto Repair resources will not be available through Badgerlink.
- c. Carson – PT submitted their application for the Flexible Facilities Grant. He stated it was a poorly written document with vague instructions. Costs were not broken down with subject headings. Smith – GT stated they had also submitted a request which their village will match.
- d. Muchin-Young – ME stated Mequon had launched their new website and will be using the API for the calendar.
- e. Grover – MLS shared the 1st four weeks of the Summer Reading Program surpassed any of the previous several years.
- f. Grover – MLS shared Monarch should be starting their first Strategic Plan with WiLS after approval of the MLS Board of Trustees.
- g. Harvancik – HC shared they will be celebrating their 100th Anniversary.
- h. Carson – PT also shared their library will be 100 years old this year.
- i. Eastwood – CB shared they will celebrate the 10th year in their new library and 112 years in existence.
- j. Grover – MLS asked if anyone had new activities for their Summer Reading Program. Rozmarynowski – SF shared they were hatching monarch butterflies, Laws – SK has partnered with a local college theater department to give performances with children and teen participants.

10. The next Directors Council will be held at Frank L. Weyenberg Library of Mequon-Thiensville, August 8, 2024, at 9:30 am.

11. Motion to Adjourn: Rozmarynowski – SF motioned to adjourn the meeting. Coppersmith - KO seconded. The meeting was adjourned.