

Monarch Library System  
All Directors Council  
June 13, 2019  
9:30 a.m.

West Bend Community Memorial Library  
630 Poplar Street  
West Bend, WI 53095

Please join the meeting, by clicking on this link:

<http://go.teamviewer.com/v11/m12159100>

Meeting ID: m12-159-100

1. Call the meeting to Order
2. Public Comment and Correspondence
3. Approval of the agenda
4. Approval of the minutes: May 9, 2019
5. Monarch System Reports: Please review written reports in the packet.
  - a. Director Update
  - b. Other reports as needed
6. Committee Reports
  - a. Circulation Committee Report
    1. Recommendation 1: The Circulation committee recommends that individual libraries create book kits from the On-demand Collection, on their own. That library would be responsible for providing the container, cataloging of the kit, as well as housing the kit. The library creating the kit would then be able to choose how they would like the kits to be reserved. Whether that be through Polaris or by phone call or any other booking resource.
    2. Recommendation 2: The Circulation committee recommends removing the free text block from WPLC/Libby.
      - Currently, patrons who have a note on their account in the free text box are blocked from WPLC/Libby
      - There are no libraries in our system who currently block patrons for having notes
      - We would like to have this block removed so that WPLC/Libby stay consistent with practices in our libraries.
  - b. ILS Committee Report
    1. Recommend an improvement of the Monarch2go app allowing libraries to link their own websites to the Library Info tab and their own event calendars to the Library Events tab for a one-time cost of \$1,000.00.
      - a. Question: How will the \$1,000.00 fee be paid?  
I: ILS Fund or

II: Invoice libraries by formulary (See attached sheet)

2. Recommend the Director's Council allow for the creation of the virtual West Bend (WB) Outreach pick up branch assisting staff to appropriately direct incoming materials. (Homebound services are conducted from this location county-wide)
3. Recommend ILS upgrade from Polaris 6.0 to Polaris 6.3. ILS committee requests Director's Council to decide on implementation taking place during normal operating hours or after-hours. An after-hours update would cost \$3,000.00. Sunday, August 18, 2019, has been identified as an available date for an after-hours upgrade.
  - a. Question: Should the upgrade be complete during open or after-hours? And,
  - b. Question: If after-hours are desired, how will the \$3,000.00 after-hours fee be paid  
I: ILS Fund or  
II: Invoice libraries by formulary? (See attached sheet)
  - c. Question: Should we do the RB Digital integration into the Monarch Catalog one-time cost of \$400.00 along with the \$3,000. Cost with upgrade of 6.3 for a total cost of \$3,400.00? (See attached sheet)
4. Zoo Pass Policy reminder (See attached sheet)
7. Old Business
8. Other Business
  - a. Resource Workgroup
  - b. Technology Workgroup
9. New Business
  - a. Update on WPLC
10. Next All Directors Council Meeting: July 11, 2019 @ 9:30 a.m. in West Bend
11. Adjourn