

Monarch Library System
All Directors Council Minutes
West Bend Community Memorial Library

April 11, 2019

Called to Order 9:40 a.m.

Adjourned 11:15 a.m.

Present: Alixe Bielot - Mayville, Tom Carson – Port Washington, Elizabeth Daniels – Iron Ridge, Jennifer Einwalter – Hartford, Garrett Erickson – Sheboygan, Alex Harvancik – Horicon, Leslie Jochman – Plymouth, Amanda Kloppman – Mequon, Darci Kraus – West Bend, Nicole Lynaugh – Cedar Grove, Rachel Muchin Young – Mequon, Linda Pierschalla – Cedarburg, Amy Salminen – West Bend, Leslie Schultz – Slinger and Trisha Smith – Germantown

Present Online: Erin Anders – Fox Lake, Mary Alice Bodden – Theresa, Lori Kreis - Kewaskum, Kay Kromm – Reeseville, Betty McCartney – Elkhart Lake, Sue Mevis – Beaver Dam, Kristen Mielke – Brownsville, Dawn Murphy – Lowell, Ann Penke – Lakeland, Jackie Rammer – Random Lake, Mark Rozmarynowski – Sheboygan Falls, Camrin Sullivan – Lomira, Trixine Tahtinen – Oostburg and Jannette Thrane – Juneau.

Absent: Annie Bahringer – Hustisford, Erin Coppersmith – Kohler, Jen Gerber - Saukville, Lisa Haartman – Bookmobile, John Hanson – Grafton and Bret Jaeger – Waupun

Also, Present: Collin Berke – System Staff, Carl Demmin – System Staff, Tom Doane – Monarch Board Vice President, Heather Fischer – System Staff, Alison Hoffman – System Staff and Lynn Huether- System Staff

1. **Call the meeting to order:** Tom Doane – Monarch Board Vice President call the meeting to order at 9:40am
2. **Public Comment and Correspondence:** None
3. **Approval of the agenda:**
 - Garrett Erickson - Sheboygan made a motion to approve the agenda for April 11, 2019. Seconded by Rachel Muchin Young - Mequon. Motion carried.
4. **Approval of the minutes from March 14, 2019:**
 - Garrett Erickson - Sheboygan made a motion to approve the minutes from the March 14, 2019 meeting. Seconded by Rachel Muchin Young - Mequon. Motion carried.
5. **Monarch System Reports:**
 - A. **Director's Report** – Tom Doane – Monarch Board Vice President informed the Directors that the Monarch Board of Trustee were meeting tonight to discuss the candidate for Interim Director and what the next step would be to be hiring the candidate. Elizabeth Daniels – Iron Ridge thanked the board for inviting the directors to the attend the candidate presentation portion of the interview.
 - A. **Other reports as needed** – Alison Hoffman – System Staff gave an update on the WPLC, a note was sent to the directors on updating the contact list for their library regarding support tickets. Currently, Washington county libraries

have two staff members from West Bend Community Memorial Library covering the OverDrive support tickets for them and Mary Alice Bodden from Theresa Public Library is covering the OverDrive support tickets for Dodge County libraries. The libraries in Ozaukee and Sheboygan counties the support tickets are done by each library. Regarding the ordering of overdrive, Rachel Muchin Young – Mequon from the Resource Workgroup will be overseeing the process if the system needs any additional personnel on the selection committee.

Robert Nitsch – System Staff gave an update on the Educational Teach Training Grant next session. The next session will be in May of 2019 with the morning session covering Microsoft Office Applications and the afternoon session covering the best practices of google searches. The spring bulk purchase will be closing on April 19th. This is an all-inclusive bulk order covering network hardware of routers, switches and access points, along with computers, monitors, scanners and receipts printers. Robert Nitsch-System Staff completed the paperwork for the libraries that are part the Technology Infrastructure Grant. However, these libraries are not obligated to take part in the grant. We are now part of the statewide program with Dell. This new program is to get better pricing and discounts from Dell. Regarding Continuing Ed, the system has four people that their certification will be expiring in 2019. They are Erin Anders – Fox Lake, Annie Bahringer – Hustisford, Alixe Bielot – Mayville and Dawn Murphy – Lowell. Also, Leslie Schultz – Slinger, the system we will need information from you regarding the continuing education credits. An update on the DOA letter, this relates to the TEACH Lines that is no longer part of a LSTA Grant. This letter is stating that they could make the filling process easier and that E-Rate filtering could help fund the TEACH lines. The libraries do not have to take part in this, but it is an option available to you. Robert Nitsch informed the directors that we had to purchase more Polaris client licenses to cover all the computers that had Polaris added to them. These licenses are above what the system had as part of the merger. The 2020 budget will reflect the additional licenses and two years of maintenance.

Heather Fischer – System Staff has been in contact with RB Digital regarding the delay of the widget for the audio. The reason for the delay was due to a problem regarding the audio subscription. As soon as the widget is available from RB Digital it will be sent to the libraries. The Family Fun at Horicon is on Saturday, June 29, 2019 from 9:00am to 1:00pm. The committee is working on so new items for the day and more details will be shared at future meetings. The apparel and gear have been sent out. If you have any problems or questions regarding the items you received, please contact Heather Fischer. Also, send all payments to the system office attention Lynn Huether. The traveling die cut workshop for the summer reading program is coming to an end for this year. If you would still like Heather Fischer to stop by with the traveling die cut workshop at your library, please contact her.

- i. My WiLS Membership presentation by Sara Gold informed the directors that the WiLS Cooperative Memberships provides help with Events, Project Management projects, Strategic Planning and are liaison to vendors for the libraries. All the information is on their website. Alison

Hoffman – System Staff will send to the libraries an email with the links and contact information of the staff from WiLS. The WiLS Cooperative Membership is paid by the system for the libraries.

6. **Committee Reports:**

A. Committee Report – Amanda Kloppman – Mequon presented the Circulation Committee report.

- i. **Recommendation 1** – Recommends allowing renewals to go through if there are available copies to fill holds.
 - a. All renewals are currently blocked if there are any holds on an item regardless of the number of available copies
 - b. Patron could renew online without staff help.
- Rachel Muchin Young – Mequon made a motion to accept the recommendation of allowing renewals to go through if there are available copies to fill holds. Seconded by, Alex Harvancik – Horicon. Motion carried.

ii. **Recommendation 2** – Recommends turning on the option to allow patrons to create usernames to log into the PAC

- a. Patrons can create their own username to access their account via Monarch Catalog
- b. If patron forgets their username, they can still log in with their barcode
- c. This option cannot be used for anything other than accessing their library account via the catalog.

Per the discussion, it was asked could the username be used with the app. This option may confuse the patron that the username could be used for other items in the catalog. The recommendation was tabled, so more research could be done.

iii. **Updates and Reminders** – The Circulation Committee currently do not meet the committee standards for Monarch. We currently need a representative from Washington County to meet the committee standards. Please, contact Amanda Kloppman if you are from a library from Washington County and would like to be on the committee. Regarding the old Indemand collections become book club kits, the Circulation Committee next meeting is a Mead and they will talk with the Indemand staff to get more feedback on how an old collection could become a book club kit.

B. ILS Committee Report – Darci Kraus – West Bend presented the ILS Committee report.

- i. **Update on recommendation to Director’s Council regarding Wording of Active Request phrase for patrons in the Monarch Catalog and Monarch 2Go app: “There are [xx] active requests for this title. You may experience a shorter wait time if your library owns this item. **Click below to complete request.**”**

- Amy Salminen – West Bend made a motion to accept the recommendation on the working update that is “There are [XX] active requests for this title. You may experience a shorter wait time if your library owns this item. Click below to complete request”. Seconded by Rachel Muchin Young - Mequon. Motion carried.

7. Other Business – Update on Standard Program:

The next six libraries in the Standard Program Project are Cedar Grove Public Library, Cedarburg Public Library, Germantown Community Library, Iron Ridge Public Library, Juneau Public Library and Theresa Public Library. A packet will be sent to the libraries in the next week weeks. Tom Doane – Monarch Board Vice President suggested we have a meeting with the current six libraries and invite the previous six libraries to discuss and provide guidance until the Interim Director is up to speed.

8. Other Business –

A. Resource Workgroup – Rachel Muchin Young – Mequon presented a report on what STEAM Programming Kits to be purchased for the system. Each STEAM Programming Kits would be housed at the system office and a kit will be available for the library to use for three weeks. The first weeks is for staff training and the second and third weeks for the program. The LEGO Harry Potter Hogwarts Castle will be available to the library for four weeks. Per the discussion, the directors asked how the reserving the kits would work, if all the items in the kits need to be counted every time and the batteries life. The reserving would be in SharePoint, the storage containers would have a weight assigned to them, so no counting will be needed. Regarding batteries, they would be purchased in multipacks.

- Leslie Jochman – Plymouth made a motion to accept the STEAM Programming Kit list to be purchased for the Monarch Library System for circulation throughout the system. Seconded by Elizabeth Daniels – Iron Ridge. Motion carried.

B. Technology Workgroup – Leslie Jochman – Plymouth gave an overview on what the workgroup is working on. Looking at a backup file server which would have folders for the libraries. SharePoint would be used to have documents/communications between the libraries. Microsoft will be hosted by Mead, so we can get the discounts. Help desk tickets in the future will be in SharePoint. This moving to SharePoint will give the IT Staff more information on the problem/issue the library is having. Over the Memorial Day weekend, the IT staff will be doing updates on the software.

9. Other Business

MBM Presentation – Ross DeRosier from MBM gave a presentation on their Managing Print Program. He explained how the program works and what type of cost saving the libraries could receive.

10. Next All Directors Council Meeting: May 9, 2019 at 9:30am at the West Bend Community Memorial Library.

11. Adjourn – Rachel Muchin Young - Mequon made a motion to adjourn the meeting. Seconded by Linda Pierschalla - Cedarburg. Motion carried meeting adjourned at 11:15am