

NOTICE OF MEETING  
**MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES**  
**Virtual and In Person Meeting**

Thursday, March 10, 2022, at 6:00 PM

Kewaskum Town Hall  
9019 Kettle Moraine Dr.  
Kewaskum, WI 53040

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 414-662-4786,,147757118#](#) United States, Milwaukee

Phone Conference ID: 147 757 118#

Agenda

- a. Call to Order: Properly Noticed in Accordance with Wisconsin Open Meeting Laws.
- b. Roll Call
- c. Public Comment & Correspondence
- d. Approval of Agenda (action)
- e. Presentation by the ILS Committee
- f. Approval of the minutes from February 10, 2022 (action)
- g. Approval of Expenditures for February 2022 (action)
- h. Monarch Library System Update
- i. Committee Reports
  - a. Executive Committee
  - b. Finance Committee
  - c. Operations Committee
  - d. Bookmobile Committee
- j. New Business:
  - a. Approval of the 2022 Annual Report (action)
- k. Next meeting: May 12, 2022, @ 6:00 PM
- l. Adjourn

# Monarch Library System Board of Trustees

Kewaskum Town Hall  
9019 Kettle Moraine Drive  
Kewaskum, WI 53040  
and Virtual Meeting

**Date:** Thursday, February 10, 2022,      **Called to Order:** 6:00 p.m.      **Adjourn** 6:45 p.m.

1. **Call to Order – Properly Noticed in accordance with Wisconsin Open Meeting Laws** - At 6.00 p.m. Tom Doane –Board President called the meeting to order, and a quorum was present. In addition, the meeting was posted per the open meeting law.
2. **Roll Call:** Jeff Caine, Kristine Deiss, Tom Doane, Bill Goehring, John Katzka, Kay Marose, Joyce Nelson, Maeve Quinn, Wendy Schobert, Wendy Sprenger and Craig Westfall.

**Absent:** Josh Hass and Harold Johnson

**Also, Present:** Erin Anders – Fox Lake Public Library Director, Elizabeth Daniels – Iron Ridge Public Library Director, Riti Grover – MLS Director, Alison Hoffman – MLS Staff, Lynn Huether – MLS Staff, and Robert Nitsch – MLS Staff

3. **Public Comment & Correspondence** – During the roll call the board members gave a brief update on themselves. Elizabeth Daniels – Iron Ridge Public Library Director wanted to thank the board for the retirement gift that she received.
4. **Approval of Agenda:**
  - John Katzka made a motion to approve the agenda for February 10, 2022, meeting. Seconded by Kay Marose, the motion carried by voice vote.
5. **Approval of the Minutes:**
  - Bill Goehring made a motion to approve the minutes from November 11, 2021, meeting. Seconded by Kris Deiss, the motion carried by voice vote.
6. **Approval of Expenditures and Financial Reports:** Wendy Schobert – Finance Committee Chairperson presented the expenditures for November 2021, December 2021 and January 2022 and answered any questions regarding the expenditures and asked that the report outline expenditures for the previous treasurer be added to the packet. The January 2022 financial reports will be filed.
  - Wendy Schobert made a motion to approve the November 2021 Expenditures. Seconded by Kay Marose, the motion carried by voice vote.
  - Wendy Schobert made a motion to approve the December 2021 Expenditures. Seconded by Craig Westfall, the motion carried by voice vote.
  - Wendy Schobert made a motion to approve the January 2022 Expenditures. Seconded by John Katzka, the motion carried by voice vote.

7. **Monarch Library System:** Riti Grover – MLS Directors gave the Board members an update on what is happening at the system office.

The library annual reports are due to DPI on March 1, 2022. Riti Grover – MLS Director along with Alison Hoffman – MLS Staff and Robert Nitsch – MLS Staff have been reviewing the reports and informing the libraries if any changes need to be made to their annual reports. Moreover, with the System Annual Report has been delay and once the document is ready it will be completed. Due to the supply chain delays, Penske is looking to extend the current lease on two trucks for another year. However, Riti Grover – MLS Director asked is it would be possible for a two-year extension and a price break, Penske will be getting back to her.. The Public Information workgroup has been revamped this year, with more details to come later. The auditors are waiting for the 2021 Annual report and after receiving the report they will be able to complete the audit. Kim Niesing has started the process for the Summer Reading Program. Also, Riti Grover – MLS Director explained the ARPA Grant additional cost and that a workgroup of librarians was created to help with the best process for the libraries.

Robert Nitsch – MLS Staff explained to the board members about the papercut program and how it would work and what the estimated cost per library would be. There is an initial estimated software/training cost of about \$1,100.00, if the system does not pay for this cost the amount per library that is used the program will increase. However, the finance committee will be discussing papercut at their March meeting.

8. **Committee Reports:**

**A. Executive Committee:** Tom Doane – Executive Committee Chairperson presented the Executive Committee report.

Book Challenge – because the system does not have a book collection, the system does not need a policy.

E-Mail access policy – Tom Doane asked that the Operation Committee create a policy which would be part of the COOP.

**B. Finance Committee:** Wendy Schobert – Finance Committee Chairperson presented the report.

The Finance Committee is planning to have a meeting in early March of 2022, to look at the initial cost for Papercut, a donation to Kewaskum Town Hall for letting the system use the building for the board meeting

Moreover, Craig Westfall will be filling the vacancy on the Finance Committee.

**C. Operations Committee:** John Katzka – Operations Committee Chairperson presented the report.

John Katzka reminded the members that the Operations Committee meeting are on the second Tuesday of the month at the location of the meeting is at Lakeview Community Library – Random Lake. With the resignation of Mugs McFadden from the Monarch Board of Trustees, the Operation Committee will be looking for a new Vice-Chair and Maeve Quinn will be filling one of the vacancies on the Operations Committee.

**D. Bookmobile Committee:** Bill Goehring – Bookmobile Committee Chairperson presented the report. Bill Goehring informed the board members that the Bookmobile

will be meeting three times a year and that Riti Grover – MLS Director and Lisa Haartman – MLS -Staff will be working on a policy regarding the book challenge.

**9 New Business:**

**a. Nomination and election of Officers of the Board:**

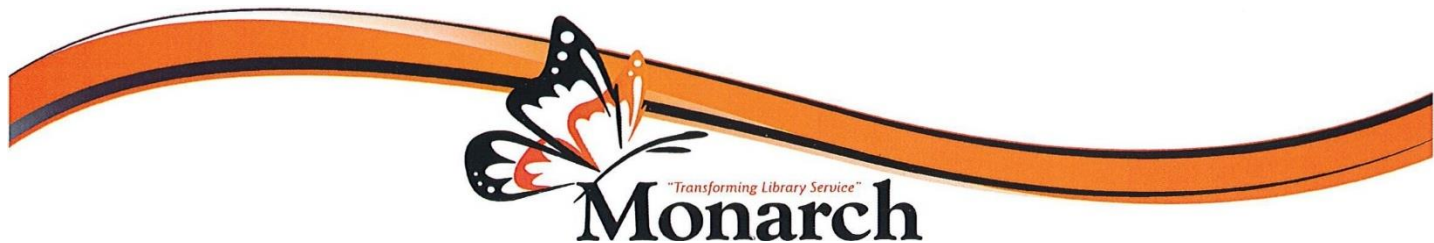
- Kris Deiss made a motion to unanimously approve Tom Doane as President, John Katzka as Vice President and Wendy Schobert as Treasurer for 2022. Seconded by Maeve Quinn, motion carried by voice vote.

**b. Approval of the Resource Library Agreement:** Per the discussion of the Resource Library Agreement, Riti Grover – MLS Directors informed the board members that the Resource Library Agreement had no changes made to it for 2022.

- John Katzka made a motion to approve the Resource Library Agreement for 2022. Seconded by Bill Goehring, motion carried by voice vote.

**10. Next Meeting:** The next meeting is scheduled for Thursday, March 10, 2022, starting at 6:00pm. The meeting will be a Virtual and In-Person, with Kewaskum Town Hall as the location for the In-Person meeting.

**11. Adjourn:** At 6:45pm, Kay Marose made a motion to adjourn the meeting. Seconded by Wendy Schobert, motion carried by voice vote.



## Monarch Library System Staff Reports

March 2022

### Riti Grover – Director

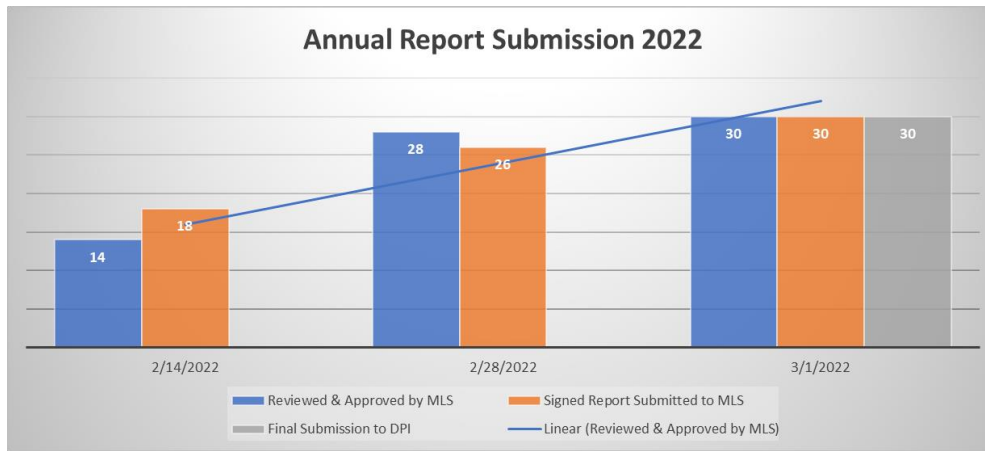
#### Annual Report Updates

The highlight of the month of February was the Annual Reports 2021 Submissions to Department of Public Information (DPI). The timely and accurate submissions of these reports in compliance with State Statute Chapter 43, facilitate the State Aid allocations to our members. We at Monarch made every sincere effort to provide consultation & support to directors as they filled data; reviewed; approved and submitted the final reports to DPI. It was a pleasure and honor to work with our member directors as we wrapped up the submission on March 1, 2022, which was the last date of library annual report submissions.

I would like to thank Alison Hoffman and Robert Nitsch in our office for being the part of the review team with me! I would also like to thank our directors for their preparedness and working towards the timely completion of reports despite their tight schedules.

A quick glance at the timeline and numbers:

- a) At the System and DPI level:
  - ✓ Initial preparatory email to Library Directors by System Director: Jan 19, 2022
  - ✓ All Prefill Data sent by Monarch to DPI: Jan 21, 2022
  - ✓ Annual Reports open to Library Directors with pre-filled data: Jan 24, 2022
- b) At the System and member library level:
  - ✓ 14 Annual Reports received, reviewed, and approved by MLS as of Feb 15
  - ✓ 28 Annual Reports received, reviewed, and approved by MLS as of Feb 28
  - ✓ 26 Signed Reports submitted by the member libraries to MLS as of Feb 28
  - ✓ All 30 Annual Reports received, reviewed, and approved by MLS as of Mar 1
  - ✓ All 30 Signed Reports submitted by the member libraries to MLS as of Mar 1
- c) Finally, again at the System and DPI level:
  - ✓ All 30 final approvals and submissions to DPI by System Director by Mar 1



Our System Report will be presented to the Board for their approval during the next Board Meeting on March 10, 2022. The last date of system report submission is March 31, 2022.

### WPLC Board Meeting

As the Board Member of the Wisconsin Public Library Consortium (WPLC), I attended their first meeting of 2022 on Feb 22<sup>nd</sup>. The discussion included Advocacy Workgroup; apportionment of the 2021 Budget Carryover; review of Bylaws; and formation of the Budget Committee.

It was an honor for me to be voted and appointed on the new Budget Committee of WPLC. I look forward to serving the WPLC Board, Budget Committee and the Wisconsin library services at large in the days and years ahead!

### Renewal of WiLS Subscription for Monarch Members

Monarch pays for the WiLS (Wisconsin Library Services) subscription for all its member libraries. Before we renew it for another year, the Directors Council seems to be a great platform to review the benefits of this subscription with our library leaders. Your WiLS subscription grants you access to the following:

- WiLS cooperative purchasing
- MyWiLS, your subscription management portal
- Access to vendor presentations for new products and services.

I would like to invite Sara Gold, New Business Development and Consortia Manager from WiLS to talk about the benefits of WiLS subscription and how you can access My WiLS account and the notification you'll receive after Monarch renews the subscription for its member libraries.

### Lynn Huether – Office & Delivery Coordinator

- Office  
The system currently still has disinfecting wipe containers for \$1.18 per container and boxes of mask for \$25.50 per box.
- Delivery  
Bob Meisser, a driver on Route 1 (Sheboygan County) will be leaving the Monarch Library System at the end of March 2022 to enjoy his retirement and start golfing again. Good news is that we have been training his replacement.



## Alison Hoffman – Database Management Librarian/ILS Administrator

### Library annual reports:

- Assisted with review of completed annual reports.

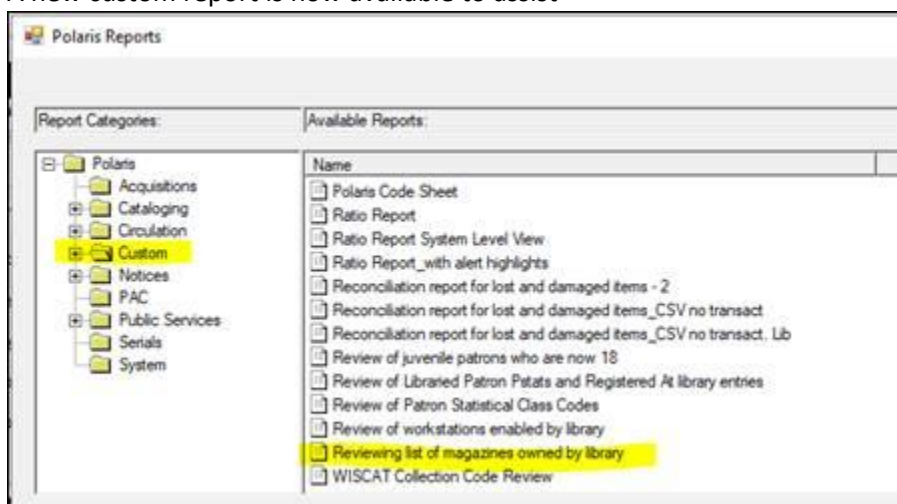
### Polaris related:

#### Upcoming Polaris Upgrade

- Polaris is scheduled to be upgraded from 6.7 to 7.1 the evening of Sun., March 13, 2022
- The upgrade will primarily bring new functionality for [Leap](#), the web-based alternative to the Polaris staff client
- The **What's New** documents for  [Polaris 7.0](#) and  [Polaris 7.1](#) are available for review on the [Polaris Upgrades & Forecasting page](#).

#### Managing Magazine Entries in Polaris.

- Reminder to review the list of magazine and newspaper entries for your library in Polaris
  - A new custom report is now available to assist



- If any subscriptions ended last year, and you are no longer receiving issues this year, please follow the [directions for managing subscriptions that have ended](#)
  - If you still have issues on the shelf, please at least change the **Status** in the Serials Holdings Record to: **Not Currently Received**

## Kim Niesing – Youth Services Liaison

- I have contacted all my SLP coupon contacts and am now waiting for the businesses to mail the coupons to me.
- We had a great YS spring meeting on March 1. 12 people attended in-person, and 13+ people attended virtually. We had some good discussions on coding robots in library programs, handling incentives for summer reading programs, and the benefits and challenges of using Beanstack.

## Lisa Haartman – Bookmobile Manager

- We received a donation from a memorial fund after the passing of a longtime patron of the Bookmobile. The donation will be used to purchase a collection of books by some of Diane's favorite authors, dedicated in her name.

- Summer Reading Program planning is under way. The theme this year is "Oceans of Possibilities".

## Heather Fischer – Public Information Specialist

- Perks that Work Online Program: Organized Monarch's volunteers for the expansion of this pilot program to include Ozaukee and Washington counties. Attended the session on 2-21-22. Emily Laws from West Bend did a fabulous job on the librarian panel! Martin Morante from Saukville and Steve Thiry from West Bend will be joining her on the panel for the March and April sessions. Thank you all for volunteering 😊
- Created images and informational flyer to help libraries inform patrons about using Libby on Kindle devices. Images have been placed on SharePoint for easy access.
- Created a series of Canva templates in preparation for inclement weather closures.
- Attended a LAWDS meeting and shared an update with our libraries on the state-wide campaign that is happening now.
- Started creating summer templates for the Youth Services librarians to use for their summer programs. All templates will be created in Canva this year!
- I had a surprise delivery arrive the last week of February! The missing shirts from last year's 4imprint order were delivered! FINALLY.

## Robert Nitsch – IT Manager

- Migrated Frank L. Weyenberg's file server information into SharePoint.
- Identifying MLS's website information that should be set up on SharePoint.
- **State Backup Collaboration**
  - File server is currently being backed up.
  - Working on having multiple profiles for folder types.
  - Waiting for SCLS to update their servers so our virtual servers can be backed up. March 11<sup>th</sup>.
- **PaperCut**
  - We have 11 libraries interested in using this application
- **RFID Project**
  - This was discussed in the last Directors council meeting that a workgroup will be created.



