

Monarch Library System Board of Trustees

Minutes

Kewaskum Town Hall 9019 Kettle Moraine Drive Kewasukum, WI 53040

July 10, 2025

1. Call to Order; Doane called the meeting to order at 5:00 pm. The meeting was properly noticed in accordance with Wisconsin Open Meetings Law.
2. Roll Call: Doane, Katzka, Sprenger, Goehring, Nelson, Neis, Quinn, and Lamb were present.
Online: Marose
Absent: Bailey, Caine, Olsen, Strom, Westfall,
Also Present: Grover, Federer, MLS Staff.
3. Public Comment or Correspondence: (Attachments)
 1. There were three donations totaling \$300.00 made to the Bookmobile from the family of Joy Zweig. The family suggested the purchase of mystery books.
 2. Quinn donated her reimbursement of expenses check to the Bookmobile for general purchases.
4. Approval of the Agenda for July 10, 2025:
 - a. Goehring motioned to approve the Agenda for July 10, 2025. Sprenger seconded the motion. Motion carried.
5. Approval of the Minutes for May 8, 2025:
 - a. Goehring motioned to approve the minutes. Motion seconded by Katzka. Motion carried.
6. Monarch Audit 2024: Presentation by Bryan Grunewald, CPA, Principal, CliftonLarsonAllen and vote of Approval by Board (Action)
 1. Grunewald presented the draft of the audit including Financial Statements and Supplementary Information, and our Representation Letter.
 2. There were no significant deficiencies identified
 3. Adjustments found to be necessary were disclosed to Grover and Geelan (Winnefox)

and carried out.

4. CLA has initiated discussions of best practices with Winnefox which will continue in 2025. These practices will help Winnefox in their procedures and controls of our accounts and reports.
5. A discussion was held regarding the systems excess funds and the development of a plan to allocate those funds to the LGIP investment funds. This will be further discussed at the Finance Committee meeting in August.

- i. ILS and IT
- ii. Vehicle Replacement

f.

iii. Contingencies iv. Personnel

v. Grunewald suggested that 20% of the current budget amount, ~\$800,00.00 be assigned to LGIP funds.

vi. Grunewald further mentioned that the Board has the right to assign excess funds to any reserve category and change any time in the future.

vii. The possibility of a Financial Strategic Plan was mentioned by Doane and Grunewald.

Katzka motioned to approve the Monarch Library System 2024 Audit. Sprenger seconded the motion. Motion carried.

7. Approval of Expenditures for May and June 2025:

1. Sprenger motioned to approve the Expenditure totals for May as \$101,759.36. Katzka seconded the motion. Motion passed.
2. Sprenger motioned to approve the Expenditures total for June as \$137,127.15. Goehring seconded the motion. Motion passed.

8. Monarch Library System Update:

- a. Cross County Reimbursements were sent out in May.
- b. The Resource Library Report was presented to the Directors Council.
 - i. We will be examining each line item in the report to find funds to reallocate to the system's OverDrive Advantage account for purchases. This provides content over and above that purchased by WPLC for the use by the system's libraries.
 - ii. The Directors Council had a presentation today from OverDrive representatives to explain the benefits of Advantage Accounts and three purchase options available.
- c. MOUs were sent to the libraries to update the Network Equipment Fund Agreement after the replacement of access points in all the libraries.
- d. The statewide awareness campaign, Speak Up for Libraries, that was created and spearheaded by SRRLAW is in progress.

- i. A website was created.
- ii. Flyers and talking points have been provided.

iii. Postcards were sent out to the libraries in May, and the first batch returned to Monarch has been forwarded to Milwaukee Federated for postage.

e. Our Summer Reading program has 42,000+ coupons from 12 organizations. Samples of vendor coupons were shared with the Board.

f. The Sheboygan-Ozaukee Joint Library Agreement Committee's first meeting was held Wednesday, July 9th. We had eight of the 12 committee members present. The meeting included a presentation by Grover showcasing an overview of the Monarch System services, including circulation of physical and digital collections with a special focus on the Sheboygan and Ozaukee County libraries.

- iii. Sprenger was elected chair of the committee. Goehring was elected vice- chair.
- iv. The next meeting will be in August and will include presentations by 4 of our library directors.
- v. The third meeting will be held in September and will include a presentation about the Bookmobile.

iv. A new agreement will be drafted with the recommendations of the committee members and presented to the County Boards for public hearings.

g. The Strategic Plan process has been completed and was presented to the Board.. i. We asked that a Mission and a Vision statement be included.

ii. The Mission statement prepared is: Through collaborative leadership, technology, advocacy, and resource sharing the Monarch Library System enables its member libraries to successfully provide enhanced services to their communities.

iii. The Vision statement prepared is Innovating and transforming library services.

iv. Three priorities emerged: Integrated Library System, IT services, and Delivery Service.

v. Goals were set to be achieved over the life of this plan. 1. Collections and Access

2. Technology Strategy and Support 3. Information Hub

4. Effective Communications

vi. Quinn felt there should be an explanation of why only Sheboygan and Ozaukee counties have the bookmobile service.

1. It was suggested that whenever the bookmobile is mentioned (Ozaukee and Sheboygan Counties) be inserted.
2. A sentence or two could be added at the beginning of the plan, or a footnote, explaining historic funding by Ozaukee and Sheboygan Counties for bookmobile services.

vii. Katzka motioned the Strategic Plan to be approved with the addition of minor editing making the Bookmobile history and continuation clearer. Quinn seconded the motion. Motion carried.

9. Committee Reports

1. Doane reported the Executive Committee has no report.
2. Katzka reported that the Operations Committee has no report and will meet in

August.

3. The Finance Committee did not meet. They plan to meet in August and September to discuss and approve Budget 2026.

4. The Bookmobile Committee will meet in August or September to discuss and approve the Bookmobile Budget 2026.

10. New Business

a. Presentation of Appendix F- New IT& ILS Projects Agreement

- i. This revised version was presented to the Directors Council in June.
- ii. The Directors Council will be required to approve the agreement in the August meeting.
- iii. The directors will then present the agreement to their boards for approval.
- iv. Once approved the agreements will be returned to Monarch's board and with the board's approval signed by Doane and Grover.

11. Unfinished Business

a. Kewaskum Community Center gratuity (Discussion and Action)

1. Katzka motioned Monarch Library System issue a check to the

Kewaskum Community Center in the amount of \$300.00.

Goehring supported the motion. Motion carried.

12. Next meeting will be held on September 11, 2025, at 6:00 pm at the Kewaskum Community Center.

13. Adjourn. Katzka motioned to adjourn with Sprenger, seconding the motion. Meeting was adjourned at 6:45 pm