



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Monday, December 16, 2019 at 4:45 PM**

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) November minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) Statistics thru November

**BUDGET SUMMARY**

- [3.](#) Budget summary

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) December bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

- [5.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

- [6.](#) Monarch Library System Membership Agreement

**FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD**

7. Next meeting: Monday, January 20, 2020, at 4:45 p.m.

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*

## **Minutes of the Waupun Public Library Board Meeting November 18, 2019**

The meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:45 p.m. on November 18, 2019. Also present were Martens, Schultz, Westphal, Hintze, Garcia, Jaeger, and Rohrer. Sullivan was absent.

ARTICLE I: Motion by Martens, supported by Rohrer, to accept the minutes of the October 28, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of October, 2019 was 125,715 items.
2. Library visits through the end of October, 2019 was 60,658 people.
3. Rural circulation through the end of October, 2019 was 32,370 items
4. Notably, total Juvenile Circulation through October, 2019, was up by 9.4%.

ARTICLE IV: Current budget was discussed. No problems noted.

ARTICLE V: Motion by Rohrer, supported by Westphal, to pay the October bills. Motion carried 6-0 on roll call.

ARTICLE VI: No committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- November 21 – From the Garden Soap Making with Linda Conroy of Moonwise Herbs, 5:30-8 p.m.
- December 5 – Movie, title TBD at 1:00 p.m. and 6:00 p.m.
- December 12 – Lego/game night, 4 - 8 p.m.
- December 17 – Christmas Vase Flower Arranging, 6:00 p.m. and 7:00 p.m.
- December 19 – Movie, title TBD at 1:00 p.m. and 6:00 p.m.
- December 21 – Christmas Centerpiece Flower Arranging 10:30 a.m. and 12:30 p.m.

b. The Yerges Company and Werner Harmsen completed the re-carpeting project in the Children's Section. Bret and staff were very pleased with the company's work. It was an involved project occurring during the day, continuing for a week, yet service to patrons was never interrupted. The staff members were complimented on their flexibility during this time.

- c. The ceiling sprinkler system was inspected. Director of Public Works, Jeff Daane, sent the report of deficiencies noted in the system, which totaled \$671.
- d. A doorbell has been installed at staff/back delivery door.
- e. Only one essay was received for the VFW essay contest, so the judging panel did not have to meet.

ARTICLE VII. Old Business.

- a. Motion by Hintze, supported by Schultz, to approve the Circulation Policy as presented. Motion carried.
- b. Motion by Martens, supported by Hintze, to accept the Waupun Public Library 2020 Budget as presented. Motion carried on 6-0 roll call.

ARTICLE IX: New Business.

- a. Motion by Hintze, supported by Martens, to accept the Corporate Resolution as presented. Motion carried.

ARTICLE X: Motion by Schultz, supported by Westphal, to adjourn at 5:45 p.m. Motion carried.

Next tentative meeting: December 16, 2019, at 4:45 p.m.

SANDRA ROHRER Secretary  
SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Nov. 19</b>	<b>Nov. 18</b>	<b>YTD 2019</b>	<b>YTD 2018</b>	<b>YTD%</b>
Juvenile Nonfiction	688	779	6,285	6,523	-3.6%
Juvenile Fiction	1,738	1,739	30,224	26,294	14.9%
Juvenile Periodical	27	12	297	232	28.0%
Juvenile Audiocassette	0	0	0	3	-100.0%
Juvenile MP3 audio	0	0	32	43	-25.6%
Juvenile DVD	648	619	7,790	7,115	9.5%
Juvenile CD	79	64	957	1,747	-45.2%
Juvenile Video	0	0	0	1	-100.0%
<b>Total Juvenile</b>	<b>3,180</b>	<b>3,213</b>	<b>45,585</b>	<b>41,958</b>	<b>8.6%</b>
Adult Nonfiction	688	717	7,434	7,211	3.1%
Adult Fiction	1,644	1,713	20,885	20,153	3.6%
Adult Periodical	92	125	1,361	1,585	-14.1%
Adult Audiocassette	0	1	3	9	-66.7%
Adult MP3 audio	16	19	140	209	-33.0%
Adult DVD	2,540	2,387	28,365	30,593	-7.3%
Adult CD	513	613	5,806	6,434	-9.8%
Videocassettes	0	0	3	4	-25.0%
Pamphlets/Vertical File	1	0	7	2	250.0%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc. (kits, toys, no location...)	0	0	2	8	-75.0%
<b>Total Adult</b>	<b>5,494</b>	<b>5,575</b>	<b>64,006</b>	<b>66,208</b>	<b>-3.3%</b>
<b>State Report Circulation</b>	<b>8,674</b>	<b>8,788</b>	<b>109,591</b>	<b>108,166</b>	<b>1.3%</b>
<b>Downloads (OverDrive)</b>	<b>739</b>	<b>579</b>	<b>7,688</b>	<b>6,537</b>	<b>17.6%</b>
ILL-Items Sent	1,677	1,539	18,858	21,068	-10.5%
ILL Item Received	53	54	721	733	-1.6%
<b>TOTAL CIRCULATION</b>	<b>11,143</b>	<b>10,960</b>	<b>136,858</b>	<b>136,504</b>	<b>0.3%</b>
<i>To Columbia Co. Rural</i>	8	15	436	176	147.7%
<i>To Dodge Co. Rural</i>	779	725	9,227	8,896	3.7%
<i>To FDL Co. Rural</i>	2,264	1,730	23,940	22,898	4.6%
<i>To Green Lake Co. Rural</i>	89	151	1,907	2,053	-7.1%
<b>Rural circ subtotals</b>			<b>35,510</b>	<b>34,023</b>	<b>4.4%</b>
<b>USE</b>					
<b>In-library Count (visits)</b>	<b>5,340</b>	<b>4,785</b>	<b>65,998</b>	<b>65,092</b>	<b>1.4%</b>
Library Programs	244	297	4,409	4,477	-1.5%
Meeting Room Use	265	289	3,619	4,131	-12.4%
Computer Use	614	582	8,187	8,953	-8.6%
Wireless Use	530	495	5,623	5,684	-1.1%
Reference Questions	143	329	3,800	3,194	19.0%
Monthly website hits	2,135	2,867	29,388	37,173	-20.9%



Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2019 Annual Budget	11/30/2019 Current Month	11/30/2019 YTD Actual	11/30/2018 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
<b>Library Fund</b>									
<b>Revenues</b>									
210-41-4111-0-00	GENERAL PROPERTY TAXES	541,000	-	541,000	-	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	166,000	-	168,852	-	(2,852)	102%		
210-46-4671-0-00	FEES-LIBRARY	4,000	527	5,586	-	(1,586)	140%		
210-48-4811-0-00	INTEREST REVENUE	7,000	410	6,306	-	694	90%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,735	-	65	96%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	7,555	-	(1,519)	125%		
210-49-4920-0-00	OPERATING TRANSFERS IN	448,605	-	382,830	-	65,775	85%	Transfers from Fund 200-Systems, Trust, Ruth E. Bayley	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
<b>Total Revenues</b>		<u>1,174,441</u>	<u>937</u>	<u>1,113,864</u>	<u>-</u>	<u>60,577</u>	<u>95%</u>		
<b>Expenditures</b>									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	28,501	321,525	299,759	51,706	86%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	5,929	65,217	69,632	5,993	92%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	60	653	565	122	84%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	1,511	16,845	16,726	2,371	88%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	2,092	24,611	22,847	3,941	86%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,709	-	-	-	2,709	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	1,220	1,220	280	81%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,400	355	18,643	7,965	757	96%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	229	2,964	3,703	936	76%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	1,828	27,251	29,050	5,749	83%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	55	1,469	1,424	(69)	105%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,000	-	490	879	1,510	25%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	3,750	-	3,181	477	569	85%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	(5,144)	1,866	3,317	1,934	49%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	47	2,927	1,622	1,573	65%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	374	25,356	-	6,644	79%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	4,214	54,670	-	6,722	89%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	-	19,173	-	(173)	101%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	1,216	9,031	-	(31)	100%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	3,196	12,213	-	1,787	87%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	7,936	-	2,064	79%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	(197)	4,110	-	4,891	46%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	146	2,380	23,875	120	95%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	10,050	13,736	-	(13,736)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	20,356	-	(20,356)			
<b>Total Expenditures</b>		<u>725,836</u>	<u>54,572</u>	<u>657,823</u>	<u>483,061</u>	<u>68,013</u>	<u>91%</u>		
		<u>448,605</u>	<u>(53,636)</u>	<u>456,041</u>	<u>(483,061)</u>	<u>(7,436)</u>			



**Waupun Public Library - December 2019 Bills**

<u>Processed</u>	<u>Check #</u>	<u>New Account #</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-340	Audiovisual	47	Amazon	418.31
		210-60-5511-339	Books	47	Amazon	210.34
		210-60-5511-330	Office supplies	47	Amazon	15.26
		210-60-5511-344	Programming	47	Amazon	261.40
		210-60-5511-332	Utilities	1174	Alliant Energy	696.76
		210-60-5511-339	Books	4000	Baker & Taylor	2,495.77
		210-60-5511-339	Books	8900	Center Point Large Print	2,379.89
		210-60-5511-330	Office supplies	11070	Demco	575.25
		210-60-5511-339	Books	14102	Gale	258.93
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	73.08
		210-60-5511-341	Periodicals	12725	Heartland Ag-Business	25.00
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-339	Books	19050	MicroMarketing	331.45
		210-60-5511-344	Programming	300156	Monarch Library System	54.00
		210-60-5511-344	Programming	19393	Moonwise Herbs	400.00
		210-60-5511-341	Periodicals	21360	Peterson's	107.92
		210-60-5511-345	Miscellaneous	21500	Petty Cash	21.24
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	257.79
		210-60-5511-333	Postage	22099	Postmaster	55.00
		210-60-5511-330	Office supplies	22402	Quill Corporation	122.95
		210-60-5511-340	Audiovisual	22681	Recorded Books	65.47
		210-60-5511-339	Books	24810	Taste of Home Books	64.97
		210-60-5511-330	Office supplies	25143	Total Business Products	269.70
		210-60-5511-339	Books	25484	Unique Management Services	8.95
		210-60-5504-8-00	Trust Fund - capital	27950	Werner Harmsen	3,600.00
		210-60-5511-341	Periodicals	29881	WT.COX	19.11
					<b>Total:</b>	<b>\$ 12,803.49</b>
12/3/2019	Manual check # 1250		Book		Beth Zastrow	20.00
City manual check		210-60-5511-331	Telecommunications		Charter/Spectrum	161.29
City manual check		210-60-5511-332	November utilities		Waupun Utilities	1,400.96

Authorized signature: \_\_\_\_\_

## **December 2019 Librarians Report**

### **A. Statistics**

Circulation/downloads through the end of November was 136,858 items.  
Library visits through the end of November was 65,998 people.

### **B. Future programs**

December 17 – Flower Arranging with Heidi Braker, 6pm and 7pm  
December 19 – The Santa Clause Movie, 1pm and 6pm  
December 21 – Flower Arranging with Heidi Braker, 10:30am and 12:30pm  
January 7 – Tech Days, 10am-Noon; 1pm-3pm  
January 9 – Lego/Game Night, 4-8pm  
January 13 – Windowsill Herbs with Master Gardener Carol Shirk, 6 pm  
January 16 – Movie (title TBD), 1pm and 6pm

### **C. Estate gift received**

A gift of \$13,075.34 was received from the Ellen M. Johnson estate and deposited into the Library Trust Fund.

### **D. Security panels**

The library's 22-year-old materials security panels suffered burnt electrical boards and a fried power supply recently which resulted in several pieces of the system needing to be replaced. These panels not only alert staff when materials try to exit the library without being checked out, but also have sensors that count how many people walk through the gates each day. At this writing, the equipment has been repaired.

### **E. Carpet section replaced**

A 22-year-old section of carpet in the children's area was replaced. Areas of that carpet were "tenting" and becoming a trip hazard as the glue was no longer binding the carpet to the floor. The Library Board authorized funds from their Trust Fund to pay for this replacement.

### **F. Staffing change**

Following the budgeted change for staffing, Wayne Fix will be moving from nights to days, and Library Page Mira Lacrosse will be promoted to Library Assistant I filling in the vacant night/evening slot. Pam is in the process of hiring a new Page to fill that vacant position.

Any questions, please contact Bret or Pam at 324-7925, or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org) and [pgarcia@monarchlibraries.org](mailto:pgarcia@monarchlibraries.org).

# Monarch Library System Membership Agreement

Between the Monarch Library System  
And West Bend Community Memorial Library

## Article I | General

1. This agreement is entered into by and between the Board of the Waupun Public Library and the Monarch Library System Board of Trustees.

## Article II | Definitions

1. The Board of Trustees is the body established by the Boards of Supervisors of Dodge, Ozaukee, Sheboygan, and Washington Counties to provide and administer the Monarch Library System in accordance with Wisconsin Statutes. [[Wis. Stat. 43.15](#) & [Wis. Stat. 43.19](#)]
2. The Waupun Public Library Board is the body, established under Wisconsin Statutes [[Wis. Stat. 43.54](#)] which administers the Waupun Public Library as an agency established by the City of Waupun to provide public library service. [[Wis. Stat. 43.52](#) & [43.53](#)]
  - a. The term public library shall include municipal or joint libraries.
3. This agreement shall become effective January 1, 2020 and shall continue in force until superseded by a new agreement or until terminated.
4. This agreement may be altered or amended by approval of the system board and a 67% majority vote of system member libraries, provided that the text of the amendment(s) is made available to all member institutions sixty (60) days prior to the meeting at which the amendment(s) is to be decided.
5. Members will abide by the terms specified in the appendices which are binding to this agreement.
6. The shared services, provided by the system, utilized by member libraries is provided on a fee basis.
7. A system member is a library that has signed this system membership agreement and paid all associated fees.
8. The fees collected from member libraries annually in accordance with this document are understood to fund a part of any and all system services with the exception of ILS costs and can be found in appendix A.



## Article III | Member Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE WAUPUN PUBLIC LIBRARY BOARD THAT THIS LIBRARY SHALL:

1. Be properly established under [Wis. Stats. Ch. 43](#).
2. Be located in a county that participates with the Monarch Library System.
3. Be authorized by its governing body or board to participate in the public library system.
4. Enter into a written agreement with the library system to participate in the services, projects and activities of the library system's annual plan submitted to the division for libraries and technology, and approved by the system board.
5. Provide to any resident of the system area the same library services, on the same terms, that are provided to the residents of the libraries municipality or municipalities subject to those exceptions established by statute, regulation, administrative rule, department of public instruction/division for libraries and technology information bulletin, attorney general's opinion, or judicial decision. This does not prohibit a member public library from giving preference to its residents for library group programs if the library limits the number of persons who may participate in the group program, or from limiting remote access to a library's electronic database to its residents.
6. Provide interlibrary loans of materials to local library patrons and to other member libraries when requested in concert with applicable interlibrary loan protocols as well as with extant agreements between the library and its vendors.
7. Employ a head librarian who is certified as a public librarian by the Department of Public Instruction and whose employment requires that he or she be present in the library for at least ten (10) hours of each week that the library is open to the public, less leave time. [[Wis. Stat. 43.15\(4\)\(c\)6](#)]
8. Annually be open to the public an average of at least twenty (20) hours each week. [[Wis. Stat. 43.15\(4\)\(c\)7](#)]
9. Annually spend at least \$2,500 on library materials. [[Wis. Stat. 43.15\(4\)\(c\)8](#)]
10. Have the director (or designated representatives) participate in the various library committees and councils which serve as a conduit to advise the System Board about the status and needs of and to make recommendations to the Library System Board.
11. Participate in any intersystem reciprocal borrowing agreements that the Library System signs with other library systems and follow appropriate exceptions if there is no intersystem reciprocal borrowing agreement with a library system [[Wis. Stat. 43.17\(10\)](#) and [43.17\(11\)](#)].
12. File an annual report as specified by the Division for Libraries and Technology [[Wis. Stat. 43.17\(5\)](#)].
13. Provide upon request of the county clerk(s), access to all books and records used to determine the number of materials loaned to non-librarians residents of the county and the total number of materials loaned.
14. Plan for library services and activities using the standards for public libraries recommended by the Department of Public Instruction.

## **Article IV | Library System Responsibilities**

IT IS ALSO AGREED ON THE PART OF THE MONARCH LIBRARY SYSTEM BOARD THAT THE SYSTEM SHALL, AS STATED IN ITS ANNUAL PLAN:

1. Provide interlibrary loan service, interlibrary loan referrals to and from Library System libraries, and to and from the state interloan network.
2. Provide backup interlibrary loan service, reference referrals, and access to its specialized collections through a resource library.
3. Provide continuing education and training programs of system-wide interest and consultant services in selected areas for member library staff and trustees.
4. Provide an electronic information delivery system and a rapid and regular physical materials delivery system among member libraries in the Library System.
5. Provide agreements with adjacent library systems for member library participation in continuing education programs and other services of benefit to member libraries.
6. Promote and facilitate library service to patrons with special needs.
7. Plan cooperative activities with libraries in the library system which provide for the appropriate sharing of library resources and improved public library service.

## **Article V | Member Library Committee Responsibilities**

1. The system member directors, or if applicable, designated representatives, will participate in various councils and committees and shall attend all meetings to which they are appointed.
2. Standing library committees of the member libraries are the following:
  - a. Directors Council. This council shall have the authority to transact the necessary business of the system members in the management of the affairs of the system that are assigned to the libraries. All recommendations from the other committees will be decided before this body by a majority of a vote as noted in appendix B. Decisions may be appealed using the process outlined in appendix C and D.
  - b. ILS Committee. The ILS committee shall set policies, standards, and plans and oversee the development, implementation, and maintenance for the ILS.
  - c. Governance Committee. The governance committee shall set policies and standards, and oversee the development, implementation, and planning of all other non-ILS related areas.
  - d. Circulation Committee: Create procedures for consistency throughout the ILS with circulation of materials and patron records.
  - e. *Ad Hoc* Advisory Committees: Ad hoc committees shall consider appropriate matters, make reports to the Directors Council, and fulfill such other advisory functions as may be designated.

## **Article VI | Termination of Membership by the Library**

1. Any member may terminate its system membership providing written notice to the system board prior to June 1<sup>st</sup> of a given calendar year. Said termination shall be effective January 1<sup>st</sup> of the following year.
2. A member terminating its membership shall do so according to a schedule mutually agreed upon by the member library and the system director prior to the following January 1<sup>st</sup>.
3. A member terminating its participation shall not cast votes during their remaining time of membership on issues having future budget impact.
4. The member terminating its participation shall be liable for all fees pertaining to being a member as of the beginning of the year and all payments made will not be refunded and shall remain the property of the system.
5. A library that has terminated its membership shall have no claim on, or rights or obligations with respect to any property provided that the property described above shall remain the property of the withdrawing library.
6. The Monarch Library System shall have no claim on or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership or any substitutions, replacements, or improvements thereto provided that the property described above shall remain the property of the system.

## Article VII | Termination of Membership by the System

1. Membership in the system may be terminated for cause and will require the approval of the system board and a 67% majority vote of the member libraries. Such cause is limited to failure to pay related debts owed to the System or failure to adhere to the terms of this agreement or other stated policies.
2. A minimum of one (1) year notice must be given to a member that is to be terminated for cause. Notice must be given in writing by the system board to the board of the member library to be terminated.
3. The Monarch Library System shall have claim on any debts or fees owed it by the member so terminated.
4. In all other respects the termination of membership by the system board and the Directors Council shall be handled according to the provisions listed above.

Representing the Monarch Library System

---

Board President

---

System Director

---

Date

Representing the Library

---

Board President

---

Library Director

---

Date



## Appendix A | System Member Fees

E-Content. The total cost of usage-based digital content provided each year is divided by a simple per-capita calculation using the most recent ten-year population census for the city, village, or township in which the library resides.

OCLC/ILS/ILS Replacement/ILS Admin. The total cost of these provided services shall be distributed according to library size when dividing the associated costs for these platforms. Each library shall be responsible for the number of shares determined by the tier it is assigned using the following model:

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 shares.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 shares.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 share.

The total cost for the service shall then be divided by the total number of shares and distributed accordingly.

- **NOTE:** ILS costs only applies if the member has signed the ILS membership agreement.
- **NOTE:** These fees structures are taken from the ESLS/MWFLS merger committee final recommendation report and can be found on page 3-4 and in appendix D of that document.

## Appendix B | System Member Voting Structure

The Directors Council will operate by a consensus governance model.

When it is not possible or feasible to reach consensus, the Directors Council will use a weighted voting model based on a reverse of the state librarian certification levels, which are based on population.

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 votes.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 votes.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 vote.

A threshold of 67% of total weighted votes must be reached for approval of an item that does not reach general consensus which, of necessity, will require a minimum support of more than half of the libraries in the system.

## **Appendix C | Technology Responsibilities**

Monarch Library System staff may recommend technology purchases to standardize library system services. System-wide technology purchases may be funded by the Monarch Library System, by the libraries, or by a combination of both the Monarch Library System and the libraries. Any recommendations that include member library costs will be voted on by the Directors Council.

On or before July 1<sup>st</sup> of each year, member libraries will be informed of costs associated with any Monarch Library System technology-related purchases for the following year. The purchases may be made by the Monarch Library System before the following year, however the member libraries will not be invoiced until January 1<sup>st</sup> of the following year, with total payment due from the member library within sixty (60) days.

Member libraries are expected to respond to requests and participate in technology-related upgrades to hardware and software by the deadlines stated in Monarch Library System office communication about such work. Libraries opting out of recommended upgrades to hardware and software may experience a reduced level of technology support.

Member libraries will designate a staff member to communicate with Monarch Library System staff in regards to technology-related purchases and upgrades. This library staff member will be the library director or his/her designee.

## **Appendix D | Appeal Process**

The appeal process begins when the appeal form (appendix E) is completed and submitted to the Directors Council. The Directors Council shall also respond to the member(s) making the appeal in writing, addressing the issue within thirty (30) days of receiving the notice. If the appellant is still dissatisfied with the decision after the appeal has been heard by the Directors Council, the matter can be referred to the system director to be heard by the system board for a final decision.

## Appendix E | Appeal Form

Member Library(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of person(s) filing the appeal: \_\_\_\_\_

1. To what decision of the Directors Council do you object?

*- Be specific: cite the motion, action, and date (attach additional pages or documentation as needed)*

2. What is the reason you are appealing this decision?

*- Be specific: How does the decision affect your library? How does it affect other libraries?*

3. Did you attend the meeting at which the decision under appeal was made?

4. If not, did you assign a proxy and instruct the proxy how to vote on your behalf?

5. What would you recommend as a resolution to the disagreement to this decision?

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Date Received by Directors Council: \_\_\_\_\_