



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library
Monday, December 17, 2018 at 4:15 PM

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

1. Minutes

MONTHLY STATISTICS

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

2. Statistics

BUDGET SUMMARY

3. Budget summary

CONSIDERATION OF BILLS FOR PAYMENT

4. December bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

5. Librarian's Report

OLD BUSINESS

6. Five year library strategic plan

NEW BUSINESS

7. Monarch Library System Membership Agreement
8. Monarch Library System ILS Membership Agreement

ADJOURNMENT

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: January 21, 2019 at 4:15 p.m.

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 19, 2018**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:17 p.m. on Monday, November 19, 2018. Also present were Martens, Sullivan, Kaczmariski, Procise, Hintz, Jaeger, and Rohrer. Garcia was absent.

ARTICLE I: Motion by Sullivan, supported by Martens, to accept the minutes of the October 22, 2018 meeting as written. Motion carried.

ARTICLE II: Personal appearance: Bruce Smith from Wisconsin Library Service (WiLS). Mr. Smith presented the Board with an overview of the Five Year Strategic Planning process facilitated by WiLS, then provided the opportunity for the Board members to ask any questions concerning the process.

ARTICLE III: Monthly statistics.

1. Circulation/downloads through end of October was 123,913 items, up 5.2 % YTD.
2. Rural Circulation up 5.7% YTD.
3. Library visits through the end of October was 60,307 people, up 3.8% YTD.

ARTICLE IV: Current budget was reviewed. No concerns noted.

ARTICLE V: Motion by Martens, supported by Procise, to pay the bills as presented. Motion carried 7-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. The Library received a \$5,000 grant from Nelson G. and Vera C. Hicks Charitable Foundation. These funds will be used to fund the 2019 Summer Reading Program and to enhance the youth area of the library.

b. The Waupun Times newspaper from 1883-1903 has been digitized and loaded online at Wisconsin Newspaper Association. Badgerlink is an online database free for all Wisconsin residents

c. The library again hosted the judges for the annual VFW Patriot's Pen essay and Voice of Democracy speech competitions. Local winners move on to regional competition in the pursuit of VFW scholarships. Judges: Bret Jaeger, Kristine Snow, Kyle Clark, and Hank Snyder.

d. Programs: Book talks:

1. Vietnam War Veteran, and author, Gerry Stiemsma/ 31 people attended.
2. Mary Rens, author, and Gerri Buteyn, illustrator/ 134 people attended.

ARTICLE VII. No Old Business.

a. A discussion followed Mr. Smith's presentation of the overview of the Five Year Library Strategic Plan. It was decided that the board members review the information presented and be prepared for a more in-depth discussion at the December meeting.

ARTICLE IX: New Business.

a. Motion by Procise, supported by Sullivan, to adopt the 2019 Combined Budget as presented. Motion carried 7-0 on roll call.

b. Motion by Rohrer, supported by Kaczmarek, to accept the Library Assistant IV (Circ Librarian) job description, with the following deletion in the first paragraph, SUMMARY of, "the conference and board," and the addition in its place to, "meeting." The phrase will read, "the scheduling of the meeting rooms." Motion carried.

ARTICLE X: Motion by Procise, supported by Martens, to adjourn at 5:30 p.m. Motion carried.

Next tentative meeting: December 17, 2018, at 4:15 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Nov. 18	Nov. 17	YTD 2018	YTD 2017	YTD%
Juvenile Nonfiction	779	670	6,523	6,044	7.9%
Juvenile Fiction	1,739	3,328	26,294	29,863	-12.0%
Juvenile Periodical	12	15	232	254	-8.7%
Juvenile Audiocassette	0	0	3	3	0.0%
Juvenile MP3 audio	0	4	43	36	19.4%
Juvenile DVD	619	761	7,115	8,143	-12.6%
Juvenile CD	64	95	1,747	1,288	35.6%
Juvenile Video	0	0	1	5	-80.0%
Total Juvenile	3,213	4,873	41,958	45,636	-8.1%
Adult Nonfiction	717	728	7,211	8,027	-10.2%
Adult Fiction	1,713	1,712	20,153	20,018	0.7%
Adult Periodical	125	109	1,585	1,610	-1.6%
Adult Audiocassette	1	1	9	12	-25.0%
Adult MP3 audio	19	27	209	250	-16.4%
Adult DVD	2,387	2,980	30,593	30,966	-1.2%
Adult CD	613	649	6,434	7,425	-13.3%
Videocassettes	0	0	4	17	-76.5%
Pamphlets/Vertical File	0	3	2	8	-75.0%
Equipment/die cuts	0	0	0	15	-100.0%
Misc.(kits, toys, no location...)	0	3	8	59	-86.4%
Total Adult	5,575	6,212	66,208	68,407	-3.2%
State Report Circulation	8,788	11,085	108,166	114,043	-5.2%
Downloads (OverDrive)	579	523	6,537	5,121	27.7%
ILL-Items Sent	1,539	1,813	21,068	19,233	9.5%
ILL Item Received	54	69	733	804	-8.8%
TOTAL CIRCULATION	10,960	13,490	136,504	139,201	-1.9%
<i>To Columbia Co. Rural</i>	15	8	176	290	-39.3%
<i>To Dodge Co. Rural</i>	725	1,153	8,896	9,575	-7.1%
<i>To FDL Co. Rural</i>	1,730	2,100	22,898	22,277	2.8%
<i>To Green Lake Co. Rural</i>	151	88	2,053	1,060	93.7%
Rural circ subtotals			34,023	33,202	2.5%
USE					
In-library Count (visits)	4,785	5,143	65,092	63,267	2.9%
Library Programs	297	196	4,477	3,326	34.6%
Meeting Room Use	289	343	4,131	3,507	17.8%
Computer Use	582	763	8,953	8,717	2.7%
Wireless Use	495	521	5,684	5,367	5.9%
Reference Questions	329	209	3,194	2,744	16.4%
Monthly website hits	2,867	3,264	37,173	31,338	18.6%

Waupun Public Library
2018 Budget summary

<u>LINE ITEMS</u>	<u>Budget</u>	<u>Nov</u>	<u>Year to date</u>	<u>Percent</u>	<u>Balance</u>
Salaries/wages	\$ 339,927.35	\$ 27,806.00	\$ 299,759.59	88.18%	\$ 40,167.76
Fringe benefits	125,919.48	10,038.00	110,989.50	88.14%	14,929.98
Books*	6,900.00	4.55	6,608.09	95.77%	291.91
Utilities	33,000.00	2,405.00	29,049.43	88.03%	3,950.57
Automation*	15,000.00	-	15,323.18	102.15%	(323.18)
Periodicals*	-	-	-	#DIV/0!	-
Audio-visual*	-	-	-	#DIV/0!	-
Office supplies	8,000.00	-	7,964.95	99.56%	35.05
Telecommunications	4,600.00	361.00	3,704.29	80.53%	895.71
Equipment & supplies*	500.00	198.49	515.58	103.12%	(15.58)
Repair & maintenance	3,800.00	132.00	3,316.65	87.28%	483.35
Miscellaneous*	2,000.00	114.77	1,563.28	78.16%	436.72
Postage	1,400.00	50.00	1,424.00	101.71%	(24.00)
Travel/Training/Conf.	1,500.00	232.19	1,621.96	108.13%	(121.96)
Publications/PR	750.00	62.00	477.28	63.64%	272.72
Memberships/Dues	900.00	-	879.17	97.69%	20.83
Capital Outlay	-	-	-	0.00%	-
Totals	\$ 544,196.83	\$ 41,404.00	\$ 483,196.95	88.79%	\$ 60,999.88

Waupun Public Library - December 2018 Bills

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		5503-338	System Fund	47	Amazon	1,638.44
		332	Utilities	1174	Alliant Energy	710.13
		5503-338	System Fund	4000	Baker & Taylor	3,439.37
		5503-338	System Fund	8900	Center Point Large Print	664.23
		5503-338	System Fund	11070	Demco	1,346.20
		331	Telecommuications	11148	Dept. of Administration	600.00
		5503-338	System Fund	12611	Envisionware	253.82
		5503-338	System Fund	12875	Findaway World LLC	672.30
		5503-338	System Fund	14102	Gale	1,936.88
		337	Travel/training/conference	14402	Garcia, Pam	53.50
		5503-338	System Fund	14825	Grey House Publishing	498.95
		5503-338	System Fund	12725	Heartland Ag-Business	25.00
		336	Repairs/maintenance	16440	Inter-Quest	14.95
		337	Travel/training/conference	17860	Lont, Tami	34.24
		5503-338	System Fund	19050	MicroMarketing	980.86
		5503-338	System Fund	300156	Monach Library System	2,528.39
		338	Miscellaneous	21500	Petty Cash	23.18
		338	Miscellaneous	21665	Piggly Wiggly	79.50
		333	Postage	22099	Postmaster	50.00
		5503-338	System Fund	22216	ProQuest	1,362.40
		5503-338	System Fund	25143	Total Business Products	175.80
		338	Books	25484	Unique Management Services	17.90
		5503-338	System Fund	25983	Van Buren, Heather	18.95
		5503-338	System Fund	28200	WiLS	650.88
					Total:	\$ 17,775.87
11/19/2018	Manual check # 1230		Program		Gerry Stiemsma	40.00
12/4/2018	Manual check # 1231		Program		Rens Floral	630.00
City manual check		331	Telecommunications		Spectrum	156.02
City manual check		332	November utilities		Waupun Utilities	2,041.78
City manual check		336	MSDS online yrly fee		Muni elec utils of WI	92.34

Authorized signature: _____

December 2018 Librarians Report

A. **Statistics**

Circulation/downloads through the end of November was 136,504 items.
Library visits through the end of November was 65,092 people.

B. **Five-year Strategic Plan**

The Library Board is exploring options for creating a Five-year Strategic Plan for the library. Like everything else, hiring a firm to create this plan will cost money.

C. **Security camera system replacement**

In the next few weeks, Lappen Security will be replacing the current security camera server, installing two cameras at new locations, and replacing most of the old analog cameras with high definition cameras. The new server is being built as I type this, so we're not sure when installation will begin.

D. **Conference Room carpet**

The 21-year-old carpet in the Conference Room has been replaced. Let's hope the new carpet will last as long.

E. **Tech Days**

We will be having a "Tech Day" once a month starting in January. Patrons can bring in their device in an open-house style environment and library staff (and possibly kids from the SDS class at the high school) will do their best to answer questions they have. The first event will be January 9 from 1:00-3:00pm and again from 5:00-7:00pm. Future events are February 6, March 6, April 10 and May 1 at the same times. If these are successful/needed, we will continue them.

Any questions, please contact Bret or Pam at 324-7925.

Monarch Library System Membership Agreement

Between the Monarch Library System
and Waupun Public 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 Library Board of Trustees 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 August 1st, 2018 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 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-librarian 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 III | 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 IV | 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 V | Termination of Membership by the Library

1. Any member may terminate its system membership providing written notice to the system board prior to June 1st of a given calendar year. Said termination shall be effective January 1st 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 1st.
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 VI | 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

Representing Waupun Public Library

Board President

Board President

System Director

Library Director

Date

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.

4. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 votes.
5. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 votes.
6. 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 | Appeal Process

The appeal process begins when the appeal form (appendix D) 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 D | 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: _____

Monarch Library System ILS Membership Agreement

Between Monarch Library System
and the _____ Library

Article I | General

1. This agreement regarding the Monarch Library System (MLS) shared Integrated Library System (ILS), is entered into by the System Board of Trustees and Board of the _____ Library.
2. The purpose of this agreement is to allow _____ Library to participate in the shared ILS provided by the Monarch Library System which will include, but is not limited to: circulation, database management, resource sharing, access to the online catalog, and maintenance of ILS software and hardware. All libraries agreeing to participate in the shared online catalog, as a consortial ILS service provided by the Monarch Library System, will pay annual fees reflected in appendix A.

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 _____ Library Board is the body, established under Wisconsin Statutes [[Wis. Stat. 43.54](#)] which administers the _____ Library as an agency established by the [City, Village, Township] of _____ to provide public library service. [[Wis. Stat. 43.52](#) & [43.53](#)]
 - a. The term public library shall include municipal or joint libraries.
3. The Monarch Library System has legal authority for the establishment, administration, and hosting of this shared ILS.
4. The Monarch Library System shall retain ownership and authority for updating, operation, and maintenance of the shared ILS. Participating members own the database and have the right to use the shared system and extract their records upon termination of ILS membership.
5. This agreement shall become effective January 1, 2019 and shall continue in force until superseded by a new agreement or until terminated.
6. This agreement may be altered or amended by approval of the System Board and a two-thirds (2/3) majority vote of the libraries participating in the ILS, 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

7. Members will abide by the terms specified in the appendices as they are binding parts of this agreement.
8. The shared ILS service, provided by the system, for participating libraries is done on a fee basis.
9. The ILS administrator shall oversee the operation of the ILS and maintain the integrity of the software, and the IT system administrator shall oversee and maintain the integrity of any system hardware associated with the use and provision of the ILS under the supervision of the system director.
10. Bibliographic cataloging records and patron records are machine-readable standardized records structured in accordance with national library and Monarch Library System ILS standards.
11. A member of the ILS provided by the system is a library that has signed the system membership agreement, this ILS membership agreement, and paid all associated fees.
12. The fees collected from member libraries annually in accordance with this document are understood to fund the following items: SaaS (Software as a Service), ILS hardware/software, future ILS upgrades, and ILS staff support costs.

Article III | ILS Member Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE _____ LIBRARY BOARD THAT THE LIBRARY SHALL:

1. Be a member of the Monarch Library System, having met all the requirements required by signing the System Membership Agreement.
2. Acquire, maintain, repair, and upgrade all local equipment and software necessary to participate in the ILS.
3. Adopt and abide by the ILS standards for cataloging and classification, authority control, circulation and patron records, brief entries, network security, web browsers, and other areas relating to the efficient and effective operation of the ILS system as set forth by the member libraries ILS Committee. (See Monarch Library System ILS Standards)
4. Pay the annual ILS fees based on the rubric in appendix A each year.
5. Require library staff to acquire training on all appropriate system software and functions.
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.

Article IV | Library System Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE MONARCH LIBRARY SYSTEM BOARD THAT THE SYSTEM SHALL:

1. Invoice the ILS member libraries for the annual ILS fees each year.
2. Maintain the contractual and financial records for the ILS to be included in the system audit.
3. Be the custodian of all ILS documents including, but not limited to, committee agendas, minutes, contract documents, and financial documents.
4. Acquire, maintain and upgrade licenses and software associated with the effective operation of the ILS.

5. Manage and maintain a network that adequately supports the ILS.
6. Provide ongoing training to ILS members in the use of the ILS.
7. Provide for an ILS administrator and an IT system administrator, whether it be provided by system staff, and/or other contractual services, to assist the member in areas including, but not limited to, system installation, operation, training, cataloging, database creation and maintenance, and system hardware and software maintenance.
8. Hold title to all ILS host site equipment.
9. Expect Monarch System staff to maintain a 98% availability, 24/7 hours for 12 months of the year, related to ILS services. Failure to maintain acceptable levels will result in an audit of IT services by a 3rd party vendor at the expense of the system. This does not include acts of God and planned downtime for maintenance which are determined by the ILS administrator, the IT administrator, and the system director, presented with demonstrable proof to the ILS committee.
10. Ensure the accurate monthly and yearly statistics are provided by Monarch System staff.
11. Require that the ILS administrator report to the ILS committee and system board regularly as it relates to ongoing ILS activities.

Article V | Member Library ILS Committee Responsibilities

1. The member library ILS committee shall be made up of directors, or their designated staff, from member libraries participating in the shared ILS. The size and makeup of the committee will be described in the Directors Council By-laws.
2. Administer and enforce ILS standards for cataloging and classification, authority control, circulation and patron records, brief entries, network security, web browsers, and other areas relating to the efficient and effective operation of the ILS. Issues concerning standards will be presented to the designated ILS committee. The ILS committee will present unresolved issues with corresponding evidence to the Directors Council.
3. This ILS committee shall recommend policies, standards, and plans for the shared ILS. All decisions made by the committee will be reviewed by the Directors Council. All decisions made by the Directors Council are final and binding to the members.

Article VI | Termination of ILS Membership by the Library

1. Any member may terminate its membership in the shared ILS by providing written notice to the System Board prior to June 1st of a given calendar year. Said termination shall be effective January 1st of the following year.
2. A member terminating its membership in the shared ILS shall do so according to a schedule mutually agreed upon by the member library and the ILS administrator such that all required data is extracted from the system prior to the following January 1st.
3. Members terminating their participation in the shared ILS shall pay the Monarch Library System the cost of:
 - a. extraction of a copy of its records from the database, and
 - b. purging the library's data from the remaining database

4. A member terminating its participation in the ILS shall not cast votes during their remaining time of membership on issues having future budget impact.
5. The member terminating its participation in the ILS shall be liable for all fees pertaining to being an ILS member as of the beginning of the year and all payments made towards the ILS by the member terminating its participation in the ILS will not be refunded and shall remain the property of the system.
6. A library that has terminated its membership in the ILS shall have no claim on, or rights or obligations with respect to the components of the automated system, or any substitutions, replacements, improvements, or additions thereto provided that the property described above shall remain the property of the withdrawing library.
7. 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 in the ILS or any substitutions, replacements, or improvements thereto provided that the property described above shall remain the property of the system.
8. Members that terminate their membership in the ILS forego all monetary interest in ILS assets, including hardware and software at the time of withdrawal, notwithstanding any provision for general dissolution of the ILS, as provided by this document or the bylaws. No payback of equity will be made to any library that terminates its membership in the ILS.

Article VII | Termination of ILS Membership by the System

1. Membership in the ILS may be terminated for cause and will require the approval of the system board and a two-thirds (2/3) majority vote of the member libraries participating in the ILS. 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 ILS 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. A library having its ILS membership so terminated shall do so according to a schedule agreed upon by the ILS administrator such that all required data is extracted from the system by the date of termination.
4. The system shall have claim on any debts or fees owed it by the member so terminated.
5. In all other respects the termination of membership by the system board and the Directors Council shall be handled according to the provisions of listed above.

Article VIII | Dissolution of ILS System Services

1. Dissolution of ILS will require the approval of the system board and a two-thirds (2/3) majority vote of the member libraries participating in the ILS.
2. A minimum of one (1) year notice must be given to all members that the shared ILS will be dissolved. Notice must be given in writing by the system board to the board of each member library. Failure to give proper notice will postpone the dissolution of the ILS by one year.
3. Dissolution of the ILS shall be carried out on a schedule mutually agreed upon by the system board and the Directors Council, such that dissolution is complete by the date of dissolution specified in the

required notice. The ILS and IT administrators shall be expected to make recommendations as to this schedule.

4. In the event of dissolution, each ILS member shall pay the system for:
 - a. cost of extraction of a copy of its records from the database, and
 - b. a proportionate share of the cost of closing down the database itself based on the annual ILS fee formulas.
 - c. All members shall be responsible for their annual fees relating to the ILS for the remaining time of existence.
5. A library 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.
7. At the time of dissolution, members shall retain a monetary interest in the ILS replacement fund assets. Assets will be distributed between the members based on the formula in appendix A.

For Monarch Library System

For _____ Library

Board President

Board President

System Director

Library Director

Date

Date

Appendix A | Fees and Voting

The system membership agreement, which is prerequisite to participating in the ILS, in appendices A, B, C, and D, contains the relevant information as it relates to associated fees, voting, and the appeals process. The same procedures will be applied as it relates to ILS issues.