

**MINUTES**  
**of the**  
**Mid-Wisconsin Federated Library System**  
**Joint Meeting with MWFLS Trustees and Director's Council**  
**May 14, 2015**

**MINUTES**

Sue Cantrell, Chair, called the MWFLS Director's Council Meeting to order at 9:32 a.m. at Mid-WI Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

**MEMBERS PRESENT:** Sue Mevis, Beaver Dam; Sue Kinyon, Brownsville; Amy Lutzke, Fort Atkinson; Paula Torgeson, Fox Lake; Roberta Olson, Germantown; Jennifer Einwalter, Hartford; Alexandria Harvancik, Horicon; Candy Graulich, Hustisford; Elizabeth Daniels, Iron Ridge; Luci Bledsoe, Johnson Creek; Connie Schuett, Juneau; Steev Baker, Kewaskum; Gerard Saylor, Lake Mills; Trisha Smith, Lomira; Maria Burrow, Lowell; Rhonda Klemme, Mayville; Kathy Hookham, Palmyra; Peggy Potter, Randolph; Kay Kromm, Reeseville; Patty Peters, Slinger; Mary Alice Bodden, Theresa; Kelli Mountford, Waterloo; Peg Checkai, Watertown; Bret Jaeger, Waupun; Amy Becker, West Bend; Stacey Lunsford, Whitewater.

**MEMBERS NOT PRESENT:** Leann Lehner, Jefferson.

**STAFF PRESENT:** Sue Cantrell, System Director; Heather Fischer, Public Information Designer; Dustin Foust, Library System IT Technician; Jackie Jacak, Business Manager/CE Coordinator.

**GUEST:** Jim Mielke, Dodge County Administrator; John DeBacher, DPI; Jim Tideman, Action Logistics.

**MWFLS Trustees:** Polly Edgar, Mark Hanson, Gary Morgenstern, Ruth Schmitt, Sue Smith, Dan Stoffel.

**PUBLIC COMMENTS:**  
No comments were presented

**APPROVAL OF AGENDA**  
Agenda was approved as presented.

**APPROVAL OF PREVIOUS MEETING MINUTES**  
Minutes were approved as presented.

## **MWFLS STAFF REPORTS**

### **System Director**

- Cantrell announced that Jefferson County approved leaving MWFLS on Tuesday, May 12<sup>th</sup>. The next step in the process will be for Waukesha to approve taking Jefferson County, that meeting will take place June 23<sup>rd</sup>.

### **Business Manager/ CE Coordinator**

- Jacak reminded the directors about the upcoming Strategic Planning workshop on Tuesday, June 2<sup>nd</sup> at MWFLS.
- Jacak was able to work with Discovery World Science and Technology Center of Milwaukee to obtain one family four pack per library, as a giveaway for the summer reading program. Total value of the 27 family four packs is \$1,944.00.

### **Technology**

- Foust and Busch continue to work on putting together a bulk computer purchase. Deadline for the bulk purchase order is May 20<sup>th</sup>.

### **Public Information**

- The link for the Zinio ¼ sheet flyer is available on the MWFLS website at [www.mwfls.org](http://www.mwfls.org)

## **UNFINISHED BUSINESS**

### **Zinio Subscription 2016**

- WPLC is looking at adding periodicals through Overdrive. Those that looked at the demo noted you have to download a Nook app to get the periodicals.
- Cantrell noted with the change in cost, it looks like the system could manage to pay the \$9,000.00 access fee. The libraries would still be responsible for payment of the content.
- Graulich felt Zinio would no longer be needed since periodicals will be added to Overdrive in 2016.

It was moved by Graulich and seconded by Baker to discontinue Zinio for 2016. Motion carried by roll call vote, 14 ayes, 3 nays, 8 abstains.

## **NEW BUSINESS**

### **Survey Results from Dodge & Washington Counties**

- Cantrell handed out the results of the survey. The top service the library directors would like to see continue is an ILS.
- DeBacher addressed the group on how MWFLS may manage the 2016 budget deficit. He has heard that Washington and Dodge counties are seriously considering a concept of letting the system limp along with few, if any, employees thereby allowing the savings in expenditures to be distributed to the libraries to offset or supplement their local operating costs. If such a plan was presented to the State providing such a scenario, it would not be approved. He is concerned that libraries are relying on the system to fund their budgets. It is the responsibility of the local municipality or the county, to fund the library. By relying on the system to fill in budget gaps, it could be counterproductive and actually reduce funding at the local level.

### **Directors and Trustees Discuss MWFLS Options for 2016**

- MWFLS trustee Stoffel read a statement from Washington County addressing funding for 2016. Stoffel noted that MWFLS spends over \$350,000.00 a year on system staff. When you add in other cost such as delivery, and Overdrive, it is hard to keep the system operable. Washington County is exploring the options of a system merge, or moving as a county. The proposed idea Washington County is offering is to dismantle the MWFLS system staff and create an MWFLS library service. This scenario would work in the following way; the system would have a

Director that works two days/week, one full time IT staff, and a hire a bookkeeping firm at \$35.00/hour to manage the books. This model would save around \$146,000.00, which could be used towards mandated services. Stoffel feels if the system remains status quo going into 2016 it will not be viable.

- Dodge County members would like to stay intact as a system and merge as a two county system.
- MWFLS trustee Hanson would like the system to stay intact and join other SirsiDynix users to provide a larger catalog.
- DeBacher noted that Dodge and Washington counties are two totally different counties as far as funding and demographics. He explained the history of Dodge County, that some of the smaller libraries were reading rooms or branches in the late 80's. He feels that model may need to be considered again going into the future.
- Einwalter would like to see the system continue into 2016, which would allow Dodge and Washington counties time to pursue and investigate their options. She would like to see a committee formed to investigate these options.
- Harvancik would like the 2016 system budget to have a minimal impact on the individual libraries. She hopes the cost for 2016 can remain status quo and there is no impact on patron services.
- MWFLS trustee Edgar would like to start getting more library input going into the future. She feels the paradigm of the library system has not worked in the past due to the lack of communication between the system board and library directors. She would like their input in regard to the 2016 budget and direction of the system in the future.
- Becker would like a committee formed to research future options for MWFLS. At the same time, she would like a committee to work on the 2016 budget.
- Cantrell reminded the group these committee's already exist. MWFLS has a finance committee that formulates the system budget and a Strategic Plan Committee was formed in 2015. The following librarians were appointed to the Strategic Plan Committee; Baker, Jaeger, and Mountford. At this time, Harvancik and Olson requested to be on the Strategic Plan Committee. Becker and Graulich requested to be on the MWFLS Finance Committee.

#### **Sale of Building**

- This item will be put on the May MWFLS Board meeting agenda.

#### **Authorize to Explore Merger Possibilities**

- This item will be put on the May MWFLS Board meeting agenda.

#### **NEXT MEETING DATE**

The next Director's Council meeting is June 11, 2015 at 9:30 a.m. at MWFLS headquarters.

It was moved by Lunsford and seconded by Becker to adjourn the meeting at 11:39 a.m.

Respectfully submitted,

Jackie Jacak, Recording Secretary

