

NOTICE OF MEETING
MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES

Operations Committee

Tuesday, October 7, 2025, at 3:30 pm
Lakeview Community Library
112 Butler Street
Random Lake, WI 53075

Microsoft Teams meeting
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Agenda

1. Call to Order
2. Roll Call
3. Verification of Compliance with WI Open Meetings Law, Wis. Stat § 19.81
4. Public Comment & Correspondence
5. Approval of Agenda (Action)
6. Approval of Minutes for the Operations Committee Meeting on August 5, 2025 (Action)
7. Nominations for the Slate of Officers 2026 (Discussion and Action)
8. Director's Evaluation process (Discussion and Possible Action)
9. Incorporation of Director Evaluation Process in the Board Bylaws (Discussion and Possible Action)
10. The next meeting will be held on Tuesday, November 4, 2025, at Lakeview Community Library at 3:30 pm.
11. Adjournment

List items to be presented in the next MLS Board of Trustees meeting for full board approval.

**MONARCH LIBRARY SYSTEM
OPERATIONS COMMITTEE**

Tuesday, August 5, 2025
Lakeview Community Library
112 Butler Street
Random Lake, WI 53075

Minutes

1. Meeting called to order at 3:32 pm
2. Committee members present: John Katzka, Tom Doane, Kay Marose, Wendy Sprenger, Joyce Nelson, and Maeve Quinn. Also present: Riti Grover and Trish Federer, MLS Staff,
3. Trish confirmed the meeting complied with WI Open Meetings Law.
4. There was no public comment or correspondence.
5. Kay moved and Joyce seconded a motion to approve the agenda. Motion carried.
6. Joyce moved and Wendy seconded a motion to approve the minutes of the May 6, 2025, meeting as presented. Motion carried.
7. Budget 2026 (Preliminary Discussion and Possible Action)
 - a. State Aid in 2026 may see only a 4% increase. Approximately \$71,248.
 - b. We estimate there will be a 10% increase in Monarch Charges to member libraries for ILS, new Polaris contract and VEGA Program and Promote. And 62% for Tech Cooperative Charges for network and equipment. Both of these are pass through due to advance purchases of software and maintenance then invoiced to member libraries as agreed upon by Directors Council.
 - c. It is unlikely there will be any LSTA grants for 2026 from DPI due to the uncertainty of future funding from IMLS.
 - d. We are budgeting increases in contract services, professional development, hospitality, and workshops for ILS and IT training per the goals of our Strategic Plan 2025-2029.
 - e. We propose annual increase of 4% for staff salaries, and salary for ¾ of a year for a full-time Network Administrator due to the anticipated retirement of an IT staff member in 2026. There will be 4 staff members with under 5 year employment who will receive a 2.5% increase.
 - f. Due to a substantial increase in employee contribution for health insurance, the annual increase will likely by a wash for staff enrolled in our health plans.
 - g. Health and Dental insurance expense budget are expected to decrease by 12% as the two new employees in 2025 did not choose to take health coverage through Monarch.

- h. Bookmobile Library Materials expenses and WPLC contributions are expected to have an 18% increase to meet the increased demands of patrons.
 - i. We have decreased the Professional Services budget by 13%. We are unlikely to have expenses like the Strategic Plan development in 2026.
 - j. Accounting (Winnefox) and Audit (CLA) have been budgeted to increase by 34%, approximately \$9,320.
 - k. An employee appreciation line item should be added.
 - i. It was suggested to be Strategic Plan Matrix.
 - l. It is suggested the development of a plan to invest excess funds transfer into LGIP account reserves.
8. The next meeting will be held on Tuesday, September 2, 2025, at Lakeview Community Library at 3:30 pm.
9. The meeting was adjourned at 4:45 pm. Motioned by Kay and seconded by Wendy.