

NOTICE OF MEETING

EASTERN SHORES LIBRARY SYSTEM AND MID WISCONSIN FEDERATED LIBRARY SYSTEM IMPLEMENTATION COMMITTEE

November 10, 2016 6:00 P.M.

West Bend Community Memorial Library
630 Poplar Street
West Bend, WI

AGENDA

1. Call the meeting to order
2. Public comment and correspondence
3. Approval of the agenda
4. Approval of the minutes
5. Update on merger process
 - a. Director
 - i. MWFLS building update
 - ii. Monarch Library Governance Model
 - iii. Transitioning to Monarch
 1. Equipment: November 19, 2016
 2. Die Cuts and paper
 - b. Financial coordinator
 - i. System assets
 - ii. Updating Employee paperwork/direct deposit
 - iii. Federal and state ID numbers
 - iv. Wisconsin Retirement System Update
 - c. ILS Implementation
 - i. Polaris Offline December 8-14th. Go Live December 15, 2016
 - ii. Test data load November 7th-14th
 - iii. Site visits and training
 - d. Technology
 - e. Delivery
 - i. Delivery Packet and visits
 - f. Public Information
 - i. Catalog Name

POSTED
11.04.16
2:15 PM

- ii. Phase One system promotional material
- 6. Committee Reports
 - a. Administrative Committee
 - b. Human Resources
 - i. Employee Handbook
 - ii. Job Descriptions
 - iii. Other
 - c. Finance
- 7. All Directors Meeting: December 1, 2016 @ 9:30 a.m. at the West Bend Community Memorial Library
- 8. Monarch Library System Board meeting: January 12, 2017 @ 6:00 at West Bend Community Memorial Library
- 9. Motion to adjourn