

MINUTES
MORE Directors Council
Friday, May 17, 2024

Present/Attending: Leslie LaRose (AU), Linda Heimstead (BL), Justina Smyth (BN), Stacey Brown (BB), Kallie Anderson (BO), Kathryn Stempf (BR), Samma Johnson (CA), Anna Griffin (CE), Emily Resendiz (CH), Joe Niese (CF), Cricket LaFond (CL), Lisa Bragg-Hurlburt (CO), Denise Korenuk (CN), Rob Ankarlo (CU), Barbara Krueger (DP), Leann French (DR), Lori Gilles (DU), Nancy Kerr (EC), Tiffany Meyer (EL), Nick Andrews (EW), Charlene Conradi (FC), Michelle Johnson (HA), Shelley Tougas (HU), John Thompson (IF), Christinna Swearingen (LA), Jill Glover (LU), Joleen Sterk (ME), Bonnie Carl (MI), Monica LaVold (NR), Anne Miller (OS), Christy Rundquist (PE), Rebecca Puhl (PH), Jenna Beyer (PL), Carissa Langer (PR), Rachel Thomas (RL), Tanya Misselt (RF), Tori Schoess (RO), Shelly Rae (SA), Kristina Kelley-Johnson (SO), Katie Schneider (SV), Su Leslie (SC), Elizabeth Miniatt (ST), Allison Lutz (TL), Karen Furo-Bonnstetter (WO).

Proxy: Joleen Sterk for Altoona (AL), Rachel Thomas for Heather Wiarda (AM), John Thompson for Rozanne Traczek (FA), Barbara Krueger for Rochel Karlson (GC), Su Leslie for Ogema (OG), Rebecca Puhl for Deb Hyde (PF).

Also Present: Lori Roholt, Kathy Setter, Bridget Krejci, Katelyn Noack, Joanne Gardner.

Absent: Rita Magno (BA), Dawn Ayers (CM), Vince Mussehl (CV), Amanda Blackmon (FR).

CALL TO ORDER:

Lutz (TL) called the meeting to order at 10:06 am.

ESTABLISH A QUORUM:

Sterk (ME) established a quorum was present by roll call vote.

**CERTIFICATION OF COMPLIANCE
WITH OPEN MEETING LAW:**

Certification of compliance with open meeting law was confirmed.

AGENDA:

LaFond (CL) moved to approve the agenda. Meyer (EL) seconded. Motion carried.

MINUTES:

LaVold (NR) moved to approve the minutes dated March 15, 2024. Rundquist seconded. Motion carried.

LIBRARY NEWS:

Library directors shared local news, events, and information on their libraries.

MORE COMMITTEE REPORT:

The MORE Resource Sharing Collection Development (RSCD) Committee met following the March Directors Council meeting. They are meeting again in a couple of weeks to discuss the preliminary 2025 MORE budget.

No other MORE committees have met.

MORE ADMINISTRATOR'S REPORT:

A written report is provided on the website.

Hawkins, the new MORE library is on track to go live July 1st. Hawkins is the last IFLS-member library to join MORE. Currently materials appear as "unavailable" in Sierra. They will be available once they go live.

In March, MORE Project Managers Kathy Setter and Bridget Krejci, and Martha Spangler from Altoona attended the annual Innovative Users Group (IUG) conference in Detroit. This conference provides the opportunity to share ideas and news among library users of Sierra and Decision Center.

MORE's next Sierra software upgrade is scheduled for Monday, June 3rd. This will be done after the libraries close. As with prior updates, staff will need to update Sierra clients one workstation at a time on Tuesday. There are no major changes or fixes, but it will allow us to test out updated email circulation notices. Roholt asked if any libraries might be willing to be a testing partner for these email notices. Several libraries replied they would include New Richmond, Osceola, Bruce, and Elmwood.

IFLS DIRECTOR'S REPORT:

The IFLS Board is meeting next week, and they will be receiving the audit presentation for 2023. Then they will begin working on the 2025 budget and services. Thompson will reach out and ask for feedback on services we could provide moving forward. This year, the shared web/tech support position was added.

PREVIEW OF 2025 MORE BUDGET:

A preview of the 2025 MORE budget shows the estimated 2025 consortium costs based on existing MORE products and services.

Roholt will run through the format of the budget. Today's preview is to orient directors to the budget process. This is the first budget draft. Directors will see three more versions. The next draft will be at the budget hearing scheduled for June 14th which will provide more firm costs and possibly some information on new products. Directors should send their ideas now to

Roholt so they can be discussed at the budget hearing. Everyone is invited to attend the budget hearing and it provides the opportunity to weigh in. At the end of the budget hearing, the MORE Executive Committee will meet. Based on feedback from the budget hearing, they will put together a recommended budget. This will be the basis of the budget approval at the July Directors Council meeting.

The first two sheets show the overall budget amounts. Approved 2024 and preliminary 2025 are provided. There are no changes or additional products or services. It only includes the probable cost increases.

The annual maintenance cost for Innovative reflects an estimated 10% increase. Roholt hopes the actual cost comes in lower.

2024 is the last year of a multi-year agreement for Sierra maintenance. The options for multi-year agreements will be provided at the budget hearing.

Software insurance is a disaster preparedness software that preserves system software code.

MARCIVE is the ongoing authority processing service to provide consistency in records. There is no anticipated increase in costs.

Library Elf is a custom notification system which sends email and text messages about overdues and holds pickups. The system is antiquated but functional. Patrons need to establish their own notification preferences and they can add several library accounts together.

NoveList Select subscription provides enhanced catalog content.

The Discovery/Online catalog software used is BiblioCore through Bibliocommons. This is a multi-year agreement and pricing reflects the year four pricing for 2025.

A 10% cost increase for the Collection Development/Statistical Analysis Tool is included. Decision Center is the current product. MORE recently had some libraries try out LibraryIQ. Innovative recently became a reseller of LibraryIQ. Libraries can make the decision to stay with Decision Center or swap it out for LibraryIQ.

Content Café provides the cover images for the online catalog. There are a couple products out there that provide the same product. This product is sold by Innovative. A cost increase for 2025 is included.

The telephone notification and renewal service is iTIVA. This service still places several hundred calls per day. Roholt thought it was worthwhile to keep this product. The budget includes a 10% increase.

BiblioApps is the library app from Bibliocommons. The cost is set at 25% of what we pay for the main catalog. That increase is reflected in the budget.

Niche Academy is a training/tutorials platform for both the public and staff facing tutorials. Several video training courses for staff have been posted. IFLS paid half the cost in 2024 and Roholt expects the same for 2025. The budget reflects a 10% increase.

Possible new products would be listed under line 13 of the budget.

IFLS Management charges are the largest line item. It includes a significant cost increase for 2025. It covers a lot of IFLS personnel costs, meeting and travel expenses, phone lines, and estimated health insurance increases. It also includes the costs for a part-time cataloger for the full year 2025.

CVTC Data Center charges are for hosting the Sierra and Encore servers. There is no cost increase expected. Charges are significantly less to house them at CVTC rather than with Innovative.

Management Team Training expenses remain unchanged for 2025. This is for training IFLS staff.

Conferences are primarily used for the annual Innovative Users Group (IUG) conference. This line item is unchanged for 2025.

Publicity (Promo Items and Training Materials) is for the professional printing of MORE brochures and Explore MORE passport program. 2024 is the last year of the first plan cycle of the MORE passport program. The group will decide if it should continue in 2025.

Bibliographic Utility is mostly for OCLC to provide quality bib records. OCLC is still the best source.

Operating Contingency remains unchanged at \$5,000. This is for incidentals that may crop up. The amount budgeted has been a reasonable level.

The next section of the budget is for Content/Materials Purchases.

The biggest portion of the budget for content is for the Statewide OverDrive collection buying pool. This group shares this cost. It includes an estimated 10% increase. The Wisconsin Public Library Consortium (WPLC) has a draft 2025 budget, estimating a decrease in costs.

OverDrive Content is for the OverDrive Advantage program where additional content is available just to MORE cardholders. In 2024, the Resource Sharing Collection Development (RSCD) committee recommended \$60,000. Libraries on their own can contribute additional funds as well.

Flipster is the current product for Electronic Magazines. This is in addition to Libby. The collection has dwindled over the years. The popular People magazine is not available through Libby and why Flipster has been continued. The RSCD committee has decided on the funding level and subscriptions. In 2024 the RSCD committee recommended \$5,000.

The Collection Development Project is to purchase high-demand materials in any format. Some funds also go to ebooks if we exhaust the demand for physical formats. The Resource Sharing Collection Development (RSCD) Committee makes a recommendation on funding. 2024 funding was \$10,000.

Carryover is undesignated funds that MORE holds. It includes unspent funds as well as startup costs for member libraries. Since there are no more public libraries in IFLS to join MORE, we are at the end of the line for startup cost funds. Roholt left Carryover at \$20,000 for 2025. This is up for discussion.

The Total Costs to be billed to MORE libraries is estimated at \$1,128,999.70. The cost is spread out among MORE libraries and includes subsidies from IFLS. A 2025 MORE Allocation sheet has been provided which uses a 3 year average for items and circulation.

The total IFLS subsidy projected for 2025 is \$148,500 which is a 10% increase over the 2024 budget. Some of the subsidy comes off the top, and each library receives a subsidy of \$1,750.

Cataloging partner credits are provided to Chippewa Falls, Eau Claire, and River Falls.

The Cost Allocations shows the cost to each library (column 13). It is based on the average of libraries total items and total circulation for the past three years (2021, 2022, 2023). Columns 15 and 16 show the cost change and percentage.

Libraries should send suggestions for new products to consider for 2025 to Roholt.

It was noted there was a new text messaging product that enables library staff to do the setup for patrons. Library Elf does not offer that capability.

PHYSICAL PARTS LABELING, OWNERSHIP LABELING AND PACKAGING POLICY:

The MORE Operations Committee recommended unifying some existing MORE policies and procedures into one labeling and packaging policy. The MORE Executive Committee modified and made a recommendation on the policy. The recommended policy was provided in the meeting materials.

There were questions on whether approving the policy would just apply on new cataloging or if libraries would need to go back and redo shelved items. Roholt noted the barcode placement date went into effect in April 2010, so that date was included in the updated policy. The Operations Committee did not think changing the barcode replacement retroactively was necessary. This decision would be made by each library.

The parts labeling and ownership labeling comes with the understanding that if something is missing and not labeled, the library cannot charge.

Discussions and clarifications included: barcode placement on manga books, scanning of barcodes with self-check machines, manga barcode placement as it relates to scanning for

inventory, consideration of allowing cutout plastic cases, and the date the approved policy would take effect.

LaVold (NR) made a motion to approve the Physical Parts Labeling, Ownership Labeling, and Packaging Policy as provided and that policy takes effect within 30 days. Thomas (RL) seconded. (Johnson (CA) opposed.) Motion carried.

ADJOURNMENT:

Krueger (DP) moved to adjourn at 11:31 am. Gilles (DU) seconded. Motion carried.

Joanne Gardner, Recorder.