

**Outagamie County Library Service Planning Committee and
Waupaca County Library Services Planning Committee
Joint Meeting**

August 29, 2024, Meeting Minutes

The meeting was called to order at 6:03p.m. by Chair pro-tem Woodward.

PRESENT FOR OUTAGAMIE COUNTY COMMITTEE: Mitesh Ajmera, Bobbie Buchholtz, Cindy Fallona, Peter Gilbert, Wendy Hartman, Cathy Thompson, Veronica Woodward.

PRESENT FOR WAUPACA COUNTY COMMITTEE: Mitesh Ajmera, Bobbie Buchholtz, Cindy Fallona, Diane Forsythe, Michelle Frola (arrived at 6:10), Peter Gilbert, Steve Hart, Wendy Hartman, Cathy Thompson, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps and Kristin Laufenberg serving as OWLS staff support.

EXCUSED: Tyler Baeten, B Looker, Angela Ver Voort, for both counties. Mike Hankins and Lila Malvik-Shower for Waupaca County.

Forsythe moved, seconded by Buchholtz, to approve the agenda as presented. Motion carried.

Fallona moved, seconded by Hart, to approve the July 18, 2024 meeting minutes as presented. Motion carried.

There was no public participation.

Email correspondence from Appleton Public Library Director, Colleen Rortvedt, dated August 29, 2024 was shared with the committees.

Shipps and Laufenberg reported on the discussion of OWLS member library directors at their meeting at Hortonville Public Library earlier in the day.

Chair pro-tem Woodward facilitated a discussion of the following topics:

- a) In-system cross county reimbursements by statutory formula or by county formula. Four possible implementations were considered.
 - 1 – No change
 - 2 – Codify Clintonville and New London status quo in the Outagamie County plan
 - 3 – Codify Clintonville and New London status quo in the Outagamie County plan and add the same provision to the Waupaca County plan.
 - 4 – Extend opportunity to be reimbursed using county formula to libraries in adjacent in-system counties in both plans.

The committees directed Shipps to work on option 3, drafting a provision that would codify the longstanding precedent of Outagamie County reimbursing the Clintonville and New London libraries according to the statutory formula. The provision would authorize application of the county formula for reimbursement to libraries in Waupaca County in municipalities with territory in both counties (New London) or libraries in Waupaca County that exceed a threshold of circulation to Outagamie County residents as a percentage of total circulation using the county definition of circulation which includes electronic circulation (Clintonville). The committees further directed Shipps to include a parallel provision in the Waupaca County plan which would extend the same privilege to any Outagamie County libraries that might cross that circulation threshold in the future. No new libraries would qualify to be reimbursed using the county formulas in either county based on 2023 statistics.

b) Methods for smoothing funding volatility for libraries and for counties.

Library feedback on this topic was mixed. Appleton Public Library opposes the inclusion of a smoothing provision. Four libraries indicated interest in measures to reduce volatility to enable better planning. Ten libraries did not state a clear position one way or the other and two libraries were not represented at the directors meeting. Given the lack of consensus among stakeholders and potential unanticipated consequences of a smoothing provision the committees decided not to pursue a provision addressing funding volatility.

c) Guidelines or requirements for maintenance of patron records.

There was consensus among the committee members that this is adequately addressed in Appendix B, number 8.

d) Provisions related to net lender compensation or net borrower penalties.

There was consensus among committee members that this cannot be adequately addressed in county plans that apply to only a subset of the libraries in the resource sharing consortium. Any concerns would be more appropriately addressed by OWLSnet.

e) Funding requests outside of the formula: capital, electronic resources, system support, and workforce development

Library feedback was mixed with the most interest expressed around funding for electronic resources. The committees directed Shipps to draft provisions related to system support and electronic resources for further consideration.

f) Additional topics to consider

The committees did not identify any additional topics for inclusion on the next agenda at this time.

The committee reviewed draft sections updated for 2025-2029 plans including the recommended funding methodology, goals and objectives, and appendices. Committee members are invited to submit suggestions and corrections to Shipps. No action will be taken regarding approval until the complete plans are drafted.

The next meeting is tentatively scheduled for Thursday, September 12th at 6:00pm pending confirmation that a quorum of both committees will be available.

If the plan drafts are completed at the September meeting, public hearings could be scheduled in each county by the end of October.

Having completed the agenda, the meeting was adjourned by Chair pro-tem Woodward at 8:28 pm.

Respectfully submitted,

Bradley Shipps
OWLS Director