

**ACT 150 Bridges Library System Board Meeting Minutes
October 11, 2021**

Committee members present: Jim Batzko, Dave DeAngelis, Bruce Gay, Laura Gest, Adele Loria, Robyn Ludtke, Howard Pringle, Dale Noll. **Via Zoom:** Betsy Felix, Joel Gaughan, Edell Schaefer, Nancy Wilhelm, Stephanie Ramirez

Committee members absent: NONE

Others Present: Karol Kennedy (Bridges Library System Director), Mellanie Mercier (Bridges Library System Automation Coordinator/Assistant Director, Beth North (Bridges Library System Executive Assistant), Alex Klosterman (Waukesha County Senior Budget Analyst)

1. Call to Order: Chairman DeAngelis called the meeting to order at Hartland Public Library at 4:04 p.m.

2. Introductions: Introductions were completed after the call to order.

3. Comments from the Public: None.

4. Meeting Minutes: A Noll/Schaefer motion to approve the minutes of the September 20, 2021 meeting as presented passed unanimously. Ludtke abstained.

5. Finalize Key Strategic Issue #10: Regional Library System Membership and Services – Karol reviewed changes made based on recommendations made at the September 20 meeting. Much of the language in this section remained the same with the exception of updates related to the PLSR project. A Pringle/Wilhelm motion to approve this section with the proposed changes passed unanimously.

6. Review Key Strategic Issue # 5: Standards – Before discussion of the standards themselves Karol reviewed the Library Service Effort Ratio (LSER) as an alternative method of meeting requirements to exempt from the county library levy. All committee members agreed this should be retained.

Waukesha County Budget Analyst Alex Klosterman presented spreadsheets for several of the minimum to exempt standards: Material Expenditures per Capita, Collection Size, and Number of Public Internet Computers. Each spreadsheet allowed the committee to work through possible changes to the standard and see the impact the change would have on each library.

It was noted that Wis. Stats. 43.11(3)(d) dictates the approval process of quality assurance standards.

The plan of library services for a county may include minimum standards of operation for public libraries in the county. The county shall hold a public hearing on any standards proposed under this paragraph. The standards shall take effect if they are approved by the county and the public library boards of at least 50 percent of the participating municipalities in the county that contain, according to the most recent estimate prepared under s. 16.96, at least 80 percent of the population of participating municipalities in the county.

This requirement should be considered when making changes to library standards. There is a desire to adjust standards to improve quality, but also be mindful of the capacity of libraries in the county.

Materials Expenditures per Capita: At the September 20 meeting, it was suggested this requirement should increase based on inflation. In the current plan, the first 10,000 of population is calculated at the \$6.00 per capita amount and the decreased rate of \$5.00 per capita is calculated on the portion of population over 10,000. Based on information from the U.S. Bureau of Labor Statistics, \$6 in 2015 would be equivalent to \$7.02 in 2021, an increase of \$1.02 per capita. This increase is unrealistic for the libraries. However, the committee felt some increase was warranted due to the increase cost of materials. After much discussion and running the numbers, it was suggested that a change of \$0.25 would be phased in gradually.

The recommendation was:

2022 – No change in per capita expenditure requirement

2023 – Increase per capita for first 10,000 population to \$6.15 and portion of population above 10,000 to \$5.15

2024 - Increase per capita for first 10,000 population to \$6.25 and portion of population above 10,000 to \$5.25

Hours Open: No change recommended.

Full Time Staff Equivalent (FTE): This standard is directly tied to hours open. No change is recommended.

Collection Size: This Minimum to Exempt only reflects the size of the physical collection. It was noted that as libraries transition to digital content, the size of the physical collection could decrease, and the needs of the community could still be met. When the current plan was developed about 93% of circulation was physical materials. Based on year-to-date 2021 circulation statistics, it is estimated that 86% of total circulation will be physical materials, a change of 7%.

The current plan requires a minimum collection size of 14,000. The recommendation is to decrease this amount by 7.14% to 13,000. This reduction in the base amount reduces the requirement for all libraries.

Number of Public Internet Computers: Over the years of the current plan, libraries have seen the demand for internet computers decrease significantly. This is mainly due to the increase

use of mobile devices. However, an estimated 10% of households in Waukesha County do not have internet at home. After discussion the committee recommended leaving the minimum number of computers for any size population at 2 and decreasing the requirement for populations over 10,000 from one computer for every 1,000 people to .5 computers for every 1,000 people.

Wireless Internet Access: All libraries have, but it is important that this continue so the recommendation is to leave this as is.

Quality Assurance Standards: There are five in the current plan. All remain relevant and important to help ensure libraries are well managed and accountable. At a previous meeting, the committee discussed the possibility of adding a standard for policies. The Wisconsin Public Library (sixth edition) recommends all Tier One (defined as the minimum services that should be available to all residents in the state) libraries adopt the following policies for operating the library:

- Circulation
- Collection Management
- Computer/Internet Use Policy
- Meeting room Use (as necessary)
- Personnel
- Public Behavior (Rules of Conduct)

There was some discussion about whether libraries follow the personnel policy of their municipality. It seems that many do. It was suggested that when libraries adopt the Tier One policies, including personnel policies, it shows a higher level of professionalism and organization.

The committee recommends requiring the adoption of all the recommended Tier One library policies as quality assurance standards. These requirements would be phased in and policies would need to be created or reviewed during the term of the 5-year plan.

Karol will develop language for this strategic issue to be reviewed at the next meeting.

7. Review Key Strategic Issue #3: County Funding Collection Formula – The County library tax is determined by multiplying the total amount of circulation to the non-library community residents (TNR) as a percentage of the total countywide circulation by the total allowable operating expenditures for all county libraries. Up to this point, only physical materials circulation is included in these calculations. However, for many years we have tracked electronic circulation statistics and there has been discussion of including this in the funding formula. Electronic circulation has continued to grow over the years and libraries are spending more to meet the demand of residents. The percentage of circulation to TNR is consistently higher for electronic materials than physical materials.

Alex shared a funding formula model that includes the circulation of both physical and electronic materials. Data from the 2020, 2021, and 2022 budget process was used. The result shows there would have been an increase in the county levy for each year: 1.97% in 2020, 2.31% in 2021, and 2.97% in 2022.

The committee agreed that reimbursing libraries for both physical and electronic circulations makes sense and will result in a more equitable reimbursement for services. The formula itself will not change, but instead the library materials included in circulation statistics would change to include both physical materials and electronic materials.

8. Review Key Strategic Issue #4: County Funding Distribution Formula – Alex shared a spreadsheet showing the distribution of funds to each library when both physical and electronic circulation are included in the collection and distribution formula. Three libraries with generally low TNR circulation percentages would see a small decrease in funding with the new formula. Most libraries would see an increase.

The committee recommended the inclusion of electronic materials in the distribution formula as well.

9. Confirmation of next meeting: Karol will work on the language revisions and share a marked up and clean version as a draft for approval at the next Act 150 committee meeting. The Committee will meet in six weeks, rather than three, to allow time for all revisions to be made. The next meeting will be Monday, November 22, 2021 at 4:00 at the Pewaukee Public Library.

10. Adjournment

At 5:20 p.m., a Ludtke/Noll motion to adjourn passed unanimously.

Minutes prepared by:
Beth North
Department Executive Assistant
Bridges Library System