

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

September 12, 2024, Meeting Minutes

The meeting was called to order at 6:02 p.m. by Chair pro-tem Woodward.

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

PRESENT FOR WAUPACA COUNTY COMMITTEE: Mitesh Ajmera, Bobbie Buchholtz, Cindy Fallona, Diane Forsythe, Michelle Frola, Mike Hankins, Steve Hart, Wendy Hartman, B Looker, Cathy Thompson, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps and Kristin Laufenberg serving as OWLS staff support. Tasha Saecker, Appleton Public Library.

EXCUSED: Tyler Baeten, Peter Gilbert, Angela Ver Voort, for both counties. Lila Malvik-Shower for Waupaca County.

Hartman moved, seconded by Hankins, to approve the agenda as presented. Motion carried.

Fallona moved, seconded by Frola, to approve the August 29, 2024 meeting minutes as presented. Motion carried.

There was no public participation.

There was no new correspondence.

The committee reviewed draft sections updated for 2025-2029 plans including the rationale and recommended funding methodology. Hartman noted with approval the choice of 5% as the circulation threshold in item 6.b. in the funding methodology section. Buchholtz requested clarification of the definition of circulation in 6.b. Shipps will revise that for the next draft.

Committee members are invited to submit additional suggestions and corrections to Shipps. No action will be taken regarding approval until the complete plans are drafted.

Forsythe moved, seconded by Hartman, to include in both plans in-system adjacent county reimbursements by county formula as drafted with clarification of the definition of circulation. Motion carried.

The committees discussed inclusion of additional funding for electronic resources in the plans, reviewing a proposal drafted by Shipps. They requested that Shipps refine the proposal for further consideration with additional data about other types of electronic usage beyond OverDrive and adjusting the distribution formula to focus on usage rather than including population.

The committees directed Shipps to draft language for additional funding for direct system support.

The committees discussed additional strategies to promote equitable access to library service. Equity of funding between municipalities and counties was considered. No specific strategies were identified for inclusion in future drafts.

The next meeting is tentatively scheduled for Thursday, October 3rd at 6:00pm pending confirmation that a quorum of both committees will be available.

The committees anticipate that at least two more meetings will be necessary before the plans are ready for public hearings.

Having completed the agenda, the meeting was adjourned by Chair pro-tem Woodward at 7:32 pm.

Respectfully submitted,

Bradley Shipps
OWLS Director