

Public Library System Revision Steering Committee Funding and Cost Standards Subcommittee

October 10, 2017 Minutes

Subcommittee Members Present

Jon Mark Bolthouse, Director, Fond du Lac Public Library (Subcommittee chair)

Juli Button, Business Manager, Indianhead Federated Library System

Joshua Klingbeil, IT Director, Wisconsin Valley Library Service

Janice Martin, Office Manager, Lakeshores Library System

Vicki Teal Lovely, Technology Services Coordinator, South Central Library System

Others Present

Project Manager: Bruce Smith, WiLS

DPI Liaison:

Public Attendees:

Call to Order

J.M. Bolthouse called the meeting to order at 3:00 p.m.

Determination of quorum

All members of the subcommittee are present

Acknowledgement and welcome of public attendees

Alli, Becky, Bradley, Judi, and Margie

Approval of September 16, 2017 minutes

J. Button moved to approve the minutes. V. Teal Lovely seconded. Minutes unanimously approved.

Old Business

Review status of information gathering, and template development determine next steps

Subcommittee met with SOMBAW on DATE. Progress was made toward understanding information gathered and developing a template. V. Teal Lovely had a template and J. Martin applied the template to Lakeshores data. The subcommittee agreed that the data as presented is helpful.

Project manager will add a column to the spreadsheet for FTEs, as well as a totals column.

Data will be entered into a separate spreadsheet for each system and aggregated when all system data has been gathered and organized.

In some cases, an expense (e.g. postage, cleaning) is paid from a single account, but is divided amongst programs when entered into the annual report. For steering purposes, these can be in a single category on the funding sources spreadsheet. Personnel will be split around programs – this will aid the workgroup recommendations as well as the steering committee’s work.

Subcommittee members will complete the work for their own system first, to gather the data and verify the template makes sense, then act as liaison to the remaining systems’ SOMBAW representatives as they enter the data into the template for their own systems.

Project manager will make a copy of the template workgroup for each system and share the workbooks with all members of the subcommittee. Subcommittee members / SOMBAW representatives can work on the live spreadsheets. When all 16 documents are completed, then the subcommittee will revisit data aggregation.

The system discussed the FTE column & associated revenue. As entered in the spreadsheet, the total amounts are the revenue that support the percentage of FTE working in each program area. The revenue may come from several sources. V. Teal Lovely asked when determining the FTE associated with programming, will the subcommittee be looking at the nature of the tasks or the program being served? For the process’s purpose, we want the FTE associated with the program, not the task type. For larger systems, take the administrative staff and determine what percentage of time is spent supporting each program.

Spreadsheets will require some quality control, e.g. making sure the FTEs add up to number of employees, total expenses equal total budget, time coordinating with contracted service providers is reflected, etc.

Next steps: Subcommittee members will complete the templates for the four representative systems.

New Business

No new business.

Public Comment

Allie Chase asked a question about how system aid is allocated. J.M. Bolthouse commented that the data on the amount of money allocated to each system is valid. The subcommittee is attempting to determine how that money moves to service areas and libraries. Project manager commented that lower funding in some service areas doesn’t necessarily indicate absence of need, but prioritization of how limited funding is used.

Meeting review

In-person meetings are easier. This was a productive meeting.

Next meeting date

Goal to complete all data collection is early/mid-December. Next meeting October 26, 2017 at 3:00 p.m.

Adjourn

Meeting adjourned at 4:09 p.m.