

## **Public Library System Revision Steering Committee, HR Subcommittee**

10/11/2017

### **Committee Members Present:**

Kerrie Goeden, HR & Finance Coordinator, South Central Library System  
Augo Hildebrand, Business Manager, Wisconsin Valley Library Service  
Stephen Ohs, Director, Lakeshores Library System (Subcommittee Chair)  
Brian Williams-Van Klooster, Director, Brown Deer Public Library

### **Committee Members Absent:**

Kent Barnard, Director, Patterson Memorial Library, Wild Rose  
John DeBacher, Director, Public Library Development, DPI

### **Others Present:**

*Guests: Alli Chase, Becky*

*Project managers: Stef Morrill (WiLS)*

### **Call to Order**

S. Ohs called the meeting to order at 9:02 AM.

### **Approval of Minutes from April 4, 2017**

B. Williams-Van Klooster moved approval. K. Goeden seconded. There was no further discussion. There was no one opposed to the minutes. However, because most of the Committee had not attended the meeting and therefore did not feel comfortable approving the minutes, the minutes were not officially approved. S. Morrill and S. Ohs will discuss what to do with these minutes as a result.

### **Clarification of the scope of work of the subcommittee**

S. Morrill provided some context. The role of the Subcommittee, similar to the Funding Subcommittee, is to act as information gatherers for the Steering Committee. The job of the group is to provide information and to help equip the Steering Committee to address some of the questions. It is not the Subcommittee's job to make any decisions or create recommendations.

The group discussed the role, and felt that it will be important that the Subcommittee continue its work after the workgroup reports have been submitted to the Steering Committee in April. There will be concerns, questions, etc. that need to be addressed at that time. S. Ohs as Chair will take this recommendation back to the Steering Committee.

Overall, the group expressed comfort in the scope of work.

## **Assignment to help with workgroup model cost preparation: how to calculate the benefits percentage for employees**

S. Morrill explained that the workgroups need to have some way to calculate benefits for employees as they calculate their budgets.

The group discussed how they might tackle this problem. There are some determinations that would need to be made to come to this percentage or numbers:

1. Who is benefited? Is it full-time only? Or part-time? What number of hours per week would qualify someone as benefited?
2. Is there a regional factor? Would all benefited staff receive the same benefits across the state? Right now, some systems get benefits through ETF and others do not. Health insurance premiums differ around the state.
3. What percentage of the benefits would be paid? If ETF is used, only 88% of Tier One can be paid.
4. What insurances will be included? (Health, Dental, Life, etc.)

The group discussed surveying for information from systems. During the meeting, K. Goeden developed the following questions that will be refined and put into a survey:

- Which staff are Part-time (non-benefitted) or Full-Time (benefitted)?
- Are we making an assumption that all FT staff are benefitted?
- At how many hours/week (% FTE) scheduled is an employee considered benefitted?
- Which benefits do your FT staff receive? (health, dental, life, ICI, other?)
- What amount/percentage of those benefits does your system pay?
- Does your system obtain its benefits through ETF?
- Of your total staff compensation cost, what % is comprised of benefits?
- Which benefits provider(s) do you use?

It may be that the systems have a similar percentage of salary that is benefits, and we could approach the budget estimate for the workgroups that way.

The group discussed if some of the information is already reported through the state annual report process or if it is already being collected by the Funding Subcommittee. S. Morrill will check to see if the Funding Subcommittee is doing any of this work. S. Ohs will check on what is reported through the state annual report.

We will ask for information from the 2017 budgets to be consistent with the Funding Subcommittee.

S. Morrill will develop the survey and will share with the Subcommittee members to review. The Subcommittee members will each take a set of systems to request this information.

## **Brainstorming**

The group discussed some roles for the Subcommittee:

- Working with Steering Committee as a resource after the models are presented, including helping to mesh the models together with the existing structure. There could be staffing, consolidation, merger, and other questions that the Subcommittee can assist with.
- Develop an issue tracking list that the Subcommittee can revisit and utilize to identify issues and keep track of themes. The Subcommittee can use the issue tracking list to keep track of things they hear to bring back to the group.
- Create an inventory of organizations and individuals who have gone through transitions, starting within Wisconsin library systems, to have as a resource when we're ready. For example, changing a name creates a lot of issues with ETF.

The group suggested that we reach out to Monarch to see if they have anyone we could add to the subcommittee. S. Morrill will do that.

## **Public Comment.**

No public comment.

## **Review of the meeting**

The group felt that it was a very productive meeting. There was a good collaboration of ideas and thoughts about how the Subcommittee can be useful. The group expressed gladness at having direction.

## **Next meeting date**

Next meeting is tentatively scheduled for November 8<sup>th</sup> at 9:00 AM. The meeting will review progress on the survey and also review comments from WLA to begin creating the issues list. S. Morrill will check with the Subcommittee members not present to see if that will work for them.

Meeting adjourned at 10:06