

**Winnefox Library System  
Strategic Planning Committee  
Tuesday, May 22 at 3:00 pm  
Berlin Public Library  
Minutes**

The meeting was called to order by Tasha Saecker at 3:14. Present were: Mark Arend, Christine Carroll, Jeff Gilderson-Duwe, Ken Hall, Mary Olson, Stephen Proce, Tasha Saecker, & Paul Wade. Absent were: Karen Boehning, Marie Boleman, Sara Wilson, & Sandy Zuehlke

Mary moved and Jeff seconded that the minutes of the April 24<sup>th</sup> meeting be approved. The motion passed unanimously.

Mark reported on the consultant hiring process. Only one proposal was received, from Debra Wilcox-Johnson. Stephen said he thought she would do a good job. Since Chris had not yet arrived Jeff relayed some concerns she had expressed about the proposed cost figures. She had questioned that we would be charged an hourly rate plus expenses. Stephen said that this was normal procedure for consultants.

Mark commented that the proposal as written assumed scheduling two meetings with county directors each day while we had intended that these be scheduled as part of the LAC meetings.

Chris arrived at 3:17

Jeff moved and Stephen seconded to accept Debra Wilcox-Johnson's proposal. The motion passed unanimously.

Paul asked about the timeframe for her work. There is none in the proposal; any schedule or timeframe would be negotiated.

The subcommittee comparing system services & costs (Chris, Jeff, & Ken) met this morning and Ken passed out written notes from that meeting. He had spoken with OWLS director Rick Krumwiede who emailed him more materials. Ken said that the subcommittee's initial charge was to only look at technology costs and services but after beginning to study the issue he feels it will be difficult to separate out technology from the range of services offered. The cost of tech services depends on system priorities and what systems and their member libraries can afford.

Jeff said this would be a good start but that it's hard to compare apples to apples when looking at costs and services between systems.

Jeff reported on his staffing report. He used the existing organizational chart as a basis for this report. This report lists major positions; clerical and page positions were not included. The job duties and percentages come from task survey that staff were asked to complete. The report shows each position's major duties and the estimated annual time spent on each task area. For those with split positions (i.e. the Administrative Services staff) he asked them to split time between Winnefox & OPL. The Electronic Services Support Specialist position is split 50/50 between Winnefox & OPL; the report only shows the time spent on Winnefox tasks.

Current funding split for the Administrative Services position is 35% OPL and 65% Winnefox. Based on this analysis this will be changed in the next contract to a 45/55 split.

The explanation of Contracted services from OPL on pp. 6-7 draws from Karen's explanation of services provided by OPL to WALs. He noted that Winnefox gets a fairly high level of expertise from OPL for catalog maintenance.

Stephen commented that he was surprised by the amount of web development Joy does. Ken asked if she was still doing web work for the Literacy Council. Jeff said that she had done this for OPL under contract in previous years but that since OPL no longer contracts for her services she is not doing this any longer.

Stephen commented that not every library used some of the services listed in WALs. Jeff pointed out that many these are paid through state aids, not WALs fees. Stephen replied that even though they're not paid by WALs fees that this is still staff time spent on tasks they do not benefit from.

Ken said it's hard to separate WALs from Winnefox costs.

Chris pointed out that what starts at larger libraries often filters down to smaller ones. As examples she mentioned digitization & indexing.

Ken asked if larger libraries collectively could do some of this work rather than system staff. Mark commented that this may work when the larger libraries want to initiate a project but would they be willing to allot staff time for a project initiated by a smaller library. Ken thought they would, if it were a project they might want to implement themselves.

Jeff said that what we're discussing is how a member library can assess the benefit they're getting from system services. Stephen said it's more the big library/small library thing. Libraries of different sizes often have different needs.

Can we come up with a mechanism to balance system services so all libraries are getting their fair share of services? How can we have continuous input on service needs by member libraries?

Jeff said that he had been told by some of the directors of small libraries that they were pleased when the computers turn on every morning and the circulation system works. Tasha responded that that was not true of all small libraries. Some of the small libraries have been the innovators in the system, leading the way with wireless and other programs.

Chris left at 4:07

Ken asked what would do if system funding is reduced and hard decisions need to be made. We need a process for setting priorities.

Stephen said there should be a list of services on the front page of the extranet so libraries could easily see what services were available.

Jeff said the system is a vessel for ventures that are better taken up as collaborative services. We have a menu of services that all libraries access at different levels. The question is how can a library determine the benefit they get?

Paul left at 4:18

It was mentioned that cooperative ventures are always slower. Deer move as herd, not individually. But we don't want to stop the deer that wants to move ahead of the others. Can we structure things so herd doesn't all have to move together?

Stephen asked if a library needs to have something special done, possibly as a result of policy action taken by the board, could there be a way for this work to be done quickly with the library being charged for it?

Jeff reported that we were still working on the Environmental Scan

Stephen moved and Jeff seconded to adjourn. The motion passed unanimously. The meeting adjourned at 4:26.

The next meeting will be at 3:00 on Tuesday, June 26<sup>th</sup> at the Berlin PL.

Respectfully submitted: Mark Arend