

**Outagamie Waupaca Library System**  
3373 West Brewster Street • Appleton, WI 54914 • 920-832-6190

A joint meeting of the Outagamie County Library Services Planning Committee and the Waupaca County Library Services Planning Committee will be held **Thursday, August 29, 2024** at **6:00 p.m.** in the OWLS meeting room at 3373 West Brewster Street and online via GoToMeeting.

**Agenda**

1. Call to order and roll call
  - a) Introduction of guests
2. Approve or make changes to the agenda
3. Approve minutes of the July 18, 2024 meeting
4. Public participation
5. Correspondence
6. Report from meeting of OWLS member library directors
7. Discussion and possible action
  - a) In-system cross-county reimbursements by statutory formula or by county formula
  - b) Methods for smoothing funding volatility for libraries and for counties
  - c) Guidelines or requirements for maintenance of patron records
  - d) Provisions related to net lender compensation or net borrower penalties
  - e) Funding requests outside of the formula: capital, electronic resources, system support, workforce development
  - f) Additional topics to consider
8. Review draft sections updated for 2025-2029 plans
  - a) Recommended Funding Methodology
  - b) Goals and Objectives
  - c) Appendices
9. Schedule next meeting
10. Planning for public hearings
11. Adjourn

Committee members and members of the public are invited to join the meeting from your computer, tablet or smartphone using this link:

<https://global.gotomeeting.com/join/675253365>

You can also dial in using your phone.

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Access Code: 675-253-365

Committee members who are unable to attend are requested to notify the OWLS office. If special accommodations are necessary for attendance at this meeting, please contact the Outagamie Waupaca Library System at 920-832-6190 to make arrangements.

**August 29, 2024 Joint County Library Services Committee  
Meeting Agenda Notes**

**Meeting documents distributed in advance:**

Meeting agenda

Meeting agenda notes [this document]

Draft meeting minutes

Calculation of hypothetical 2025 cross county reimbursement rates between Outagamie and Waupaca Counties by statutory formula and by county formula

Funding floor and ceiling example calculations

SRLAAW Best Practices for libraries that bill for cross-county use

December 2023 interlibrary lender/borrower report

**Meeting documents distributed via email by Thursday:**

Draft sections updated for 2025-2029 plans

Recommended Funding Methodology

Goals and Objectives

Appendices

**Annotated Agenda**

1. Call to order and roll call
  - a. Introduction of guests
2. Approve or make changes to the agenda
3. Approve July 18, 2024 meeting minutes
4. Public participation
5. Correspondence
  
6. Report from meeting of OWLS member library directors

Background: OWLS will hold a meeting of member library directors on Thursday, August 29<sup>th</sup> at Hortonville Public Library prior to the joint county planning meeting. The county planning process is a key agenda item for that meeting. Shipps and Laufenberg will report on that discussion.

Action: The committees may discuss library director comments related to today's agenda items and may request that other topics raised by the directors be placed on a future agenda.

Exhibit: None

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

July 18th, 2024, Meeting Minutes

The meeting was called to order at 6:35 p.m. by Chair Looker.

PRESENT FOR OUTAGAMIE COUNTY COMMITTEE: Tyler Baeten, Bobbie Buchholtz, Cindy Fallona, Peter Gilbert, B Looker, Cathy Thompson, Angela Ver Voort, Veronica Woodward.

PRESENT FOR WAUPACA COUNTY COMMITTEE: Tyler Baeten, Bobbie Buchholtz, Cindy Fallona, Michelle Frola, Peter Gilbert, Mike Hankins, Steve Hart, B Looker, Cathy Thompson, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps and Kristin Laufenberg serving as OWLS staff support, Michelle Uitenbroek – Outagamie County Finance Director

EXCUSED: Mitesh Ajmera for both counties, Wendy Hartman for both counties, Diane Forsythe for Waupaca County, Lila Malvik-Shower for Waupaca County.

Hankins moved, seconded by Fallona, to approve the agenda moving item 8, scheduling the next meeting, to the third spot. Motion carried.

After discussion, it was determined that the OWLS Board meeting and Joint County Library Services Planning meeting will be held on separate dates in August. The OWLS Board will meet according to its usual schedule on Thursday, August 15<sup>th</sup> at 6:00pm. The joint county planning meeting will be held on either August 22<sup>nd</sup> or 29<sup>th</sup>. Shipps will contact the absent committee members to determine which date will have the best attendance and send a meeting announcement to committee members and stakeholders.

Gilbert moved, seconded by Thompson, to approve the June 20th, 2024 meeting minutes as presented. Motion carried.

There was no public participation and no correspondence to share.

The committee reviewed draft sections updated for 2025-2029 plans including the introductions, reviews of prior plans, and history of funding. Committee members are invited to submit suggestions and corrections to Shipps. No action will be taken regarding approval until the complete plans are drafted.

Chair Looker facilitated a discussion of the following topics:

- a) County reimbursement rates and other types of county funding around the state. The

committee would like to further explore including some additional types of funding in the revised plan, such as matching funds for library capital projects, funding for electronic resources, or direct funding to the library system.

- b) Library service standards in county plans. The committee does not wish to pursue including service standards in the revised plan.
- c) New cross-county reimbursements between Outagamie and Waupaca counties. The committee would like to further explore this option.
- d) Allocation of OWLS Board seats between Outagamie and Waupaca counties. Woodward suggested that the current allocation is reasonable based on population and the number of libraries in each county. The committee instructed Shipps to include that rationale for maintaining the allocation in a future draft of the plan.
- e) County funding with and without E-circulation. Following a review of statistics and discussion of service trends, the committee does not wish to roll back the inclusion of electronic circulation in the funding formula.
- f) Brainstorming additional topics to consider
  1. The committee would like to review net lender/borrower statistics to support a discussion of whether resource sharing should be a formula variable or otherwise addressed in the revised plans.
  2. The committee would like to review possible methods for smoothing volatility of funding for both the libraries and the counties.
  3. The committee may like to include language emphasizing each library's responsibility for maintaining correct patron records.
  4. The committee may like to include subsidies for workforce development services.

A few topics were eliminated for consideration at the next meeting due to lack of support or lack of interest but could be revisited in the future. Those include accounting for intangibles such as programming and meeting room use, promoting the creation of new libraries in underserved areas, including Hoopla usage in the funding formula, and measures to promote maintenance of effort in library funding by municipalities.

Having completed the agenda, the meeting was adjourned by Chair Looker at 9:01 pm.

Respectfully submitted,

Bradley Shipps  
OWLS Director

7. Discussion and possible action

**a. In-system cross-county reimbursements by statutory formula or by county formula**

Background: Under the current plan, Outagamie County reimburses all of the libraries located inside of Outagamie County. In addition, Outagamie County reimburses the Clintonville Public Library and the New London Public Library, both located in Waupaca County, for service provided to Outagamie County residents according to the formula described in the County Plan. Outagamie County also reimburses the Oneida Community Library under a separate agreement.

Under the current plan, Waupaca County reimburses all of the libraries located inside of Waupaca County.

Under state statute, the remaining libraries in Waupaca County could bill Outagamie County for service provided to residents of Outagamie County, and vice versa. No changes to the plans would be necessary to do this using the statutory formula. The counties would be required to reimburse at the statutory minimum.

Alternatively, the county plans could recommend that some or all of the libraries in adjacent counties within the library system be reimbursed according to the counties' formulas, as has been done for Clintonville and New London for many years.

Action: The committees may instruct Shipps to include provisions to expand cross-county reimbursement to all of the libraries within the system using the county formulas.

Exhibit: A calculation of in-system cross-county reimbursements using both the statutory and county formulas was shared in July and is included again in this packet.

	Additional cost of funding under statutory formula using 2023 stats	Additional cost of funding under county formulas using 2023 stats
Outagamie county to Waupaca libraries	\$18,838	\$24,340
Waupaca County to Outagamie libraries	\$30,755	\$39,109

## Outagamie and Waupaca County Library Funding by Statutory Formula

Funding Cycle 2023-24-25

County	Library	Physical Circ	Total Operating Expenditures	Operating Exp from Fed sources	Statutory expenditures	Statutory Cost per Circ	County Circ (Physical)	County Bill at 100% of Statutory Formula	Statutory Minimum Payment (70%)	Adjacent circ as a % of Total
Outagamie	Clintonville	51,114	\$432,251	\$0	432,251	\$8.46	3,541	\$ 29,957	\$ 20,970	7%
Outagamie	New London	62,368	\$541,574	\$0	541,574	\$8.68	7,936	\$ 68,884	\$ 48,219	13%
Outagamie	Fremont	19,127	\$125,432	\$440	124,992	\$6.53	188	\$ 1,228	\$ 860	1%
Outagamie	Iola	26,527	\$223,151	\$0	223,151	\$8.41	25	\$ 210	\$ 147	0%
Outagamie	Manawa	27,617	\$260,773	\$0	260,773	\$9.44	517	\$ 4,880	\$ 3,416	2%
Outagamie	Marion	35,788	\$156,255	\$0	156,255	\$4.37	421	\$ 1,840	\$ 1,288	1%
Outagamie	Scandinavia	8,297	\$61,513	\$243	61,270	\$7.38	12	\$ 89	\$ 62	0%
Outagamie	Waupaca	154,013	\$958,305	\$0	958,305	\$6.22	2,702	\$ 16,806	\$ 11,764	2%
Outagamie	Weyauwega	25,721	\$205,287	\$0	205,287	\$7.98	233	\$ 1,859	\$ 1,301	1%
Waupaca	Appleton	584,221	\$4,697,904	\$0	4,697,904	\$8.04	2,932	\$ 23,573	\$ 16,501	1%
Waupaca	Black Creek	37,176	\$199,852	\$0	199,852	\$5.38	14	\$ 75	\$ 53	0%
Waupaca	Hortonville	81,114	\$298,710	\$0	298,710	\$3.68	2,923	\$ 10,757	\$ 7,530	4%
Waupaca	Kaukauna	141,597	\$1,301,698	\$0	1,301,698	\$9.19	61	\$ 561	\$ 393	0%
Waupaca	Kimberly	148,558	\$530,532	\$0	530,532	\$3.57	190	\$ 678	\$ 475	0%
Waupaca	Little Chute	136,842	\$544,213	\$0	544,213	\$3.98	2,058	\$ 8,191	\$ 5,734	2%
Waupaca	Seymour	44,831	\$244,815	\$0	244,815	\$5.46	0	\$ -	\$ -	0%
Waupaca	Shiocton	10,501	\$64,334	\$127	64,207	\$6.11	16	\$ 98	\$ 69	0%

Clintonville and New London are already being reimbursed at the county formula rate rather than the statutory minimum.

Potential additional payment by Outagamie County to Waupaca libraries = \$18,838

Potential payment by Waupaca County to Outagamie libraries = \$30,755

**Outagamie and Waupaca County Library Funding by 2020-2024 County Plan Formula**  
Funding Cycle 2023-24-25

County	Library	Total Physical & OverDrive Circ	Total Operating Expenditures	Operating Exp from Fed sources	Contract Income	Lease	All Other Income	County Formula Expenditures	County Cost per Circ	County Physical & OverDrive Circ	County Request at 100% of circ Formula	Adjacent as a % of Total
Outagamie	Clintonville	60,683	\$432,251	\$0	\$0	\$0	\$49,032	\$383,219	\$6.32	4,119	\$ 26,032	7%
Outagamie	New London	77,242	\$541,574	\$0	\$0	\$0	\$4,324	\$537,250	\$6.96	12,197	\$ 84,891	16%
Outagamie	Fremont	21,718	\$125,432	\$440	\$0	\$0	\$11,496	\$113,496	\$5.23	188	\$ 983	1%
Outagamie	Iola	30,494	\$223,151	\$0	\$0	\$0	\$3,454	\$219,697	\$7.20	34	\$ 245	0%
Outagamie	Manawa	31,207	\$260,773	\$0	\$0	\$0	\$35,407	\$225,366	\$7.22	738	\$ 5,328	2%
Outagamie	Marion	38,773	\$156,255	\$0	\$0	\$0	\$1,627	\$154,628	\$3.99	441	\$ 1,760	1%
Outagamie	Scandinavia	9,464	\$61,513	\$243	\$0	\$0	\$5,834	\$55,436	\$5.86	12	\$ 70	0%
Outagamie	Waupaca	181,218	\$958,305	\$0	\$0	\$0	\$93,621	\$864,684	\$4.77	2,977	\$ 14,200	2%
Outagamie	Weyauwega	29,230	\$205,287	\$0	\$0	\$0	\$27,334	\$177,953	\$6.09	288	\$ 1,754	1%
Waupaca	Appleton	762,648	\$4,697,904	\$0	\$0	\$179,816	\$122,719	\$4,395,369	\$5.76	3,577	\$ 20,604	0%
Waupaca	Black Creek	41,661	\$199,852	\$0	\$0	\$0	\$2,022	\$197,830	\$4.75	84	\$ 399	0%
Waupaca	Hortonville	95,695	\$307,281	\$0	\$0	\$0	\$20,216	\$287,065	\$3.00	3,141	\$ 9,423	3%
Waupaca	Kaukauna	167,491	\$1,301,698	\$0	\$0	\$143,946	\$17,594	\$1,140,158	\$6.81	105	\$ 715	0%
Waupaca	Kimberly	174,271	\$530,532	\$0	\$0	\$0	\$16,344	\$514,188	\$2.95	336	\$ 991	0%
Waupaca	Little Chute	154,402	\$544,213	\$0	\$0	\$0	\$26,847	\$517,366	\$3.35	2,058	\$ 6,894	1%
Waupaca	Seymour	54,271	\$244,815	\$0	\$0	\$0	\$6,399	\$238,416	\$4.39	0	\$ -	0%
Waupaca	Shiocton	12,357	\$64,334	\$127	\$0	\$0	\$439	\$63,768	\$5.16	16	\$ 83	0%

Clintonville and New London are already being reimbursed at this rate.

Potential additional payment by Outagamie County to Waupaca libraries = \$24,340

Potential payment by Waupaca County to Outagamie libraries = \$39,109

**b. Methods for smoothing funding volatility for libraries and for counties**

Background: Volatility of funding has been a concern for both the libraries and the counties at various points over the years. One way to smooth volatility would be to place limits on how much an individual library's reimbursement could change year over year.

For example, the plan could state that an individual library's annual reimbursement may not be more or less than a percentage of the prior year's reimbursement. Or the current reimbursement could be limited based on an average of prior years' reimbursements. The library's reimbursement may never be less than the statutory minimum.

While setting a floor and ceiling for reimbursement based on past amounts would ease some volatility in both library and county budgets, it would also make funding less responsive to changes in usage patterns. Such a provision may have unanticipated consequences in the case of major changes, for example a drastic municipal budget cut, an extended service disruption, or the establishment of a library in a new community.

Action: The committee may instruct Shipps to include provisions limiting funding fluctuations in the draft plans.

Exhibit: I have included two examples of funding floor and ceiling calculations in the packet. Alternate suggestions are welcome.



Setting a floor and ceiling for county reimbursement based on a percentage of the prior year's funding

95%      105%

Library	2025 Formula Request	2024 Actual Reimbursement	Percent Change	Funding floor as a % of prior year	Funding ceiling as a % of prior year	Statutory Minimum	New 2025 Request
Appleton	\$ 924,348	\$ 994,703	-7.1%	\$ 944,968	\$ 1,044,438	\$ 615,304	\$ 944,968
Black Creek	\$ 125,148	\$ 143,044	-12.5%	\$ 135,892	\$ 150,196	\$ 89,552	\$ 135,892
Clintonville	\$ 26,032	\$ 25,277	3.0%	\$ 24,013	\$ 26,541	\$ 20,970	\$ 26,032
Hortonville	\$ 206,070	\$ 173,499	18.8%	\$ 164,824	\$ 182,174	\$ 157,885	\$ 182,174
Kaukauna	\$ 212,949	\$ 190,518	11.8%	\$ 180,992	\$ 200,044	\$ 164,209	\$ 200,044
Kimberly	\$ 115,259	\$ 104,228	10.6%	\$ 99,017	\$ 109,439	\$ 79,206	\$ 109,439
Little Chute	\$ 104,634	\$ 115,847	-9.7%	\$ 110,055	\$ 121,639	\$ 77,041	\$ 110,055
New London	\$ 84,891	\$ 83,821	1.3%	\$ 79,630	\$ 88,012	\$ 48,219	\$ 84,891
Seymour	\$ 95,935	\$ 99,740	-3.8%	\$ 94,753	\$ 104,727	\$ 68,356	\$ 95,935
Shiocton	\$ 34,510	\$ 32,528	6.1%	\$ 30,902	\$ 34,154	\$ 24,276	\$ 34,154
	\$ 1,929,776	\$ 1,963,205					\$ 1,923,584

Clintonville	\$ 111,681	\$ 112,180	-0.4%	\$ 106,571	\$ 117,789	\$ 88,967	\$ 111,681
Fremont	\$ 52,713	\$ 49,089	7.4%	\$ 46,634	\$ 51,543	\$ 41,577	\$ 51,543
Iola	\$ 111,852	\$ 111,443	0.4%	\$ 105,870	\$ 117,015	\$ 77,632	\$ 111,852
Manawa	\$ 135,664	\$ 126,367	7.4%	\$ 120,049	\$ 132,685	\$ 108,246	\$ 132,685
Marion	\$ 48,411	\$ 50,087	-3.3%	\$ 47,582	\$ 52,591	\$ 33,588	\$ 48,411
New London	\$ 184,134	\$ 176,259	4.5%	\$ 167,446	\$ 185,072	\$ 131,156	\$ 184,134
Scandinavia	\$ 43,481	\$ 46,021	-5.5%	\$ 43,720	\$ 48,322	\$ 33,748	\$ 43,720
Waupaca	\$ 402,774	\$ 386,684	4.2%	\$ 367,350	\$ 406,018	\$ 305,616	\$ 402,774
Weyauwega	\$ 85,832	\$ 80,945	6.0%	\$ 76,898	\$ 84,993	\$ 68,322	\$ 84,993
	\$ 1,176,542	\$ 1,139,074					\$ 1,171,793

Setting a floor and ceiling for county reimbursement based on a percentage of the average of three prior years' funding

Library	2025 Formula Request	Average of 2022, 2023, and 2024 Reimbursements	Percent Change	95%		Statutory Minimum	New 2025 Request
				Funding floor as a % of 3-year average	Funding ceiling as a % of 3-year average		
Appleton	\$ 924,348	\$ 982,519	-5.9%	\$ 933,393	\$ 1,031,645	\$ 615,304	\$ 933,393
Black Creek	\$ 125,148	\$ 128,099	-2.3%	\$ 121,694	\$ 134,504	\$ 89,552	\$ 125,148
Clintonville	\$ 26,032	\$ 21,466	21.3%	\$ 20,393	\$ 22,540	\$ 20,970	\$ 22,540
Hortonville	\$ 206,070	\$ 142,805	44.3%	\$ 135,664	\$ 149,945	\$ 157,885	\$ 149,945
Kaukauna	\$ 212,949	\$ 185,568	14.8%	\$ 176,290	\$ 194,846	\$ 164,209	\$ 194,846
Kimberly	\$ 115,259	\$ 104,998	9.8%	\$ 99,748	\$ 110,248	\$ 79,206	\$ 110,248
Little Chute	\$ 104,634	\$ 112,201	-6.7%	\$ 106,591	\$ 117,811	\$ 77,041	\$ 106,591
New London	\$ 84,891	\$ 82,676	2.7%	\$ 78,542	\$ 86,809	\$ 48,219	\$ 84,891
Seymour	\$ 95,935	\$ 95,718	0.2%	\$ 90,932	\$ 100,504	\$ 68,356	\$ 95,935
Shiocton	\$ 34,510	\$ 30,120	14.6%	\$ 28,614	\$ 31,626	\$ 24,276	\$ 31,626
	\$ 1,929,776	\$ 1,886,168					\$ 1,855,162

Clintonville	\$ 111,681	\$ 116,358	-4.0%	\$ 110,540	\$ 122,176	\$ 88,967	\$ 111,681
Fremont	\$ 52,713	\$ 43,628	20.8%	\$ 41,447	\$ 45,810	\$ 41,577	\$ 45,810
Iola	\$ 111,852	\$ 110,812	0.9%	\$ 105,272	\$ 116,353	\$ 77,632	\$ 111,852
Manawa	\$ 135,664	\$ 125,741	7.9%	\$ 119,454	\$ 132,028	\$ 108,246	\$ 132,028
Marion	\$ 48,411	\$ 52,586	-7.9%	\$ 49,957	\$ 55,215	\$ 33,588	\$ 49,957
New London	\$ 184,134	\$ 168,526	9.3%	\$ 160,100	\$ 176,953	\$ 131,156	\$ 176,953
Scandinavia	\$ 43,481	\$ 40,550	7.2%	\$ 38,523	\$ 42,578	\$ 33,748	\$ 42,578
Waupaca	\$ 402,774	\$ 391,238	2.9%	\$ 371,676	\$ 410,799	\$ 305,616	\$ 402,774
Weyauwega	\$ 85,832	\$ 83,310	3.0%	\$ 79,145	\$ 87,476	\$ 68,322	\$ 85,832
	\$ 1,176,542	\$ 1,132,750					\$ 1,159,464

**c. Guidelines or requirements for maintenance of patron records**

Background: The calculation of libraries' county funding relies on data that libraries enter into patron records at registration and renewal and whenever a patron updates their address.

Library patrons are required to verify their address at registration, and library staff must apply the correct municipality code to the patron record in order for checkouts to be recorded as reimbursable county circs.

OWLS has training available for library staff on how to look up municipality codes by address. OWLS libraries have agreed on a one-year expiration date for library cards, so that addresses are verified at least annually for active library users. And OWLS conducts periodic audits of sample sets of patron records and notifies libraries of errors.

OWLS would like to implement automated address verification software, but that is not attainable in the immediate future.

The following general statement about records is found in the current plans in Appendix B, Guidelines, "8. Local libraries have a responsibility to collect and report the circulation and financial data used to determine county budget requests as accurately as possible."

Action: The committees may recommend inclusion of additional guidelines or requirements for maintenance of patron records in the revised plans.

Exhibit: SRLAAW Best Practices for libraries that bill for cross-county use

These Best Practices were drafted by the Wisconsin Library Association's Library Development and Legislation Committee (LD&L) and submitted to the System and Resource Library Administrators Association of Wisconsin (SRLAAW) in response to concerns raised by counties and legislators. Uniform practices for library record-keeping and billing are intended to help address these concerns.

### **Address verification**

Library staff verify that the cardholder's or applicant's record contains a code or other information that defines the cardholder's legal place of residence. This information must indicate the city/village/township and county of residence. Government-based search sites, such as county GIS sites and property owner and tax databases, are used for verification for the location of addresses.

### **Card expiration and renewal**

Library cards are set to expire at least every 18 months, so that records remain current. Or, as an alternative, cardholder registration files are matched against a reputable address change database at least every 18 months, and the accounts of cardholders who are identified as having moved are updated or are blocked to disallow checkout until a new address can be confirmed.

### **Audit of cardholder records**

A random sample consisting of a statistically significant number of cardholder records is reviewed once each five or fewer years by the library consortium. The addresses are checked against the residence codes to ensure that database quality is being maintained.

### **Common billing information**

When billing, libraries provide at a minimum, the following information:

- The number of materials loaned attributable to each non-library community.
- The library's total expenditures (minus federal funds and capital expenditures) for the year in which the service was provided.
- The total number of the library's loans of materials for the year in which the service was provided, as reported on the library's annual report to the state.
- If requested by the county, a copy of those pages of the annual report referencing checkouts and expenditures.

### **Library Staff Training**

Library staff are made aware of the importance of accurate records and are trained in address verification.

**d. Provisions related to net lender compensation or net borrower penalties**

Background: A library is a “net lender” when that library sends more materials to other libraries to fill patron holds than it receives in return. The library’s lending ratio is greater than 1.

Conversely, a library that is a “net borrower” receives more materials from other libraries to fill holds for local patrons than they send out. Their lending ratio is less than 1.

The ideal lending ratio is 1, but that is rarely achieved in a busy consortium environment.

A library that is a consistent net borrower is not purchasing enough materials to meet local demand.

A library that is a consistent net lender is subsidizing other libraries’ collections with their local tax dollars.

The OWLSnet Resource Sharing Policy and Automation Services Agreements outline each library’s responsibility to maintain a collection that meets local demand. However, local budget constraints can make this difficult to achieve.

While compensation for net lenders and penalties for net borrowers may be desirable, it is important to note that these county plans only apply to a subset of the libraries participating in the OWLSnet resource sharing consortium.

Action: The committees may recommend inclusion of provisions related to net lender compensation or net borrower penalties. Or, the committees may recommend including a general statement about collection development.

Exhibit: The December 2023 interlibrary lender/borrower report is included in the packet.

Dec 2023 Interlibrary Lender/Borrower Statistics Consolidated by Library

YTD

<u>Library</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	1,139	1,153	(14)	0.99	17,989	13,741	4,248	1.31
Appleton	3,479	135	3,344	25.77	103,164	113,638	(10,474)	0.91
Black Creek	1,721	964	757	1.79	22,150	10,786	11,364	2.05
Clintonville	1,928	862	1,066	2.24	29,086	11,199	17,887	2.60
Door County	4,416	4,037	379	1.09	57,292	52,721	4,571	1.09
Florence	335	404	(69)	0.83	5,407	5,276	131	1.02
Fremont	513	539	(26)	0.95	8,522	6,058	2,464	1.41
Gillett	561	301	260	1.86	6,540	3,321	3,219	1.97
Hortonville	1,161	2,013	(852)	0.58	15,691	27,426	(11,735)	0.57
Iola	955	963	(8)	0.99	13,350	11,352	1,998	1.18
Kaukauna	2,117	3,242	(1,125)	0.65	28,154	36,408	(8,254)	0.77
Kewaunee	1,422	1,038	384	1.37	18,742	13,561	5,181	1.38
Kimberly	1,758	5,099	(3,341)	0.34	33,963	39,800	(5,837)	0.85
Lakewood	767	670	97	1.14	10,076	10,998	(922)	0.92
Lena	463	214	249	2.16	5,169	3,213	1,956	1.61
Little Chute	1,992	4,743	(2,751)	0.42	25,796	42,582	(16,786)	0.61
Manawa	821	789	32	1.04	10,508	9,994	514	1.05
Marinette County	2,813	4,508	(1,695)	0.62	35,501	56,913	(21,412)	0.62
Marion	1,062	736	326	1.44	13,028	10,189	2,839	1.28
New London	1,685	1,239	446	1.36	19,828	17,621	2,207	1.13
NFLS	0	19	(19)	0.00	0	110	(110)	0.00
Oconto	665	821	(156)	0.81	10,685	8,554	2,131	1.25
Oconto Falls	1,412	699	713	2.02	14,594	8,656	5,938	1.69
Oneida Tribal	713	121	592	5.89	8,336	1,632	6,704	5.11
OWLS	0	15	(15)	0.00	23	66	(43)	0.35
Scandinavia	460	399	61	1.15	5,508	4,925	583	1.12
Seymour	1,730	1,354	376	1.28	19,223	16,827	2,396	1.14
Shawano County	3,255	2,811	444	1.16	39,355	40,308	(953)	0.98
Shiocton	479	307	172	1.56	5,683	4,325	1,358	1.31
Suring	643	503	140	1.28	6,372	6,888	(516)	0.93
Waupaca	2,573	2,934	(361)	0.88	33,312	37,583	(4,271)	0.89
Weyauwega	1,093	499	594	2.19	11,678	8,054	3,624	1.45
<b>TOTAL</b>	<b>44,131</b>	<b>44,131</b>	<b>0</b>	<b>1.00</b>	<b>634,725</b>	<b>634,725</b>	<b>0</b>	<b>1.00</b>
<u>System</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
NFLS - Intrasystem	9,785	9,785	0	1.00	117,983	117,983	0	1.00
NFLS - Intersystem	8,819	7,499	1320	1.18	118,075	107,843	10232	1.09
NFLS - Total	18,604	17,284	1320	1.08	236,058	225,826	10232	1.05
OWLS - Intrasystem	18,028	18,028	0	1.00	290,824	290,824	0	1.00
OWLS - Intersystem	7,499	8,819	(1320)	0.85	107,843	118,075	(10232)	0.91
OWLS - Total	25,527	26,847	(1320)	0.95	398,667	408,899	(10232)	0.97

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

**e. Funding requests outside of the formula: capital, electronic resources, system support, workforce development**

Background: In addition to formula reimbursement for library service to nonresidents, some Wisconsin counties provided funding for other purposes. At the July meeting, the committees identified the following topics for consideration: capital projects, electronic resources, workforce development, and direct funding to the library system.

Please note, Waupaca County currently provides \$5,000 per year in direct funding to OWLS. Outagamie County discontinued direct funding to OWLS prior to 2017 but had for many years budgeted \$15,000 per year.

Points to consider:

1. When requesting additional funding, there is a risk that a county may decide to reduce the formula reimbursement for libraries to less than 100% to offset new costs.
2. Both counties are seeing increases in adjacent county reimbursements under Act 420 to Winnebago County.
3. Which type of funding is the best match for county funds?
4. Which type of funding would have the greatest impact on county library service and county residents?
5. How would capital or workforce development funding be distributed among libraries?
6. Would use of electronic resources funded by the county need to be limited to use by county or system residents only?
7. Would matching provisions encourage additional municipal investment in libraries?

Action: The committees may recommend inclusion of new, non-formula funding requests in the plans.

Exhibit: None

**f. Additional topics to consider**

8. Review draft sections updated for 2025-2029 plans

Background: Shipps has updated several sections of each county plan.

Action: The committees may suggest additional edits to these sections. We will not vote to approve them until the plan drafts are complete.

Exhibit: The Recommended Funding Methodology, Goals and Objectives, and Appendices will be emailed prior to Thursday's meeting.

9. Schedule next meeting

10. Plan for public hearings

11. Adjourn