

**LIBRARY BOARD PLANNING COMMITTEE
DOUGLAS COUNTY BOARD OF SUPERVISORS
Wednesday, September 16, 2020, 10:00 a.m., Government Center Boardroom 201
1316 North 14th Street, Superior, Wisconsin**

Meeting called to order by Chair Sue Hendrickson.

ROLL CALL: Present – Sue Hendrickson, Ron Leino, Samuel Pomush, Tuula Harris (arrived 10:08 a.m.), Judy Aunet (remote), Susan Heskin (remote), Kathy McDonald (remote). Absent – Warren Bender. Others present – Sherry Machones (remote), Kaci Lundgren, Committee Clerk.

APPROVAL OF MINUTES: Motion by Pomush, second Leino, to approve August 15, 2019, minutes. Motion carried.

ACTION ITEMS:

Douglas County Library Service Plan Updates: Included in members' agenda with draft updates/corrections.

ACTION: Motion by Pomush, second Leino, to approve plan as presented. Motion carried.

NWLS Douglas County Service Agreement: Included in members' agenda; nothing changed.

ACTION: Motion by Pomush, second Harris, to approve agreement as presented. Motion carried.

INFORMATIONAL ITEMS:

Superior Public Library (SPL) Budget: 1.5% staff wage increase budgeted for 2021; overdue fees to be eliminated from budget with revenue supplemented from city local aid.

County Reimbursement Calculations: The total operating expenditures and capital costs, divided by the circulation total equals the cost of each individual circulation. That cost is multiplied by the non-city resident circulation, and then by 70%, which is the amount Douglas County provides to the library budget (\$358,907 for 2021).

County Library Use Statistics for Previous Year: Branches were closed for a significant period this year due to COVID-19; hard copy rental use has decreased; electronic services increased substantially. Curbside and appointment based services provided, with all programming converted to virtual.

Northern Waters Library Service (NWLS) Plan of Service: Goals implemented last year were not achieved due to pandemic. Many employees are working from home with a higher use of technology-based functions.

NWLS Resource Library Agreement: No changes from last year due to time restraints from COVID-19 procedure planning.

SPL Annual Report Summary: Strategic plan was updated in 2019. Most goals were put on hold due to COVID-19.

FUTURE AGENDA ITEMS: Branch service changes; Solon Springs building update.

ADJOURNMENT: Motion by Pomush, second Harris, to adjourn. Motion carried. Meeting adjourned at 10:36 a.m.

Submitted by,

Kaci Lundgren, Committee Clerk