

**AGENDA**  
**TUESDAY, MAY 14, 2024 – 1:00 PM**  
**OCONTO COUNTY LIBRARY PLANNING COMMITTEE**  
**301 WASHINGTON STREET, COURTHOUSE BUILDING “A” ROOM #3041**  
**OCONTO WI 54153**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)

This is an open meeting of a Non-Standing Committee of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: [www.co.oconto.wi.us](http://www.co.oconto.wi.us)

- 1. Call to Order**
- 2. Approval of Agenda**
  - 2.1. Change of Sequence
  - 2.2. Removal of Items
- 3. Communications**

**Anyone who wants to address an agenda item or give a presentation and/or communication at the meeting must contact the Chair at least 48 hours prior to the scheduled meeting.**  
**Communications or presentation requests received less than 48 hours prior to the scheduled meeting may be heard at the Chair's discretion.**
- 4. Approval of Previous Meeting Minutes (Enc.)**
- 5. Library Director Work Group Report**
- 6. Report on Levy Limit**
- 7. Report on the Step-Down Process**
- 8. Discuss Changes for the Oconto County Library Services Plan 2025-2029; possible action (Enc.)**
- 9. Set Dates for Public Hearings**
- 10. Public Comment**
- 11. Identify Future Agenda Items**
- 12. Announcements/General Information (No action to be taken)**
- 13. Set Next Meeting Date**
- 14. Adjournment**

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Nicolet Federated Library System at 920-448-4414 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

- c: Committee; County Administrator, Finance Director, Corporation Counsel, Library Services Board Members, County Librarians, NFLS, Oconto County Board Chair, Gary Frank, Media (via email); County Website; Central File, Official Posting Location (Physical Copy)

kp/Date Posted: 04/24/2024

**MINUTES**  
**TUESDAY, APRIL 9, 2024 – 1:00 PM**  
**OCONTO COUNTY LIBRARY PLANNING COMMITTEE**  
**301 WASHINGTON STREET, COURTHOUSE BUILDING “A” ROOM #3041**  
**OCONTO WI 54153**  
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*(Draft minutes, not approved by Committee)*

**COMMITTEE PRESENT:** Debra Schroeder, Farnsworth Public Library Rep; Judy Patenaude, Lena Public Library Rep; Kathleen Marsh, Lakes Country Library Rep; Susan Mogged, Oconto Falls Library Rep; Joan Denis, Nicolet Federated Library Systems Board Rep; Al Sleeter, Administration Committee Rep; LoAnn Elbe, Suring Library Rep; Dawn Byars, Gillett Public Library Rep; Tom Bitters, County Board Supervisor Rep

**COMMITTEE ABSENT:** Vicki Gooding, Library Services Board Rep.; David Parmentier, County Board Supervisor Rep

**OTHERS PRESENT:** Lisa Sherman, Interim County Administrator/Finance Director; Kim Pytleski, County Clerk; Shannon Stoner; Amy Peterson, Farnsworth Public Library; Katie Essermann, Lakes Country Library; Rachel Pascoe, Oconto Falls Library; Jill Trochta, Suring Public Library; Tracy Vreeke, NFLS; Tami McQuillan; Linda Hougas; Rachel Welker; Peter Wills; Jean Grosse; Mike Beyer; Bonnie Hearley; Beth Trudell

**1. Call to Order**

Chair Schroeder called the meeting to order at 1:00 p.m.

**2. Approval of Agenda**

**2.1. Change of Sequence**

Motion by Mogged/Byers to move item #7 to be before item #6; item #9 to follow item #8. The motion was voted on and carried by a unanimous show of hands.

**2.2. Removal of Items – None.**

Motion by Elbe/Patenaude to approve the agenda as amended. The motion was voted on and carried by a unanimous show of hands.

**3. Communications**

- The 3<sup>rd</sup> annual fundraiser Dinner & Raffle for the Lakes Country Public Library will be held Saturday, April 27, 2024, at the McCauslin Brook Golf & Country Club. Advance Purchase tickets are available at the Lakes Country Public Library; treated as information.

**4. Approval of Previous Meeting Minutes**

Shroeder pointed out a typo in the previous minutes.

**Supervisor Bitters in attendance at 1:07 a.m.**

Motion by Sleeter/Elbe to approve the minutes as corrected. The motion was voted on and carried and carried by a unanimous show of hands.

**5. Work Group Update: March 26, 2024**

Shroeder gave a recap from the March 26, 2024 work group meeting. Tom Bitters, Joan Denis, Debra Schroeder, Jennifer Thiele, former Marinette County Library Director, were the attendees. Thiele has worked with a consolidated library system and gave the work group examples of how a consolidated library structure operated.

**6. 7. Discussion on County Sales Tax Usage**

Lisa Sherman, Interim County Administrator, gave an update on County Ordinance regarding County Sales and Use Tax. Discussion followed. County Sales Tax requests should be made to the Administration Committee.

**7. 6. Straw Poll: Consolidation vs Current Structure with Changes to the Library Plan**

Schoeder outlined the question and discussion followed. Pytleski recapped comments prior to the straw poll. Results by a show of hands: Consolidation – 0; Current structure with changes to the current library service plan – 9; 2 absent.

**8. 9. Form Work Group for Funding Allocation (Current Library Directors)**

Chair Schroeder is requesting that the current library directors form a work group to discuss and recommend funding allocation. Discussion followed. Focus of the group is to identify metrics for allocation and assign a percentage to each (see page 10 of the LSP). Committee requested group report back at the May 14, 2024 meeting.

**9. 8. Discuss Changes for the Oconto County Library Services Plan 2025-2029**

Committee listed items to be included in the plan or changes to the plan without regard to feasibility. The purpose was the brainstorm ideas for future discussion.

- Inclusion of library directors in planning process.
- Rewriting the goals of the plan to include implimenation wording.
- Change to finance structure; current model is no longer working.
- Changes to LSP page 5 funding structure
- Implementation of suggestions made by Tracy Vreeke in her communication to the committee.
- Fund at 70% \$158K + Brown County Bill = appx \$250K
- Funding at the dollar amount of 70% may not work due to the dollar per circulation changes.
- Don't just average figures; this is a moving/growing equation.
- Review of funding allocation metrics LSP page 10.
- Use data reported in NFLS system for metrics.
- Librarians were always included in writing this plan; until this time.
- Work group can start on funding allocations.
- Current plan had a no "harm" clause.
- Request starting at \$614K and ask county to help with those funds.
- Each library is unique. Remember that when making suggestions.
- Use 100% of circs.
- Use \$457,035.00 in the apportionment formula and use sales tax to pay the Brown County Library bill.
- Local municipalities fund at a higher level.
- Research levy limits and if changes to plan create changes to the levy limits.
- Request guidance from WI Towns Association and WIDOR regarding if tax is inside levy limit.
- Use a step down process for funding reduction.
- Different funding formulas for joint vs single municipal libraries.
- Start with \$500K as the apportionment; Brown County bill is included in that number.
- Step down process with 5% increase built in each year.
- Moratorium on creating new joint libraries.

**10. Public Comment**

The following public addressed the committee: Tracy Vreeke, Amy Peterson, and Peter Wills.

**11. Identify Future Agenda Items**

- Library Director Work Group report
- Discuss Changes for the Oconto County Library Services Plan 2025-2029; with possible action
- Report on Levy Limit from Corp Counsel
- Report on the step-down process shown in spreadsheet
- Schedule Public Hearings

**12. Announcements/General Information (No action to be taken)**

- OCLSB meeting is May 1<sup>st</sup> at the Gillett Community building.

**13. Set Next Meeting Date**

The next regular meeting of the Library Planning Committee is Tuesday, May 14, 2024 at 1:00 p.m.

**14. Adjournment**

Motion by Sleeter/Patenaude to adjourn the meeting at 3:25 p.m. The motion was voted on and carried.