

**MINUTES**  
**MONDAY, FEBRUARY 12, 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)

**COMMITTEE PRESENT:** Debra Schroeder, Farnsworth Public Library Rep; Judy Patenaude, Lena Public Library Rep; Dawn Byars, Gillett 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; David Parmentier, County Board Supervisor Rep; LoAnn Elbe, Suring Library Rep; Vicki Gooding, Library Services Board Rep; Tom Bitters, County Board Supervisor Rep

**COMMITTEE ABSENT:** None.

**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; April De La Ruelle, Lena Public Library; Jill Trochta, Suring Public Library; Lori Repinski; Linda McKenna; Mike Beyer; Russel Brock; Bonnie Hearley; **Jean Grosse**

**1. Call to Order**

Chair Schroeder called the meeting to order at 1:04 p.m.

**2. Introductions**

Committee was introduced to Lisa Sherman, Interim County Administrator

**3. Approval of Agenda**

**3.1.** Change of Sequence – None.

**3.2.** Removal of Items – None.

Motion by Patenaude/Elbe to approve the agenda as presented. The motion was voted on and carried.

**4. Communications – None.**

**5. Approval of Previous Meeting Proceedings**

Motion by Sleeter/Parmentier to approve the 01/11/2024 proceedings. The motion was voted on and carried.

**6. Guidelines for Addressing the Committee**

Schroeder reviewed the guidelines for addressing the committee.

**7. Discuss Library Consolidation**

Kim Pytleski, County Clerk, presented what the apportionment would be under a consolidated library system. The financial responsibility would shift from the municipalities currently funding the six libraries in Oconto County to a structure based on Equalized Value. Discussion followed.

**8. Discuss Current and Future Funding Allocation to Libraries**

Pytleski presented the flow of funding for libraries. Library Services Plan and invoices from outside library systems generate the amount to be apportioned to unrepresented (un-librariated) municipalities (municipalities that do not have a library in their jurisdiction or a joint library agreement in place). Discussion followed.

**9. Review Reimbursement to Libraries Based on Checkouts to Non-Represented Patrons**

Pytleski shared the apportionment spreadsheet displaying Current numbers (Columns E & F), by jurisdiction (Columns H & I), consolidation of all six libraries (Column K), Consolidation of five libraries (Column M), and apportionment based on a percent of circulations to unrepresented (un-librariated) municipalities at 100% (Column O), 80% (Column Q), and 70% (Column S). The Wisconsin State Statute 43 Worksheet (attached) *# of loans to non-residents/living in Oconto County w/o library data* was updated using information from the Nicolet Federated Library System. The apportionment spreadsheet was also updated during the discussion.

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

Committee discussed possible changes to the County budgeted apportionment, minimum funding requirements, determining metrics for allocation (circs, e-circs, population service, programming, poverty, sparsity), plan language, writing a Library Services Plan (LSP) that is reviewed annually, and if a plan shorter than five years was an option. Committee recognized Tracy Vreek, Nicolet Federated Library, to speak regarding possible changes to the library plan, funding metrics, ideas from other plans, and freezing the current budgeted amount of \$457,036.00 for 2025 if a new plan is not in place.

**11. Discuss a Timeline for Public Hearings/County Board Approval**

Committee discussed timeline for public hearings working back from the Administration meeting on June 13, 2024. No dates were set.

**12. Public Comment**

- Suggestion to create a separate workgroup to work on plan language (grammar) while the financials are being discussed.
- Question regarding public hearings, consolidation options, and if libraries can charge for checkouts to residents served by other libraries.
- The Town of Little Suamico voted down the purchase of the old bank building and will not be creating a local library. As such, support was expressed to keep the current structure (mix of municipal and joint libraries) with changes made to the LSP.

**13. Identify Future Agenda Items**

- Discuss Changes for the Oconto County Library Services Plan 2025-2029 and include real life examples provided by Tracy Vreek.
- Discuss the option of creating a separate workgroup to work on plan language.
- Discuss the option of a 2 year plan LSP vs a 5 year LSP.

**14. Announcements/General Information (No action to be taken) – None.**

**15. Set Next Meeting Date**

The next meeting will be on Tuesday, March 12, 2024 at 1:00 p.m. in the County Board Room #3041.

**16. Adjournment**

Motion by Elbe/Patenaude to adjourn the meeting at 3:48 p.m. The motion was voted on and carried.

Kp/Date Posted: ~~03/01/2024~~ **03/27/2024**