

**MINUTES**  
**TUESDAY, APRIL 9, 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)**

*(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 implementation 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.