

AGENDA
WEDNESDAY, AUGUST 23, 2023 – 9:00 AM
OCONTO COUNTY LIBRARY PLANNING COMMITTEE
LAKES COUNTRY PUBLIC LIBRARY 15235 STATE HIGHWAY 32, LAKEWOOD, WI 54138
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

- 1. Call to Order & Introductions**
- 2. Approval of Agenda**
 - 2.1. Change of Sequence
 - 2.2. Removal of Items
- 3. Communications**
- 4. Approval of Previous Meeting Proceedings (Enc.)**
- 5. Discussion of 2025-2029 Library Service Plan**
 - 5.1. Feasibility of Creating a Library to Serve Municipalities Without a Library
 - 5.2. Feasibility of Creating a Consolidated County Library System
 - 5.3. Funding Formula in Current Structure
- 6. Identify Future Agenda Items**
- 7. Announcements/General Information (No action to be taken)**
- 8. Select a Date/Location for the Next Meeting**
- 9. 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: 08/16/2023

MINUTES
WEDNESDAY, JUNE 14, 2023 – 2:30 PM
OCONTO COUNTY LIBRARY PLANNING COMMITTEE
SURING LEARNING CENTER 604 E. MAIN STREET, SURING, WI 54174
www.co.oconto.wi.us

COMMITTEE PRESENT: Debra Schroeder, Farnsworth Public Library Rep; Dawn Byars, Gillett Public Library Rep; Kathleen Marsh, Lakes Country Library Rep; Judy Patenaude, Lena Public Library Rep; Susan Mogged, Oconto Falls Library Rep;; Joan Denis, Nicolet Federated Library Systems Board Rep (arrived at 2:57 a.m.); Vicki Gooding, Library Services Board Rep; Al Sleeter, Administration Committee Rep; Chris Augustine, County Board Supervisor Rep; Tom Bitters, County Board Supervisor Rep

COMMITTEE ABSENT: LoAnn Elbe, Suring Library Rep

OTHERS PRESENT: Erik Pritzl, County Administrator; Kim Pytleski, County Clerk; Shannon Stoner, Gillett Public Library; Amy Peterson, Farnsworth Public Library; Kate Essermann, Lakes Country Library; Lori Repinski, Lakes Public Library; Linda McKenna, Lakes Public Library; Patrick Scanlan, Town of Oconto, David Parmentier, County Board Supervisor

10. Call to Order & Introductions

Erik Pritzl, County Administrator, called the meeting to order at 2:34 p.m.

Correction to the opening statement of the agenda notice. It was not posted to the website, but was correctly posted in the official posting location in Courthouse. After consultation with Beth Ellingson, Corporation Counsel, the meeting could still be held.

Introductions of those in attendance.

11. Approval of Agenda

11.1. Change of Sequence – None.

11.2. Removal of Items – None.

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

12. Election of Officers

12.1. Chair

Pritzl conducted elections.

Sleeter nominated Gooding who respectfully declined. Gooding nominated Schroeder; second by Patenaude. Pritzl called for nominations three times. Hearing none, motion by Sleeter/Byers to close nominations and cast a unanimous ballot for Deb Schroeder for Chair. The motion was voted on and carried.

12.2. Vice-Chair

Marsh volunteered to be Vice Chair. Pritzl called for nominations three times. Hearing none, motion by Patenaude/Sleeter to close nominations and cast a unanimous ballot for Kathleen Marsh. The motion was voted on and carried.

The meeting continued with Schroeder as chair.

13. Communications – None.

14. Review/Discuss 2020-2024 Library Service Plan

Schroeder reviewed the 2020-2024 Library Service Plan timeline and goals. Discussion followed with a focus on library services, a review of goal #3 of the plan, and funding. Pritzl commented on the structure and asked the committee to share what parts of the 2020-2024 plan should be carried forward. Discussion continued review of the plan, previous funding (In 2022 Oconto County funded \$446,500.00 to Oconto County libraries), 2020-2024 plan format, internet and programming, funding formula to reflect the electronic checkouts (2019), the possible inclusion of the circulation statistics report (page 3 of the plan) in future plans, review of charts (pages 4 and 5 of plan), the 2013 meeting with Oconto County Legislative representatives to discuss library funding and bills from other counties.

15. Discussion of 2025-2029 Library Service Plan

The Library Planning Committee is larger than past boards/committees and has representation from all parts of the county. Pritzl asked to suspend the rules to allow comments from others in attendance. There was discussion regarding if Brown County could charge for non-county patrons.

15.1. Plan Development Timeline

Pritzl reviewed the timeline in the packet. Discussion regarding timeline if a consolidated library system was considered. The plan for a consolidated library would have to be in place by June 2024; approximately.

15.2. Reimbursement to Libraries

The committee reviewed and discussed handouts (on file in the County Clerk's Office) regarding Preliminary 2021 Wisconsin Public Library Service Data and current library funding. Discussion regarding funding allocation, source of funds, statutory requirements, and possible solutions/actions. Floor was yielded to Amy Peterson, Farnsworth Public Library Director and Town of Little River Clerk for comment. Discussion continued regarding consolidation, joint libraries, funding, a county library for unserved municipalities, apportionment of costs, how the required credentials for a librarian could be affected, possible changes to the 2.1% of funding formula, the number of supervisors representing the 11 unserved municipalities and request for a map of served and the unserved areas.

Due to time, committee moved to item #7.

15.2.1. Discussion of Funding Formula Changes

15.2.2. Levy Impacts

15.3. Feasibility of Creating a Library to Serve Municipalities Without a Library

15.4. Feasibility of Creating a Consolidated County Library System

16. Identify Future Agenda Items

- Review map of municipalities served by a library.
- Review funding options.

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

18. Select a Date/Location for the Next Meeting

The next meeting will be July 19, 2023 at 10:00 a.m. at the Gillett Library.

19. Adjournment

Motion by Patenaude/Byers to adjourn. The motion was voted on and carried. Meeting adjourned at 4:18 p.m.

Kim Pytleski, Recorder

kp/Date Posted: 07/19/2023

MINUTES
WEDNESDAY, JULY 19, 2023 – 10:00 AM
OCONTO COUNTY LIBRARY PLANNING COMMITTEE
GILLETT PUBLIC LIBRARY 200 E MAIN STREET GILLETT, WI 54124
www.co.oconto.wi.us
(Draft minutes, not approved by Committee)

COMMITTEE PRESENT: Debra Schroeder, Farnsworth 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; Vicki Gooding, Library Services Board Rep; Al Sleeter, Administration Committee Rep; Chris Augustine, County Board Supervisor Rep; David Parmentier, County Board Supervisor Rep

COMMITTEE ABSENT: LoAnn Elbe, Suring Library Rep; Judy Patenaude, Lena Public Library Rep

OTHERS PRESENT: Erik Pritzl, County Administrator; Kim Pytleski, County Clerk; Shannon Nichola Stoner, Gillett Public Library; Amy Peterson, Farnsworth Public Library; Katie Essermann, Lakes Country Library; Lori Repinski, Lakes Public Library; Linda McKenna, Lakes Public Library; Patrick Scanlan, Town of Oconto; Rachel Pascoe, Oconto Falls Library; Jill Trochta, Suring Area Public Library; Irene Drake, City of Gillett, April De La Ruelle, Lena Public Library

20. Call to Order & Introductions

Schroeder called the meeting to order at 10:03 a.m. and those in attendance offered introductions.

21. Approval of Agenda

21.1. Change of Sequence

21.2. Removal of Items

Sleeter/Parmentier to approve the agenda as presented. The motion was voted on and carried.

22. Communications

- Approval of Minutes is missing from the agenda and will be placed on the August agenda.
- Memo to Oconto County Library Committee from Kathleen Marsh, Vice Chair of the Library Planning Committee; treat as information to the committee.

23. Guidelines for Agenda Item Discussions

Schroeder presented guidelines for addressing the committee. Motion by Mogged/Augustine to accept these guidelines. The motion was voted on and carried. Discussion followed.

24. Service Statistic Updates

Pritzl presented a service statistic update. Discussion followed. Registered Users may have had duplicate accounts – one digital and one physical that has now been combined. This could account for the decrease in users. There are certain indicators that could be skewed due to the fact that a muni is in one school district, but is in a library agreement with a library in another school district.

25. Overview of Library Services Structures

Joan Denis presented an overview of library service funding and structures. The Institute of Museum and Library Services offers guidance for funding, grants, grant specialists, programming, consultation for buildings, legal services, etc. Department of Public Instruction (DPI) has a co-op for children and high school students, a document center for government and electronic documents, access to government information, data collection, census data, statistics on services; such as Libby and Overdrive, provide technology with a dedicated line between schools and libraries. The Nicolet Federated Library System (NFLS) funding comes from the state and there is a limit as to where those funds can be spent. NFLS funds provide delivery service to transport materials borrowed from Infosoup, membership in Wiscat, grants directly to libraries, IE/CE classes, inter-library loan services, and consulting. These are all services, not necessarily funds, provided directly to libraries. While these services don't show up as funding, there is a financial impact as the libraries as they don't have to budget for such expenses.

Review of library structures: Consolidated County Library (library board, agency of the county, fund libraries 100% with shared budget, one main library with branch managers), pros and cons of a county library were discussed. Municipal Libraries (libraries maintained by the municipalities, funding

comes from county and municipality, but library boards decide how funds are spent). The education requirements of the director, board duties, and other pros and cons of a municipal library system were discussed. Joint library (2 or more municipalities join to provide library services, the library had to exist prior to May 8, 1990, funding comes from county and municipalities, the board determines fund allocation, but one municipality is named as fiscal agent) rules of joint libraries reviewed, agreements are written for how the board will function and if dissolved, and filing requirements were discussed. Best funded libraries in the state are Municipal, Joint, and then County Consolidated in that order. In the State of Wisconsin, there are only eight county libraries and Oconto is surrounded by four of them; Florence, Marinette, Door, and Brown. Discussion followed.

Questions: Can the county designate a library that doesn't already exist as the county library? If the county would create a county library must the other existing libraries be given the option of joining the county library? What are the library service structures, tiers, and service standards? Tier 1 is what all libraries must meet, Tier 2 is over for populations over 5000, and Tier 3 is the huge libraries. Standards need to be updated (an example of the standard that a library must subscribe to 90 magazines was used). Until standards are updated, any created library would need to meet the existing standards. Pritzl suggestion to include Tier information for the next meeting.

Maps of the current libraries were reviewed. Maps included service area by municipality and service area by Supervisory District. Discussion followed and flowed into item #7.

26. Overview of Current Funding for County Libraries

Discussion on this topic began under item #6.

Pytleski reviewed how the taxes are collected, bills from outside libraries, board fees/budget, and the policy decision of 2.1% to support local libraries. Discussion followed. Allowable County Board action and statute for the library services board was discussed. Pritzl reviewed how funds are distributed. Review of current library plan funding allocation, percentage allocation based on statistics, and decision that no library would see a decrease in funds was discussed.

27. Discussion of 2025-2029 Library Service Plan

27.1. Feasibility of Creating a Library to Serve Municipalities Without a Library

Pritzl to gather information from Shannon Schultz, DPI, regarding the legality of creating a library. There was a question if the "pink" municipalities (see map) could use the allocated library funds and the county would use the \$150,000.00 currently being paid to Brown County as a one-time payment to the "new" joint library (ex. Oconto Falls). Suggestion to read Wis. Stat. §43.12 and Wis. Stat. Chapter 66 for more information.

27.2. Feasibility of Creating a Consolidated County Library System

Requires review of current staffing and expenditures; as well as, the tier requirements.

27.3. Funding Formula in Current Structure

If plan remains status quo, then committee would discuss the current structure and if the current plan can be extended.

28. Identify Future Agenda Items

- Provide copy of Wis. Stat. Chapter 43, information on tier requirements, and share copy of presentation materials from Joan Denis.
- Pritzl will contact Shannon Schultz for more information on questions brought up during discussion.
- Report of where library card holders live and what library is serving them.
- Agenda item #8 to be the focus of next meeting.

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

30. Select a Date/Location for the Next Meeting

The next meeting will be on Wednesday, August 23, 2023 at 9:00 a.m. held at the Lakes Country Library. Bring hard copies of information.

31. Adjournment

Schroeder declared the meeting adjourned at 12:26 p.m.

Kim Pytleski, Recorder

kp/Date Posted: 08/16/2023