

**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](http://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

**1. Call to Order & Introductions**

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

**2. Approval of Agenda**

**2.1. Change of Sequence**

**2.2. Removal of Items**

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

**3. 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.

**4. 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.

**5. 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.

**6. 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.

## **7. 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.

## **8. Discussion of 2025-2029 Library Service Plan**

### **8.1. 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.

### **8.2. Feasibility of Creating a Consolidated County Library System**

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

### **8.3. 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.

## **9. 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.

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

## **11. 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.

## **12. Adjournment**

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

Kim Pytleski, Recorder

kp/Date Posted: 08/16/2023