

**AGENDA**  
**MONDAY, JULY 22, 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)

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.

- 1. Call to Order**
- 2. Approval of Agenda**
  - 2.1. Change of Sequence**
  - 2.2. Removal of Items**
- 3. Communications**
- 4. Approval of Previous Meeting Minutes (Enc.)**
- 5. Discuss Changes for the Oconto County Library Services Plan 2025-2029; possible action**
- 6. Discuss Library Service Plan Presentation**
- 7. Confirmation and Discussion of Public Hearings**
- 8. Public Comment**
- 9. Identify Future Agenda Items**
- 10. Announcements/General Information (No action to be taken)**
- 11. Set Next Meeting Date**
- 12. 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, Media (via email); County Website; Central File, Official Posting Location (Physical Copy)

kp/Date Posted: 07/11/2024

**MINUTES**  
**MONDAY, JULY 1, 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; Tom Bitters, County Board Supervisor Rep; Vicki Gooding, Library Services Board Rep.; David Parmentier, County Board Supervisor Rep; Dawn Byars, Gillett Public Library Rep.

**COMMITTEE ABSENT:** None.

**OTHERS PRESENT:** Richard Heath, County Administrator; Lisa Sherman, Finance Director; Kim Pytleski, County Clerk; Shannon Stoner, Gillett Public Library; Amy Peterson, Farnsworth Public Library; Katie Essermann, Lakes Country Library; Jill Trochta, Suring Public Library; Tracy Vreeke, NFLS; Jean Grosse; David VanZeeland, District 29; Bonnie Hearley; Kathy Goldschmidt, Deputy County Clerk; Ben Pytleski, Lena District Administrator; Linda McKenna, Beth Trudell.

**11. Call to Order**

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

**12. Approval of Agenda**

**12.1.** Change of Sequence – None.

**12.2.** Removal of Items – None.

Motion by Mogged/Byers to approve the agenda. The motion was voted on and carried.

**13. Communications – None.**

**14. Approval of Previous Meeting Minutes**

Motion by Sleeter/Elbe to approve the 06/17/2024 minutes. The motion was voted on and carried.

**15. Update on Library Service Plan Presentations held in Lakewood, Suring and Oconto**

Kim Pytleski, County Clerk, gave an update on the presentations given to Lakes Country Library, Suring Public Library, Administration Committee, and County Board. Discussion.

**16. Discuss Changes for the Oconto County Library Services Plan 2025-2029; possible action**

As directed, Chair Schroeder, Vice Chair Marsh, Pytleski, and Vicki Gooding met on June 19, 2024, to clean up the language for the Library Services Plan 2025-2029. The Committee reviewed the suggested changes and offered other changes/clarifications. Pytleski will make the agreed-upon changes and send a clean copy to the committee. Committee then discussed financial changes to the plan. Sue Mogged reviewed a written communication (on file in the County Clerk's Office). Discussion followed.

**17. Public Comment**

The following people spoke under public comment: Lori Repinski, Jean Grosse, and Kathleen Marsh.

**18. Identify Future Agenda Items**

- Discuss Changes for the Oconto County Library Services Plan 2025-2029; possible action
  - Pytleski directed to complete preparation of financials based on committee recommendations.
- Pytleski asked to contact Dennis Kroll regarding a Library Service Plan presentation to be held in the southern part of the county.

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

- The Lakes Country Library dedication will be held on Saturday, July 27, 2024.
- Pytleski will work with Lisa Sherman, Finance Director, regarding mileage reimbursement instructions and report back to committee.

**20. Set Next Meeting Date**

The next meeting of the Library Planning Committee is July 22, 2024, and July 29, 2024 at 1:00 p.m.

**21. Adjournment**

Motion by Sleeter/Elbe to adjourn the meeting at 3:31 p.m. The motion was voted on and carried.

kp/Date Posted: 07/05/2024



## **Oconto County Library Service Plan: 2025-2029**

**Recommended by** Oconto County Library Planning Committee  
[Month] [Date], 2024

**Referred by** Oconto County Administration Committee  
[Month] [Date], 2024

**Adopted by** Oconto County Board of Supervisors  
[Month] [Date], 2024

### **Executive Summary**

Oconto County is required to develop a five-year plan that addresses how public library services will be provided to residents, including those who live in municipalities not maintaining a public library. This plan, which covers 2025-2029, outlines the method of delivery and level of funding to be provided to its six county libraries.

The County Board authorized a Library Planning Committee through resolution R2023-04-04. (Committee members are listed in Appendix A). This committee developed and recommended this new plan which will guide the County as it provides the necessary support and resources for the six county libraries to accomplish the following goals:

- \*Provide all residents with access to all services provided by system member libraries
- \*Ensure that officials and the public recognize libraries as a vital and necessary service
- \*Fund libraries sufficiently to provide materials, technology, staff, and programming
- \*Engage in continuous planning and education regarding provision of library services

### **Introduction**

On **insert date** the Oconto County Library Planning Committee recommended approval of this plan that sets the course for library operations through 2029. The Committee developed this plan, held **insert number** public hearings, and presented it to the Oconto County Board of Supervisors for approval. It contains guiding principles with goals and action items articulated to ensure achievement. It details the Committee's analysis of the County library system and sets recommendations for future efforts.

Under Wisconsin law, counties that participate in public library systems are responsible for providing library services to those who reside outside of communities that maintain libraries (unlibrariated). Because Oconto County is a member of the Nicolet Federated Library System, it is required to engage in regular planning to ensure that County residents have access to adequate library services. While county library service plans can address any appropriate issues, *Wisconsin Statutes* Section 43.11 requires that the Oconto County plan address at least the following:

1. How library service will be provided to residents of those municipalities not maintaining a public library. These services must include full access to all member libraries. Under State Law 43.12, neighboring counties and cities may request reimbursement from Oconto County for services provided to "unlibrariated" Oconto County residents.
2. The method and level of funding to be provided through the County in order to implement such services must be described in the plan: funding formula changes, levy impacts, and the feasibility of creating a new or consolidated library system.

### Guiding Principles of Oconto County Libraries

Oconto County Libraries believe in the freedom to read, learn, and discover. Their mission is to serve; to welcome and support all people in their enjoyment of reading and pursuit of lifelong learning; to provide equal access to information, ideas, and knowledge through books, programs and technology.

### Libraries Serving Oconto County

Farnsworth Public Library (Oconto)

Oconto Falls Public Library

Lakes Country Public Library (Lakewood)\*

Gillett Public Library

Lena Public Library\*

Suring Area Public Library\*

*\*Indicates a Joint Library Agreement is in place*

These libraries were created under *Wisconsin Statutes 43.52* and are governed by municipally-appointed library boards. All public library boards must include the local school district superintendent or an appointed designee. Only one member of the municipal governing body may be appointed, and no more than two members may be nonresidents of the municipality. Board members serve 3-year terms.

*Wisconsin Statute* Section 43.15(4)(b)(3) specifies that a county must enter into a written agreement with its public library system “to participate in the system and its activities and to furnish library services to residents of those municipalities in the county not maintaining a public library.”

Library	2023 Total Registered Borrowers	2023 Total Nonresident Circulation	2023 Home County Circulation Librarians	2023 Home County Circulation Unlibrarians	2023 Home County Circulation	2023 In-Person Onsite Program Attendance	2023 Self - Directed Activities
Farnsworth							
Gillett							
Lakes Country							
Lena							
Oconto Falls							
Suring Area							
Total:							

**Graph information taken from Wisconsin Public Library Service Data Preliminary 2023 Statistics (06/24/2024)**

**Circulation** The act of loaning material from the library's collection for use outside the library. This activity includes checking out materials to users, either manually or electronically, and renewing, each of which is reported as a circulation transaction. Interlibrary loan items provided to the library and checked out by the library should be counted as a circulation. Interlibrary loan items sent to, or checked out to, another library do not count as a circulation.

**Nonresident** Nonresidents are library users who live outside the library's legal service jurisdiction; that is, the governmental unit(s) establishing the public library.

**Resident** A person who lives inside the library's legal service jurisdiction; that is, the governmental unit(s) establishing the public library.

*As defined by the Wisconsin Public Library Standards*

### Funding for Library Services in Oconto County

Public libraries receive most of their funding from property taxes. Oconto County levies a library tax on all county property, except for municipalities that annually provide documentation for exemption per *Wisconsin Statute* Section 43.64:

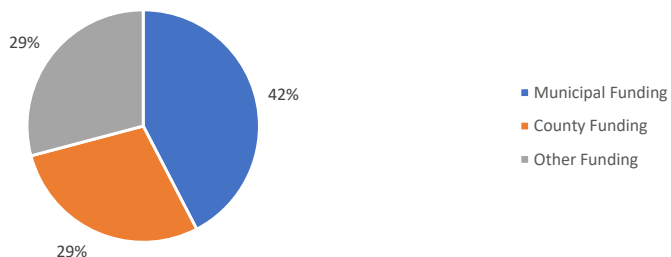
Town of Abrams	Town of Bagley*	Town of Brazeau**	Town of Breed*
Town of Chase	Town of Doty**	Town of Gillett	Town of How*
Town of Lakewood*	Town of Lena*	Town of Little River	Town of Little Suamico
Town of Maple Valley*	Town of Mountain**	Town of Oconto	Town of Oconto Falls
Town of Pensaukee	Town of Riverview**	Town of Spruce**	Town of Stiles
Town of Townsend**	Town of Underhill	Village of Lena*	Village of Suring*
City of Gillett*	City of Oconto*	City of Oconto Falls*	

\*Municipalities qualifying for exemption per *Wisconsin Statute* Section 43.64 (librariied).

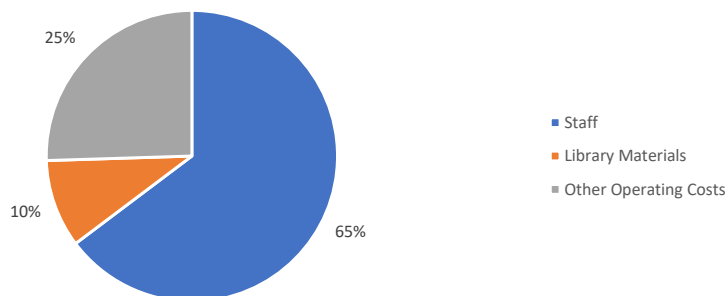
\*\*Municipalities which became exempt after the 2020-2024 Plan was created.

As reported in 2022 to the Department of Public Instruction, the County's six libraries had total operating expenses of \$1,039,978. These graphs show expenses broadly grouped into categories.

2022 Library Funding by Source

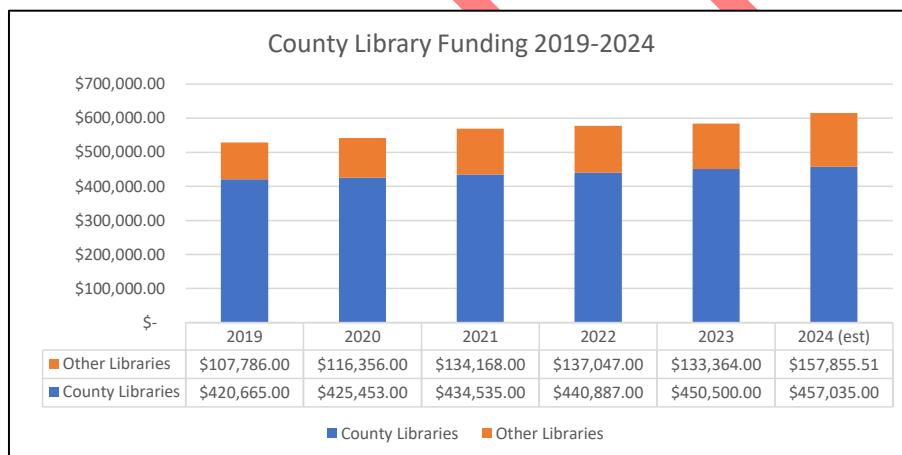
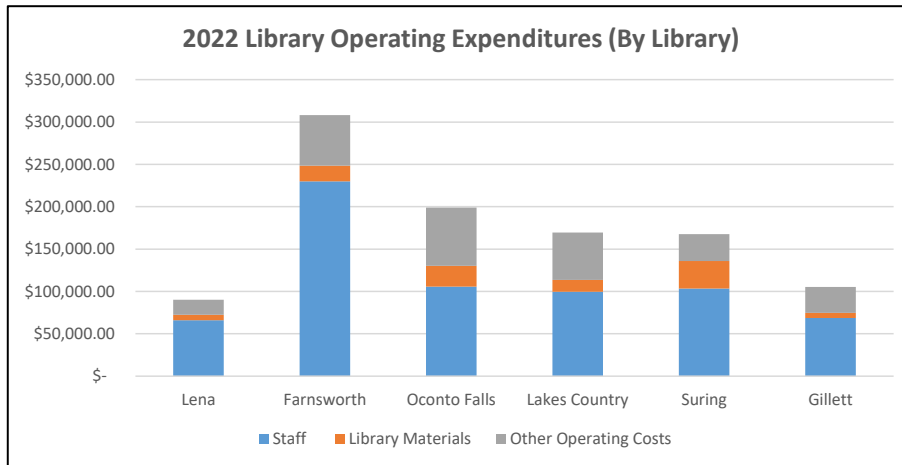


2022 Library Operating Expenditures (All Libraries)



Commented [KP1]: Graphs need to be updated with 2023 data

Commented [KP2R1]: Change chart colors for different data points??



### **Background**

Prior to 2010, the County provided library funding at approximately 1.6% of the previous year's total tax levy. That amount increased to 2.1% in 2010. Funding was based on a formula established in the 2009-2014 plan to address inequity tied to historical funding levels. This formula created a built-in increase if the County tax levy increased to provide a stable source of library funding. During discussions on the 2025-2029 plan, concerns arose about the formula and distribution of funding. Sources of concern were the 2.1% and additional charges the County incurs from neighboring county libraries. Thus it was determined changes were needed.



### **Plan Foundation and Guiding Principles**

The Oconto County Library Planning Committee created guiding principles that would lay the foundation of the plan. Below are the guiding principles that were approved.

- ❖ To maintain the independence of municipal and joint libraries.
- ❖ To uphold the principles of intellectual freedom and meet the needs of ALL residents.
- ❖ To protect each person's right to privacy and freedom from censorship.
- ❖ To guide all patrons toward a love of reading and awareness of books and other library services and materials.
- ❖ To maintain and improve patrons' quality of life by providing resources that enhance and contribute to individual knowledge, enjoyment, and ability to reach life goals.
- ❖ To ensure libraries are integral parts of public education, and an easily accessible, convenient focal point of community life.

### **Goals and Actions**

#### **GOAL 1: Provide all residents access to all library services provided by all member libraries.**

1. Continue membership in the Nicolet Federated Library System (NFLS). Meet all requirements under Chapter 43, Wisconsin Statutes in order to maintain membership in NFLS.
2. Continue to provide on-line services through memberships in the *Outagamie-Waupaca Library System (OWLSnet) Consortium*.
3. Ensure that Oconto County libraries and libraries in other systems of NFLS member counties are compensated adequately for providing services to nonresidents.
4. Maintain an Oconto County Library Services Board in accordance with Section 43.19, Wisconsin Statutes and this Plan.
5. Charge the Oconto County Library Services Board with the responsibility to coordinate the implementation of countywide library services.
6. Continue and expand in-house delivery of e-services in collaboration with OWLSnet.
7. Continue to provide programming to bring in groups or reach out to communities.
8. Consult the business community to see what services could be provided to meet their needs.
9. Respond to requests to provide services to individuals with special needs.
10. Survey collections annually to remain relevant and current.

**GOAL 2: Ensure that officials and the public recognize libraries as a vital, necessary service.**

1. In conjunction with each local library, OCLSB will develop a publicity campaign to increase public awareness of the value and impact of libraries.
2. Libraries will inform service areas of events/activities via on-going media communications.
3. Each Library will provide a short presentation annually at a County Board meeting to inform the Board of services provided at their library.
4. Libraries will continue to serve as vibrant community life centers, offering opportunities to gather, learn and grow.
5. Libraries will promote collaboration with school districts and community organizations to best utilize resources available and present programs of interest.
6. Libraries will provide staff with training opportunities that promote skills to improve vital customer services and fulfill the Library's mission.
7. Libraries will annually review library service needs and set objectives based on statistics, surveys, and user feedback.

**GOAL 3: Fund libraries sufficiently to provide materials, technology, staff, programming.**

1. Oconto County shall annually apportion 2.1% of the previous year's base tax levy amount from non-exempt municipalities to fund its public libraries. The County shall appropriate additional funding if the specified levy does not meet the minimum funding level under *Wisconsin Statutes Section 43*.
2. The County shall also apportion additional funding to neighboring County libraries to satisfy payment to their services as outlined in *Wisconsin Statutes*.
3. Oconto County shall pay its annual appropriation to the libraries by March 1.

**GOAL 4: Engage in continuous planning regarding provision of library services.**

1. The OCLSB shall annually review the plan and forward recommended revisions to the Oconto County Board.
2. The Oconto County Board may appoint a Library Planning Committee (LPC) to revise this plan or develop a new county library service plan when circumstances warrant.
3. Local libraries shall annually provide detailed statistical information to their governing municipalities and the County to document services provided.

INSERT Funding Allocation REVISE/REWRITE

**Conclusion**

This Library Services Plan is intended to ensure that Oconto County provides necessary resources for each of its six libraries to carry out their mission as outlined in this document. The Oconto County Board shall formally review and adopt this plan for it to take effect.

DRAFT

## **Appendix A - Oconto County Planning Committee Members**

### Oconto County Library Planning Committee Members:

Debra Schroeder	Farnsworth (Oconto) Public Library
Dawn Byars	Gillett Public Library
Kathleen Marsh	Lakes Country Library
Judy Patenaude	Lena Public Library
Susan Mogged	Oconto Falls Library
LoAnn Elbe	Suring Library
Joan Denis	Nicolet Federated Library System Board
Vicki Gooding	Library Services Board-At Large
Al Sleeter	Administration Committee
David Parmentier	County Board Supervisor-Served by a Library (librariated)
Tom Bitters	County Board Supervisor-Not Served by a Library (unlibrariated)

In addition, the following individuals provided input into the planning process:

Amy Peterson, Librarian	Farnsworth (Oconto) Public Library
Shannon Stoner, Librarian	Gillett Area Library
Katie Essermann, Librarian	Lakes County Public Library
April De La Ruelle, Librarian	Lena Public Library
Rachel Pascoe, Librarian	Oconto Falls Public Library
Jill Trochta, Librarian	Suring Area Public Library
Richard Heath, County Administrator	Oconto County
Kim Pytleski, County Clerk	Oconto County
Lisa Sherman, Finance Director	Oconto County
Tracy Vreeke, Director	Nicolet Federated Library System
Connie Meyer, TITLE	XXXX