

**MINUTES**  
**MONDAY, JULY 29, 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; Kathleen Marsh, Lakes Country Public Library Rep; Susan Mogged, Oconto Falls Library Rep; Joan Denis, Nicolet Federated Library Systems Board Rep; LoAnn Elbe, Suring Area Public 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.; Al Sleeter, Administration Committee Rep

**COMMITTEE ABSENT:** Judy Patenaude, Lena Public Library Rep.

**OTHERS PRESENT:** Richard Heath, County Administrator; Lisa Sherman, Finance Director; Kim Pytleski, County Clerk; Amy Peterson, Farnsworth Public Library; Rachel Pascoe, Oconto Falls Community Library; Shannon Stoner, Gillett Public Library; Linda McKenna, Lakes Country Public Library Trustee; Andrew Stemp, Town of Doty; Mike Beyer, Town of Maple Valley;

**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 – None.

**2.2.** Removal of Items – None.

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

**3. Communications**

- Email from Dave Van Zeeland, County Board District 29, dated 07/20/2024; treated as information.
- Email from Amy Peterson, Farnsworth Library Director, dated 07/17/2024; treated as information.

**4. Approval of Previous Meeting Minutes**

Motion by Gooding/Elbe to approve the 07/22/2024 minutes as corrected. The motion was voted on and carried.

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

Committee requested a few library name clarifications and discussed the appendix. Lisa Sherman, Finance Director, reviewed the Library funding option (version 072324) to show option C and Mogged's reduction by percent method. All scenarios used the 2024 base levy of \$421,329.00. Discussion followed and included an increase to shared revenue, Plan C's original five-year reduction was based on estimated numbers, the use of 2.1% of base, annual review and adjustments to plan, recommendations that the Library Planning Committee be tasked with a yearly review of plan and approval process. Discussion continued to explore the ability to accommodate the increase to Oconto (Farnsworth) to reflect the 70% minimums and all other libraries see an equal decrease percentage of the previous year's (2024) allocation. The allocation then becomes the base for the next year and any increases once the 70% minimum is achieved would be distributed to the libraries based on a percentage of the total allocation with the ultimate goal to be the 70% minimum and additional funding based on plan goals. Committee requested feedback from librarians and County Administrator. Following comments, committee discussed other funding sources, the role of library boards and municipal boards, and circulation disruptions. The recommendation from the committee is for the plan apportionment to be 2.1% of the previous year's base levy and the allocation of funds to be reviewed annually to ensure compliance with the 70% statutory minimums (Column E would become the base for the next year and column F adjusted by percent). Motion Mogged/Byars in year one of the Library Services Plan 2025-2029, to accommodate the required increase to Farnsworth Public Library to meet the statutory 70%, all other libraries will see an equal decrease in the percentage of the previous year's (2024) allocation. That allocation becomes the base for the next year and any increase/decrease, once the 70% minimum is achieved, would be distributed/reduced to the libraries based on an equal

percentage of the total allocation (base levy of the applicable tax levy year). Following discussion, motion by Gooding/Elbe to amend the motion to read “in year one of the Library Services Plan 2025-2029, to accommodate the required increase to Farnsworth Public Library to meet the statutory 70%, all other libraries will see an equal **percentage** decrease in the ~~percentage~~ of the previous year's (2024) allocation. That allocation becomes the base for the next year and any increase/decrease, once the 70% minimum is achieved, would be distributed/reduced to the libraries based on an equal percentage of the total allocation (base levy of the applicable tax levy year) was voted on and carried. The motion, as amended, was voted on and carried by a rollcall vote 10 ayes, 0 nays.

**6. Confirmation and Discussion of Public Hearings**

Public Hearing dates were confirmed: August 15, 2024 in Gillett at 5:00 p.m. and Little Suamico at 7:00 p.m. and August 20, 2024 in Lakewood at 5:00 p.m. Richard Heath, County Administrator, will chair the Public Hearings. Pytleski will make arrangements for building use in each location and notice the hearings in the two local newspapers and the county website, post the draft plan and Q&A on the county website and electronically share with the county libraries. Committee recommends a time limit of three minutes/speaker at the public hearings. In the event there is no public present at the start of each hearing, the committee plans to remain a minimum of 15 minutes before adjourning the public hearing.

**7. Public Comment**

The following individuals spoke under public comment: Andrew Stemp, Town of Doty; Mike Beyer, Town of Maple Valley; Laurie Repinski, Lakes Country Public Library Board

**8. Identify Future Agenda Items**

No future agenda items were shared. The plan will be sent to the Administration Committee for review at the 09/12/2024 meeting and County Board on 09/19/2024.

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

- Mileage reimbursement requests should be sent to the County Clerk's Office.
- Lakes Country Public Library dedication was “classy and comfortable” with 152 members of the public and 8 staff members in attendance!
- Explore an advisory resolution to the state regarding cross-county billing.
- Once a plan is adopted the Library Planning Committee dissolves.
- Library Services Board is set to meet in August; this meeting may be cancelled as a plan hasn't been adopted yet. The next meeting will be Wednesday, November 20, 2024 at 2:00 p.m.

**10. Set Next Meeting Date – TBD**

**11. Adjournment**

Motion by Marsh/Sleeter to adjourn the meeting at 3:45 p.m. The motion was voted on and carried.

kp/Date Posted: 08/15/2024