



AGENDA
EXECUTIVE COMMITTEE
REGULAR MEETING
MONDAY, NOVEMBER 4, 2024 – 6:00 PM
ADMINISTRATION CENTER - ROOM A-200
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:

[Executive Committee Live Stream](#)

*The public can submit comments here: [Public Comment Form](#)
[Public Comment Policy](#) & [Instructions For Submitting Public Comments Online](#)*

- 1. CALL TO ORDER**
- 2. PROPER NOTICE**
- 3. PUBLIC COMMENTS, CORRESPONDENCE, COMMUNICATIONS**
- 4. APPROVAL OF MINUTES**
 - a. September 30 & October 2, 2024
- 5. ACTION ITEMS**
 - a. Resolution: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Personnel Changes Approved in the 2025 Adopted Budget
 - b. Resolution: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - 2025 Budget Wage Increases
 - c. Resolution: 2025 Budget
 - d. Resolution: 2025 County Tax Levy and Rate
 - e. Resolution: Authorizing Creation of Joint County Library Planning Committee
- 6. DISCUSSION ITEMS**
 - a. Schedule of County Board Meetings
- 7. COUNTY ADMINISTRATOR'S REPORT**
 - a. Lasata CBRF Update
 - b. Strategic Planning Update
 - c. Executive Committee Strategic Planning Meeting
 - d. Employee Engagement Survey
 - e. Human Services Director Recruitment Update
- 8. COMMITTEE REPORTS**
- 9. NEXT MEETING DATE**

December 2, 2024
- 10. ADJOURNMENT**

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

Executive Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	November 4, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Karen Niemuth
PREPARER:	Kellie Kretlow

Agenda Summary September 30 & October 2, 2024

September 30, 2024

[<https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/_09302024-3477>](https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/_09302024-3477)

October 2, 2024

[<https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/_10022024-3478>](https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/_10022024-3478)

EXECUTIVE COMMITTEE

RESOLUTION NO. 24-28

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE
MANUAL - PERSONNEL CHANGES APPROVED IN THE 2025 ADOPTED BUDGET

RESOLVED, by the Ozaukee County Board of Supervisors, that Chapter 3 of the Ozaukee County Policy and Procedure Manual be amended, effective January 1, 2025, to read:

Current Job Title	Department	Division	FLSA	Grade	Head Count	FTE
CSU Corporal	Sheriff	Court Services	Non-Exempt	Union	1	1
CSU Re-Entry Deputy	Sheriff	Court Services	Non-Exempt	Union	1	1
CSU Deputy Civil Process	Sheriff	Court Services	Non-Exempt	Union	1	1
CSU Deputy	Sheriff	Court Services	Non-Exempt	Union	2	2
Detective	Sheriff	Investigation	Non-Exempt	Union	5	5
Investigator	Sheriff	Investigation	Non-Exempt	Union	1	1
Sergeant	Sheriff	Investigation	Non-Exempt	Union	1	1
Sergeant	Sheriff	Jail	Non-Exempt	Union	2	2
Sergeant	Sheriff	Patrol	Non-Exempt	Union	3	3
Patrol Officer	Sheriff	Patrol	Non-Exempt	Union	23	23
Behavioral Health Deputy	Sheriff	Patrol	Non-Exempt	Union	1	1
School Resource Officer	Sheriff	Patrol	Non-Exempt	Union	1	1
IT Support Specialist	Information Technology Dept		Non-Exempt	11	1	1
Office Administrator	Land and Water Management		Non-Exempt	8	1.0	0.6 1.0
Natural Resources & GIS Technician	Planning and Parks		Non-Exempt	11	1.0	1.0
Conservation Biologist	Planning and Parks		Non-Exempt	12	2.0 3.0	2.0 3.0
Rehab Nurse Liaison	Lasata Senior Living Campus	Nursing	Non-Exempt Exempt	12	1.0	1.0
Nursing Supervisor	Lasata Senior Living Campus	Nursing	Non-Exempt Exempt	15	4.0	3.8
Infection Control Preventionist	Lasata Senior Living Campus	Nursing	Non-Exempt Exempt	12	1.0	1.0
Dietitian	Lasata Senior Living Campus	Food Services	Non-Exempt Exempt	12	1.0	0.5 1.0
WIC Nutritionist	Public Health		Non-Exempt	9	3.0 4.0	1.6 2.2
Sheriff – Community Liaison-Jail Behavioral Health Specialist	Sheriff	Administration	Non-Exempt	12	1.0	1.0
I & A Specialist ADRC ADRC Specialist	Human Services	ADRC/Aging Services	Non-Exempt	11	5.0	4.5
Information and Assistance Specialist-Supervisor ADRC Supervisor	Human Services	ADRC/Aging Services	Non-Exempt	13	1.0	1.0
Crisis Supervisor	Human Services	Behavioral	Exempt	16	1.0	1.0

Assessment and Referral Supervisor		Health				
Supervisor Case Management Community Recovery Support Supervisor	Human Services	Behavioral Health	Exempt	16	1.0	1.0
School Social Work Liaison	Human Services	Children and Families	Non-Exempt	14	1.0	1.0
Youth Justice Worker	Human Services	Children and Families	Non-Exempt	12	2.0 3.0	2.0 3.0
HS Compliance & Communication	Human Services	Administrative & Fiscal Support	Exempt Non-Exempt	12	1.0	1.0 0.5

Department	Wage Differential
Highway	Any employee required to work the night shift shall receive differential pay of \$1.00 \$3.00 /hour.

SUMMARY: Chapter 3 of the Ozaukee County Policy and Procedure Manual pertaining to positions and pay grades is amended.

VOTE REQUIRED: Majority

Dated at Port Washington, Wisconsin, this 6th day of November 2024.

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	November 4, 2024
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Personnel Changes Approved in the 2025 Adopted Budget

Sheriff's Office Union Personnel

The union positions have historically been included in our P&P Chapter 3. However, since the wage study did not include union positions, they were not included when the new wage scale was implemented on January 1, 2023. HR would like to include them again in Chapter 3.

IT Support Specialist

The Information Technology Support Specialist provides effective support for Ozaukee County Lasata Senior Living Campus hardware assets and software including vender coordination and support. Also provides similar support as requested to all County Departments.

Office Administrator

In 2024, the County Board approved the addition of a part-time Office Administrator position, with responsibilities including clerical tasks, public engagement, customer service, tracking and filing, depositing checks, processing mail, assisting customers with basic mapping related to shoreland and floodplain boundaries, and managing Minutetraq documents. This role was filled in June 2024 by our zoning and sanitation intern. For 2025, I propose expanding this position to full-time. The current employee has pursued additional training and certification in zoning code, POWTS maintenance, and ArcGIS Pro, which would significantly benefit our department. In the expanded role, the position would include reviewing, accepting, and filing zoning permits, reviewing POWTS plans, and assisting in maintaining our mapping layers in ArcGIS Pro, which are published live to the public through our website. The Land and Water Management (LWM) department has expressed their appreciation for the contributions of the part-time Office Administrator, particularly in maintaining organization of permits and deposits. Given the budget constraints this year, Land Information (LI) has proposed sharing the position between both departments. LWM has requested 0.5 FTE, while LI has requested 1 FTE, resulting in a shared full-time position with benefits. The additional 16 hours per week would be billed under LI, and LWM would still benefit from shared use of GIS tools. Workstations and licenses are already in place, and costs could be shared between the two departments. This arrangement also aligns with the employee's career growth, as they have recently graduated and completed their POWTS inspector training. With a potential retirement in our department on the horizon, this proposal

would help retain a skilled and knowledgeable employee for future needs.

Conservation Biologist

This request seeks to upgrade the Natural Resources and GIS Technician position to a Conservation Biologist. The staff member in this role has consistently exceeded expectations for several years and is already performing many of the Conservation Biologist's duties. She holds a Bachelor's degree from UW-Madison and has several years of experience with the department, focusing on fieldwork, GIS, technical analysis, and reporting. In addition to her regular duties, she has provided critical support to the Conservation Biologists while managing an increased workload. Starting as an intern, she has advanced within the department, continually exceeding performance standards. She has taken on responsibilities aligned with the Conservation Biologist role, including technical and ecological analysis, report writing, advanced grant writing, and fieldwork proficiency. The budgetary impact of upgrading this position from PG 11 to PG 12 is less than \$12,000. This increase will be fully covered by secured grants (USFWS, NOAA, WCMP, and USFS) within the Ecological Division (both terrestrial and fisheries), which she has played a key role in securing. This upgrade will help retain her expertise, dedication, and experience, recognizing the value she brings to the department.

Rehab Nurse Liaison, Nursing Supervisor, Infection Control Preventionist

Based on current duties, these positions are being moved from non-exempt to exempt.

Dietitian

This position was increased to full-time.

WIC Nutritionist

One of the Public Health Department's 6 top priorities in our current strategic plan is to improve access to services. An additional WIC Nutritionist (24 hours per week) would allow our department to add an additional Nutritionist to our full clinic where it is currently understaffed. Which will improve access to appointments for our WIC families. Our department is also heavily focused on quality improvement as a result of our 140 review with DHS and this expansion was identified as an opportunity for improvement based on our most recent time studies, completed by our WIC staff.

Highway Night Shift Differential

In the chapter 3 Wage differential section, Highway pays night shift employees an additional \$1/hour while they're working over winter. Based upon discussions with staff and other highway departments, Interest in increasing the night shift premium to \$3/hour has arised.

ADRC Specialist, ADRC Supervisor, Jail Behavioral Health Specialist, Assessment and Referral Supervisor, Community Recovery Support Supervisor

Title change only.

School Social Work Liaison to Youth Justice Worker

Downgrade of our current School Social Work Liaison to a Youth Justice Worker. The employee did not spend enough time in schools to justify the position title of School Social Work Liaison, and other Youth Justice Workers also provide support to the schools.

HS Compliance and Communication

This position has been identified as a budget savings opportunity by reducing the annual hours from 2080 to 1040. Due to the reduction in hours, the position must change to non-exempt.

RESOLUTION NO. 24-29

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY & PROCEDURE
MANUAL - 2025 BUDGET WAGE INCREASES

RESOLVED, by the Ozaukee County Board of Supervisors that Section 3 of the Ozaukee Policy & Procedure Manual be amended, effective January 1, 2025, to read:

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
23	\$76.25	\$78.37	\$80.49	\$82.60	\$84.72	\$86.85	\$88.96	\$91.08	\$93.20	\$95.31	\$97.43
22	\$70.74	\$72.70	\$74.68	\$76.64	\$78.60	\$80.56	\$82.53	\$84.50	\$86.46	\$88.43	\$90.39
21	\$65.61	\$67.43	\$69.24	\$71.07	\$72.89	\$74.72	\$76.54	\$78.36	\$80.18	\$82.01	\$83.83
20	\$60.84	\$62.53	\$64.22	\$65.91	\$67.60	\$69.29	\$70.98	\$72.67	\$74.36	\$76.06	\$77.74
19	\$56.41	\$57.98	\$59.55	\$61.11	\$62.68	\$64.25	\$65.81	\$67.38	\$68.95	\$70.52	\$72.08
18	\$52.29	\$53.75	\$55.20	\$56.65	\$58.11	\$59.56	\$61.01	\$62.47	\$63.92	\$65.37	\$66.83
17	\$48.46	\$49.81	\$51.16	\$52.50	\$53.85	\$55.20	\$56.55	\$57.89	\$59.24	\$60.59	\$61.92
16	\$44.88	\$46.13	\$47.37	\$48.62	\$49.86	\$51.11	\$52.36	\$53.61	\$54.85	\$56.10	\$57.34
15	\$41.53	\$42.69	\$43.85	\$44.99	\$46.15	\$47.31	\$48.46	\$49.61	\$50.76	\$51.92	\$53.08
14	\$38.44	\$39.50	\$40.57	\$41.63	\$42.70	\$43.77	\$44.83	\$45.91	\$46.98	\$48.04	\$49.11
13	\$35.56	\$36.55	\$37.53	\$38.52	\$39.51	\$40.49	\$41.48	\$42.47	\$43.45	\$44.45	\$45.44
12	\$32.87	\$33.78	\$34.69	\$35.60	\$36.52	\$37.43	\$38.34	\$39.25	\$40.17	\$41.08	\$41.99
11	\$30.36	\$31.21	\$32.05	\$32.90	\$33.74	\$34.59	\$35.42	\$36.27	\$37.11	\$37.96	\$38.80
10	\$28.04	\$28.82	\$29.60	\$30.38	\$31.16	\$31.93	\$32.72	\$33.49	\$34.28	\$35.05	\$35.84
9	\$25.91	\$26.63	\$27.34	\$28.06	\$28.78	\$29.50	\$30.23	\$30.94	\$31.66	\$32.38	\$33.10
8	\$23.92	\$24.59	\$25.26	\$25.92	\$26.59	\$27.25	\$27.91	\$28.58	\$29.25	\$29.91	\$30.58
7	\$22.07	\$22.68	\$23.29	\$23.90	\$24.52	\$25.13	\$25.75	\$26.35	\$26.97	\$27.58	\$28.20
6	\$20.34	\$20.90	\$21.47	\$22.03	\$22.60	\$23.16	\$23.73	\$24.29	\$24.86	\$25.42	\$25.99
5	\$18.72	\$19.24	\$19.76	\$20.28	\$20.80	\$21.32	\$21.84	\$22.36	\$22.88	\$23.40	\$23.92
4	\$17.24	\$17.72	\$18.19	\$18.67	\$19.15	\$19.63	\$20.10	\$20.58	\$21.07	\$21.55	\$22.02
3	\$15.85	\$16.30	\$16.73	\$17.18	\$17.61	\$18.06	\$18.49	\$18.94	\$19.37	\$19.82	\$20.25
2	\$14.56	\$14.96	\$15.36	\$15.76	\$16.17	\$16.57	\$16.97	\$17.38	\$17.78	\$18.19	\$18.60

Dated at Port Washington, Wisconsin, this 6th day of November 2024.

SUMMARY: Chapter 3 of the Ozaukee County Policy & Procedure Manual as it relates to county wage scales is amended.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	November 4, 2024
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy & Procedure Manual - 2025 Budget Wage Increases

BACKGROUND INFORMATION: The 2025 Budget assumes a 3.0% wage increase effective January 1, 2025, for all non-represented employees.

ANALYSIS: Eligibility for the wage increase will require each non-represented employee or employee class to meet the performance measures based on the requirements of the position established during the 2024 review of performance.

FUNDING SOURCE: Tax levy and other non-levy revenues

RECOMMENDATION MOTION: Move to approve the 2025 Budget Wage Increase Resolution.

RESOLUTION NO. 24-27

2025 BUDGET

RESOLVED, by the Ozaukee County Board of Supervisors, that the following Budget for 2025 be approved and adopted:

The amounts listed in this resolution are the totals of line-items reflected in the 2025 Proposed Budget document as amended by the Executive Committee, which is hereby adopted by reference.

Dated at Port Washington, Wisconsin, this 6th day of November 2024.

SUMMARY: 2025 Budget

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE: November 4, 2024
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary 2025 Budget

BACKGROUND INFORMATION: This resolution approves the 2025 Ozaukee County Budget as recommended by the Executive Committee.

ANALYSIS: Please see the 2025 County Administrator's Executive Committee Budget Memo for details. The full 2025 Ozaukee County Budget can be found at the following link:
<https://www.ozaukeecounty.gov/DocumentCenter/View/25679/2025-RECOMMENDED-BUDGET?bidId=>

The Executive Committee's Recommended Budget increases in the tax levy from the Approved 2025 Budget by \$591,316 or 2.66%. These \$591,316 of additional funds will be supported by the allowable tax levy increase for 2025 under the State of Wisconsin's net new construction formula of \$257,907, in addition to, \$333,409 of net new construction that was unused in the 2024 budget.

The net impact of the \$591,316 tax levy increase recommended will increase the 2025 tax levy by 2.66% and decrease the proposed tax rate by \$0.05.

The table below compares the Executive Committee's Recommended Budget from 2024 to 2025

EXECUTIVE COMMITTEES RECOMMENDED BUDGET

	2024	2025	+/- \$	+/- %
TOTAL TAX LEVY	\$22,948,000	\$23,579,345	\$631,345	2.75%
COUNTY TAX LEVY	\$22,227,270	\$22,818,586	\$591,316	2.66%
LIBRARY LEVY	\$720,730	\$760,759	\$40,029	5.55%
TOTAL TAX RATE	\$1.52	\$1.47	(\$0.05)	-3.04%
COUNTY TAX RATE	\$1.30	\$1.25	(\$0.05)	-3.63%
LIBRARY TAX RATE	\$0.22	\$0.22	\$0.00	0.47%

RECOMMENDED MOTION: The Executive Committee respectfully requests that the County

Board approved the 2025 Ozaukee County Budget as presented.

ATTACHMENTS:

- 2025 Executive Committee Recommended Budget Memo (PDF)



DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

2025 Budget Message

www.co.ozaukee.wi.us

October 28, 2024

Dear Members of the Ozaukee County Board:

Below you will find analysis of the Executive Committee's Recommended Budget.

The Executive Committee's Recommended Budget increases in the tax levy from the Approved 2024 Budget by \$591,316 or 2.66%. These \$591,316 of additional funds will be supported by the allowable tax levy increase for 2025 under the State of Wisconsin's net new construction formula of \$257,907, in addition to, \$333,409 of net new construction that was unused in the 2024 budget.

The net impact of the \$591,316 tax levy increase recommended will increase the 2025 tax levy by 2.66% and decrease the proposed tax rate by \$0.05.

The table below compares the Executive Committee's Recommended Budget from 2024 to 2025

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TOTAL TAX RATE	\$1.52	\$1.47	(\$0.05)	-3.04%
COUNTY TAX RATE	\$1.30	\$1.25	(\$0.05)	-3.63%
LIBRARY TAX RATE	\$0.22	\$0.22	\$0.00	0.47%

EXPANSION REQUESTS

The Executive Committee did approve five expansion request and will consider an additional expansion request from the Medical Examiners Office. Each approved expansion request will have no impact on the property tax levy in 2025.

1. *Part-Time WIC Position - Public Health Department:* This position is fully funded by revenue from the State of Wisconsin. The new position will assist with increasing caseloads in the WIC program. The cost of the position is approximately \$35,000.
2. *Upgrade GIS Tech position to a Conservation Biologist - Parks and Planning Department:* The incumbent has assumed many of the duties of the Conservation Biologist in their current role and this reflects the results of a job analysis. The upgrade will total an increase of approximately \$11,500 in salary and benefits and will be paid for with grant funds from the Planning and Parks budget.

3. *Increase Land and Water Office Administrator position to full-time to support the Land Information Office:* Both the Land and Water and Land Information Office had separate requests for new positions. Given the budget challenges the two departments worked together to find funding to increase their current position to full-time by reallocating some expenses between the two departments. The impact of moving the position from part-time to full-time is approximately \$47,000 and has no impact on tax levy.
4. *Creation of Full-time Information Technology Tech Position - Lasata Campus and Information Technology Department:* This is a new position in Information Technology that will primarily support the infrastructure at the Lasata Campus. The \$83,000 of salary and benefits will be paid for by Lasata revenues and from savings achieved by eliminating a contracted employee currently working in Information Technology.
5. *Increasing Night Shift premium by \$2.00 per hour – Highway Department:* The impact of this increase in \$8,000 and will be funded by assuming savings from known retirements in the department.
6. *Creation of a Full-Time Chief Deputy Medical Examiner Position – Medical Examiner's Office:* Upgrading the 0.80 FTE Deputy Medical Examiner to a 1.0 FTE Chief Deputy Medical Examiner funded with a transfer of budgeted per diem for on call staff to the Chief Deputy salary and benefits. The impact of moving the position from part-time to full-time is approximately \$21,000 and has no impact on tax levy.

FACTORS IMPACTING THE 2025 BUDGET

There are two significant facts impacting the 2025 County Administrator's Recommended Budget. One, the increasing costs of placements in the Human Services Department and a corresponding decrease of revenues from the State of Wisconsin. Two, sales tax collections which will be allocated as a revenue to decrease the property tax levy for 2025.

Human Services 2025 Budget

The Human Services Department (combined department with ADRC and Aging) 2025 Current Service Level Budget as presented by the department would have resulted in a \$2,408,668 increase in tax levy over the 2024 Adopted Budget. The 2024 budget included \$292,000 use of reserves (fund balance), to decrease the 2024 tax levy. The 2025 budget does not include this revenue. In addition, the 2024 budget assumed a Vacancy and Turnover (VAT) factor of \$250,058. The VAT is a budget assumption that the total budgeted amount of salaries and benefits for Human Services staff budgeted for the twelve month financial plan will not be expended in total due to vacancy and turnover of staff in the department.

Aging Services briefly housed the Adult Protective Services (APS) program in the 2024 budget. The tax levy for this program was \$722,478 in 2024. After the budget was moved back to Human Services in 2025 the tax levy is now requested at \$939,023. The increased tax levy amount is \$216,545. Most of this increase is attributable to increases in the costs of Community Based Residential Facility placements of, \$196,000 and increases in salaries and wages.

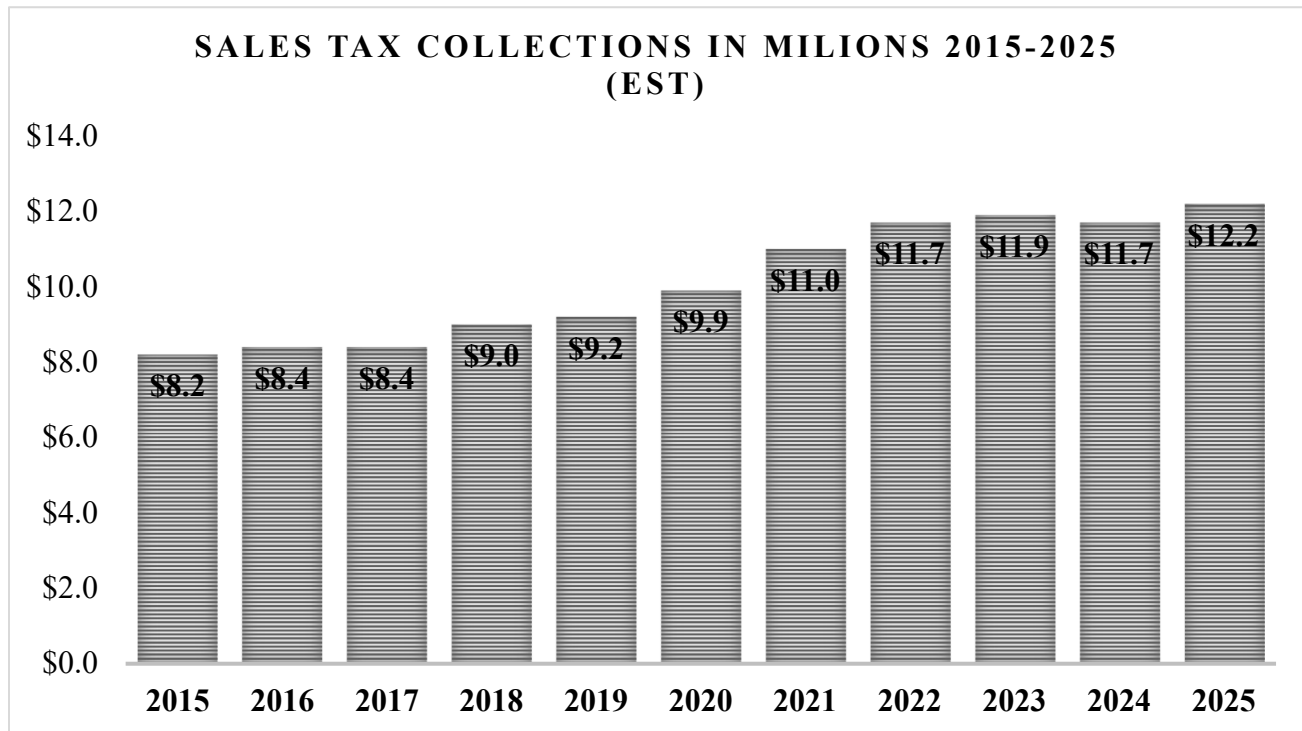
The Economic Support Division has a loss of around \$200,000 in Intergovernmental Revenue, from

the unwinding of COVID related Medicaid funds and this is replaced by tax levy in 2025. Expenditures (mostly Salaries and Benefits) increase by about \$70,000. Net tax levy impact in this division is about \$270,000.

The Children, Youth and Families Division tax levy increases by \$882,525 or 60% from last year. Group Home costs increase by \$375,000. Residential Care Center costs increase by \$300,000, and Juvenile Correctional Institutional Placement increases by \$85,000. Revenues in the division are down slightly. Salaries and Benefits are up about \$100,000.

Sales Tax Estimates 2025

The 2024 budgeted sales tax revenues total \$ 11,677,265. The Wisconsin Counties Association (WCA) estimate for 2025 is forecasted at \$12,082,013. The 2025 budgeted sales tax recommendation assumes the WCA estimate of \$12,232,000, an increase of \$554,735. Sales tax collections YTD are \$100,000 over budget through July and historically fare better in the latter half of the year. The chart below shows historic collections from 2015-2023 and estimated revenues for 2024 and 2025.



DEPARTMENTAL HIGHLIGHTS BY COMMITTEE

Finance Committee

The Corporation Counsel and Child Support budget for 2025 increases the tax levy by \$39,679 or 8%, primarily due to rising salary and health insurance costs. In contrast, the County Clerk's Office has decreased its tax levy by \$34,675 or 4.38%, thanks to lower costs associated with the printing of ballots local elections as there is no presidential or gubernatorial elections in 2025. Neither

department submitted any expansion requests.

The Department of Administration also experiences an increase in its tax levy by \$136,141 or 6.3%. Salaries and benefits constitute 90% of this budget, the increase reflects regular Cost of Living Adjustments (COLA) and step increases. Notably, there are no expansion requests for the Department of Administration (which includes the County Administrator's Office, Human Resources, and Finance).

For the Treasurer's Office, the tax levy sees an increase of \$24,223 or 24%. This increase is driven by higher expenditures for salaries and benefits and a \$10,000 reduction in revenue for the Agricultural Use Penalty. The Agricultural Use Penalty is a charge for landowners for converting agricultural land to a non-farm use (residential, commercial or industrial). The charge is based on the difference between the average market value of cropland in the county and the use value of the land. Salaries and benefits increase by 6% in the Treasurer's Office.

Radio Services shows a decrease of \$68,026 or 11%, due to the elimination of a contracted position that has completed a radio system programming project. The Information Technology Fund operates without tax levy support, relying on user fees from other departments. Expenses for IT services have grown by 11% due to the evolving technological needs of the county, primarily in the areas of maintenance and security contracts. The department continues to manage increased costs tied to its Microsoft 365 contract and other purchased services. There is an expansion request in the IT Department for a new Help Desk position shared between the Lasata Care Center and the IT Department. This new position will not have a levy impact as it will be supported by revenue from the Lasata Campus and a portion of funds set aside from the elimination of the contracted position.

Human Services Committee

Turning to the Human Services Department, the 2025 budget recommendation includes a substantial tax levy increase of \$1,238,636 over 2024. As discussed above, key drivers include the transfer of the Adult Services Program back to the Behavioral Health Division, the removal of reserves from the previous budget, and an overall increase in salary and benefit costs. The original request was more than a \$2,400,000 increase over 2024. The recommend budget does include \$280,000 in service expense reductions in Child Protective Services, Youth Justice, Foster Care and Crisis. In addition, five open positions will remain unfilled in 2025 saving \$526,000 and the remainder will be made up with a VAT assumption. This VAT assumption will require continual management of staff productivity, revenue reimbursement and restructuring of open positions. The fund balance as of 2023 in Human Services totals more than \$850,000, which will guard against the aggressive VAT assumption.

The Lasata Senior Living Campus continues to operate without tax levy support, with balanced budgets across its facilities. The Lasata Care Center benefits from a favorable Medicaid rate increase of 35%, allowing it to avoid financial support transfers from other Lasata facilities and even contribute to the General Fund. The Lasata Campus will contribute \$100,000 of excess revenues to the General Fund to offset the property tax levy. The Lasata Crossings and Lasata Heights similarly maintain balanced budgets, with occupancy rates remaining strong, and no major transfers to the Care Center are required in 2025. The only expansion request in this area involves increasing a Dietitian's hours.

For the Public Health Department, the budget holds the tax levy flat for 2025, except for an increase of \$6,586 for the Criminal Justice Collaboration Council. The department also requests an expansion request of a part-time WIC Nutritionist due to growing caseloads and increased demand for services.

Natural Resources Committee

In the Land and Water Management department, the tax levy increases by \$87,229 or 12.4%, primarily due to a reduction in revenue linked to the expiration of the Demonstration Farm Grant. The department's one expansion request is to convert a part-time office administrator role into a full-time position, at a cost of \$45,000.

The Planning and Parks Department sees a tax levy increase of \$94,826 or 8.31%, driven by rising operating expenses and declining revenues. The additional costs of operating new parklands and parks infrastructure totals more than \$50,000 in 2025. This increase is recommended to be offset by increasing the Golf Course payment to the parks to \$140,000 in 2025, a \$50,000 increase. However, its one expansion request, an increase to a GIS Technical position, is expected to be offset by increased revenues. Meanwhile, the Golf Courses maintain financial stability without the need for tax levy support.

The Register of Deeds/Land Information Office revenues will reduce the tax levy by \$460,460, thanks to strong revenue performance in recent years, and an assumption that interest rates will continue to decrease opening the door to home mortgage refinancing in 2025. Salary and Benefit expenditures are rising slightly, which reduce total departmental revenues by \$41,560.

Public Works Committee

The Facilities budget sees tax levy increases in both the Justice Center and the Administration Center Building, largely due to rising health insurance and salary costs.

The Highway Department budget remains flat, with no expansion requests approved for 2025. This flat budget recommendation is a reduction of \$607,000 of the departmental tax levy request in County Roads in Bridges Fund. The recommendation includes a delay of a county highway project in 2025, with a direction to the Highway Department to secure additional town work (summer or winter), state projects or work with Planning and Parks. Planning and Parks has secured grant funds for the CTH W project in Saukville and has a new grant for Sucker Creek that assumes \$2,400,000 in Highway work through the life span of the project. A portion of the Sucker Creek work will be done in 2025.

In Transit the requested 2025 tax levy increase of \$150,603 has been eliminated. In 2025 the county will move from urban to rural funding from the Federal Transit Authority, the full financial impact of this is an unknown. The recommendation is to not increase the tax levy in 2025 for two reasons. One, in 2021 the county budget set aside \$200,000 of tax levy that was allocated to Express Bus Operations in the Project Fund when the bus was operated using CARES/ARPA funds. Two, the Transit fund has a fund balance of \$2,200,000.

Public Safety Committee

In the Public Safety area, the Clerk of Courts requested a tax levy increase of \$110,544 or 11.4%, largely driven by increases in salaries and benefits. This increase has been eliminated in the 2025 recommended budget. The Wisconsin Counties Association has made court funding its primary lobbying request of the State of Wisconsin in 2025-2027 state budget. Despite the fact that the courts are a state operation, the amount of county support to the court system has increased incrementally for many years. Statewide the revenues from the State of Wisconsin totaled less than 20% of the total cost of court operations. In addition, only 22% of fines and forfeitures collected by the circuit courts are returned to counties.

The District Attorney's Office experiences similar salary and benefit pressures, with a 12% increase in its tax levy due to rising personnel costs. The department has requested an additional part-time position in the Victim Witness program due to the increasing workload required by the implementation of Marsy's Law.

Finally, the Sheriff's Office sees a 3.68% tax levy increase, or \$572,000, with the bulk of the increase attributed to salaries and benefits. The initial budget submitted by the Sheriff's Department did not fund five Dispatcher positions. The recommended budget removes funding for an additional three Dispatcher positions saving \$211,000. The Sheriff's Department is currently approved to fill 28 Dispatcher positions in the County Policy Procedure Manual. This recommendation would fund 20 Dispatcher positions in 2025. Based on an analysis of hours worked in the Dispatch Center from 2022, 2023 and YTD 2024 including, compensatory time and overtime earned, field training, holiday worked, regular time, sick, vacation and special assignment time, the hours total 15 FTE in 2022, 18 FTE in 2023 and an estimated 18.5 in 2024 (9.8 YTD). This recommendation will not limit hiring to more than 20 Dispatchers, the intent is not to impact operations, but is a budgetary assumption. In addition, the recommended budget removes funding a five year taser lease and recommends funding year by year a \$96,000 decrease.

The Sheriff's Department has submitted two expansion requests: repainting the Emergency Management Rescue Boat and expanding services for jail court transfers, both of which were requested in prior budgets. The repainting of the Emergency Management Rescue Boat will be handled by 2024 budgeted funds.

RESOLUTION NO. 24-30

2025 COUNTY TAX LEVY AND RATE

RESOLVED, by the County Board of Supervisors of Ozaukee County, Wisconsin, that the following sums of money be raised for the ensuing year, 2025 taxes:

STATE TAXES (FORESTATION TAX).....	\$0.00	\$0.00
COUNTY TAXES:		
State Charitable Penal Charges	88.54	
Federated Library System	760,759.00	
Town Bridge Aid.....	184,486.00	
All Other County Taxes	22,818,497.46	\$23,763,831.00
	<u>\$23,763,831.00</u>	<u>\$23,763,831.00</u>

FURTHER RESOLVED, that the following be the rate per \$1,000.00 of equalized valuation on the various taxes:

State Tax	\$0.0000
Federated Library System	0.22007
Town Bridge Aid	0.04802
All Other County Taxes	<u>1.25121</u>
TOTAL	<u>\$1.51931</u>

FURTHER RESOLVED, that the sum of \$760,759, the amount approved for the budget of the County Library System, be and hereby is levied against all taxable property in the townships, excluding the Town of Grafton, excluding the Villages of Bayside, Grafton, Saukville and Thiensville, and excluding the Cities of Cedarburg, Mequon and Port Washington.

FURTHER RESOLVED, that the sum of \$184,486, the amount approved for the budget of the Town Bridge Aid, be and hereby is levied against all taxable property in the townships of Belgium, Cedarburg, Fredonia, Grafton, Port Washington and Saukville: and

FURTHER RESOLVED, that the County Clerk and the County Board Chairperson shall, pursuant to Section 70.63, of the Wisconsin Statutes, determine and apportion within ten (10) days of this date, the tax levy set forth for the respective municipalities, according and in proportion to the valuations for the towns, villages, and cities as submitted by the Wisconsin Department of Revenue.

Dated at Port Washington, Wisconsin this 6th day of November 2024.

SUMMARY: 2025 Ozaukee County Property Taxes and Rates.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	November 4, 2024
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary 2025 County Tax Levy and Rate

BACKGROUND INFORMATION: This resolution sets the levy and rate for the taxes levied by Ozaukee County.

ANALYSIS: • The 2025 Budget as recommended by the Executive Committee is a 2.66% levy increase over 2024 for county taxes.

FISCAL IMPACT: • On the average Ozaukee County home, valued at \$450,000, the County Tax Bill will increase \$6.00.

RECOMMENDED MOTION: Approve the 2025 Budget Levy and Tax Rate as recommended by the Executive Committee.

RESOLUTION NO. 24-31

AUTHORIZING CREATION OF JOINT COUNTY LIBRARY PLANNING COMMITTEE

WHEREAS, the Ozaukee County Board has periodically created County Library Planning Committees to prepare five-year service plans under Wis. Stat. § 43.11 for the Monarch Library System, and

WHEREAS, the most recent Library Planning Committee was created by Resolution No. 19-17 which proposed a Five-Year Plan Report that was approved by the County Board on August 7, 2019, and

WHEREAS, it is necessary to create a new Library Planning Committee to prepare the new service plan to guide the System for the next five years;

NOW, THEREFORE, BE IT RESOLVED that the Ozaukee County Board of Supervisors, pursuant to Wis. Stat. § 43.11, create a twelve- (12-) person Joint County Library Planning Committee ("Planning Committee") to consist of the following six (6) persons from Ozaukee County:

- One (1) Ozaukee County Board member from a municipality that has a library;
- One (1) Ozaukee County Board member from a municipality that does not have a library;
- One (1) Ozaukee County resident from a municipality that does not operate a public library;
- One (1) Ozaukee County resident from a municipality that does operate a public library;
- One (1) Library System Board member; and
- One (1) librarian of a public library in Ozaukee County

FURTHER RESOLVED that the Planning Committee also be comprised of six (6) persons of similar composition to be appointed by Sheboygan County.

FURTHER RESOLVED that the director of the Monarch Library System shall be an advisory member of the Planning Committee

FURTHER RESOLVED that the County Administrator shall appoint the Ozaukee County citizen members of the Planning Committee after seeking public input and advice and the County Board Chair shall appoint the Ozaukee County Board members.

FURTHER RESOLVED that Ozaukee County and Sheboygan County shall provide and share all Planning Committee expenses which shall include travel expenses for its members, distribution of meeting notices, recording and distribution of meeting minutes, and such other services as may be needed in an amount not to exceed Five Thousand Dollars (\$5,000.00) to be split equally by Ozaukee and Sheboygan Counties.

FURTHER RESOLVED that the Planning Committee shall review and revise the current library plan, conduct a survey of library services, hold public hearings as necessary, and make a final report with its library plan to the Ozaukee County Board for approval no later than the December 2025 County Board meeting.

FURTHER RESOLVED that the Joint County Library Planning Committee shall come into existence upon Sheboygan County adopting a companion Resolution similar to this resolution.

Dated at Port Washington, Wisconsin, this 6th day of November 2024.

SUMMARY: Creation of a Joint Library Committee

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	November 4, 2024
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Authorizing Creation of Joint County Library Planning Committee

BACKGROUND INFORMATION: The Resolution creates a Joint Library Planning Committee to work with six (6) representatives of Sheboygan County to develop a library plan for residents served by the Monarch Library System.

ANALYSIS: The Planning Committee will develop the five-year library plan per Wis. Stats. 43.11. The budget will fund mileage reimbursement for committee members.

FISCAL IMPACT:

Balance Current Year: \$5,000

FUNDING SOURCE:

County Levy: \$5,000 Non-County Levy: \$0 Indicate source:

RECOMMENDED MOTION: Staff respectfully requests that the Committee approve the resolution for the Joint Library Planning Committee as presented to correspond with the Sheboygan County membership as approved by the Sheboygan County Board.

ATTACHMENTS:

- Joint County Library Final Plan 2021-2025(PDF)

Joint County Library Service Plan Ozaukee and Sheboygan Counties 2021-2025

Drafted by the Joint County Library Planning Committee
Assisted by Jennifer Chamberlain, Monarch Library System director
Approved by Committee February 26, 2020

Ozaukee County Libraries

Cedarburg Public Library
Frank L. Weyenberg Library of Mequon and Thiensville
Oscar Grady Public Library in Saukville
U.S.S Liberty Memorial Public Library in Grafton
W.J. Niederkorn Library in Port Washington
Monarch Library System Bookmobile

Sheboygan County Libraries

Cedar Grove Public Library
Elkhart Lake Public Library
Kohler Public Library
Lakeview Community Library in Random Lake
Mead Public Library in Sheboygan
Oostburg Public Library
Plymouth Public Library
Sheboygan Falls Memorial Library
Monarch Library System Bookmobile

Introduction

Wisconsin counties are responsible for providing library services to county residents who reside outside of communities that maintain their own libraries. Each of Wisconsin's 72 counties are members of a regional public library system, and the counties and systems work together to develop library service plans that ensure all county residents have access to adequate library services. Chapter 43 of Wisconsin Statutes establishes the state's policy regarding libraries and the responsibilities for counties especially related to county residents living in municipalities without a home library.

In Ozaukee and Sheboygan Counties, a joint county library planning committee is created every five years to develop a joint county plan for library service. The committee works under the guiding principle that all Ozaukee and Sheboygan County residents should have convenient access to high quality library services and should be free to use any public library in the member counties of the library system (Dodge, Ozaukee, Sheboygan, and Washington) and public libraries in most neighboring counties.

The committee considers the needs, resources and services provided to all county residents with special emphasis on those areas without local municipal libraries. The committee provides recommendations to both County Boards on making library services and resources available to all county residents by libraries, on improving the resources and services in the county and the method and level of county library tax to implement the plan.

Wisconsin Statutes on Libraries: Chapter 43

Chapter 43 outlines certain responsibilities for counties, it is important to summarize what that policy is:

- The importance of free access for all Wisconsin's residents to knowledge, information, and diversity of ideas;
- The critical role played by public, school, special, and academic libraries in providing that access;
- The major educational, cultural, and economic asset that is represented in the collective knowledge and information resources at the libraries in Wisconsin;
- The importance of public libraries to the democratic process; and
- The most efficient and effective management of Wisconsin's library resources occurs through resource sharing and collaboration.

Statutory Requirements

Chapter 43.11 specifically addresses the requirements for county library planning. Many issues can be addressed by a county library plan, but the statutes require the plan address the following issues:

- How public library service will be provided to residents of those municipalities in the county not maintaining a public library. (hereafter referred to as non-librariied)
- The method and level of funding that will be provided by the county in order to implement services described in the plan, including the reimbursement of municipal libraries for providing library service to in-county and adjacent county residents. (for purposes of this plan, Ozaukee and Sheboygan counties consider residents of either county as “in-county” residents and reimburse accordingly)
- A method for allocating membership on the regional library system board between the counties in the regional library system.

Joint County Library Planning Committee members - 2021-2025 plan

Ozaukee county members

Donald Dohrwardt	County Board Member – Non-Libraried	Fredonia
Rob Holyoke	County Board Member – Librariied	Thiensville
John Katzka	Library System Board, non-librariied	Cedarburg (Town)
Jon Koepke	Member at Large – non-librariied	Grafton (Town)
Marie McFaul	Member at Large – Librariied	Grafton
Wendy Sprenger	Public Library board – Librariied	Grafton

Sheboygan county members

Keith Abler	County board member – non-librariied	Rhine (Town)
William Goehring	Library System Board Member	Sherman (Town)
Jacob Immel	Member at Large – Librariied	Sheboygan Falls
Jacqueline Rammer	Public Librarian	Random Lake
Sherry Speth	Member at Large – Non-Librariied	Lima (Town)
Thomas Wegner	County Board Member – Librariied	Plymouth

Advisory participants

Jennifer Chamberlain, Monarch Library System, Interim Director
Tyler Quaas, Ozaukee County clerk office

Overview of committee timeline:

December 4, 2019 – Organizational meeting of Joint County Library Planning committee, Lakeview Community Library, Random Lake

January 8, 2020 – meeting at Oscar Grady Public Library, Saukville

February 5, 2020 – meeting at U.S.S. Liberty Memorial Library, Grafton

February 26, 2020 – meeting at Plymouth Public Library, Plymouth

March 2020:

- Prepared draft of 2021-2025 County library plan
- Distributed draft of 2021-2025 County library plan to media, libraries, municipalities, county boards, and other interested parties

April 2020:

- Held public hearing in each county
- Review results of public hearings and revise report if necessary

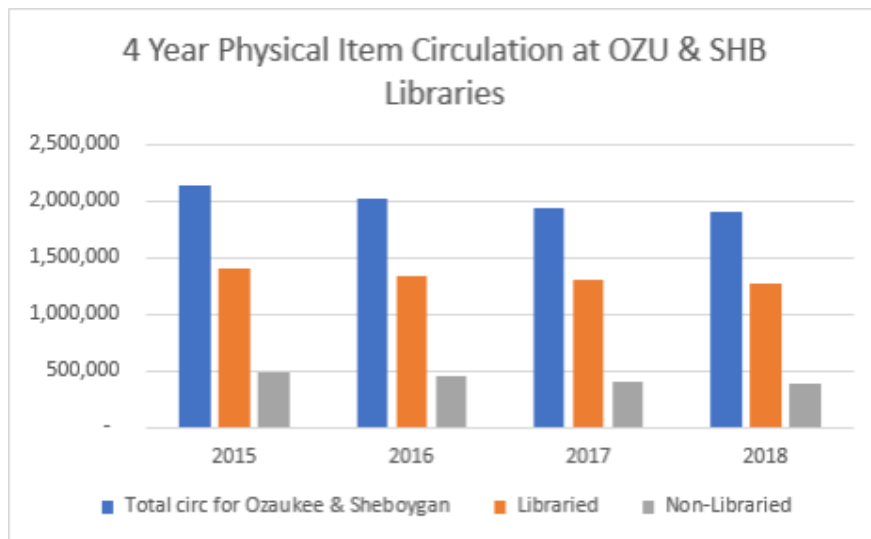
May 2020 - Presentation to Ozaukee County board & Sheboygan County boards

Review of the 2016-2020 Joint Ozaukee and Sheboygan County Plan and current library services throughout the two counties:

The Joint County Library Planning committee's review of library service in both counties indicates that the 2016-2020 plan has been effective in providing quality library services to all county residents.

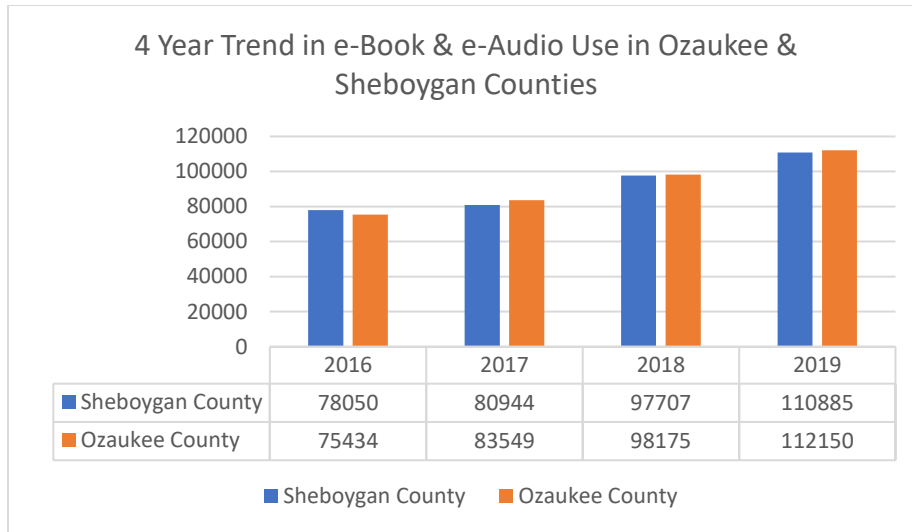
All Ozaukee and Sheboygan county residents, regardless of home municipality, have access to libraries throughout the two counties and in Washington and Dodge counties as part of the Monarch Library System. Neither county owns nor operates a public library. Instead, through issuing a county library tax to non-librariied residents, the counties reimburse existing libraries for providing services and collections to residents from areas without a local, municipal library. Residents living in non-librariied areas are welcome to use neighboring municipal libraries in addition to the joint counties' funded Monarch bookmobile that provides collections and services throughout the two counties at 30 designated stops, both residential community locations and at area schools and residential health or retirement facilities.

Reimbursements for usage follow a formula designed to identify a unit cost for circulation of physical materials at each individual library in the two counties. The unit cost is multiplied by the total loans to non-librariied residents in the same year to determine total cost of service to non-librariied residents (county pays percentage of this total cost – Ozaukee: 100% and Sheboygan: 98%).



Total circulation of physical items is declining slightly across the two counties. However, the overall percentage of non-librariied use in relation to librariied resident use remains stable at 31-34% over the past four years.

Conversely, our libraries are experiencing a rise in e-book and e-audio books in the past several years.



Non-librariad use of the e-book and e-audio collections in the county is roughly 23% of overall use by county residents, showing that non-librariad residents are using electronic content proportionately less than they are using physical materials. For the time being, physical material circulation seems to be an accurate indicator of overall library use.

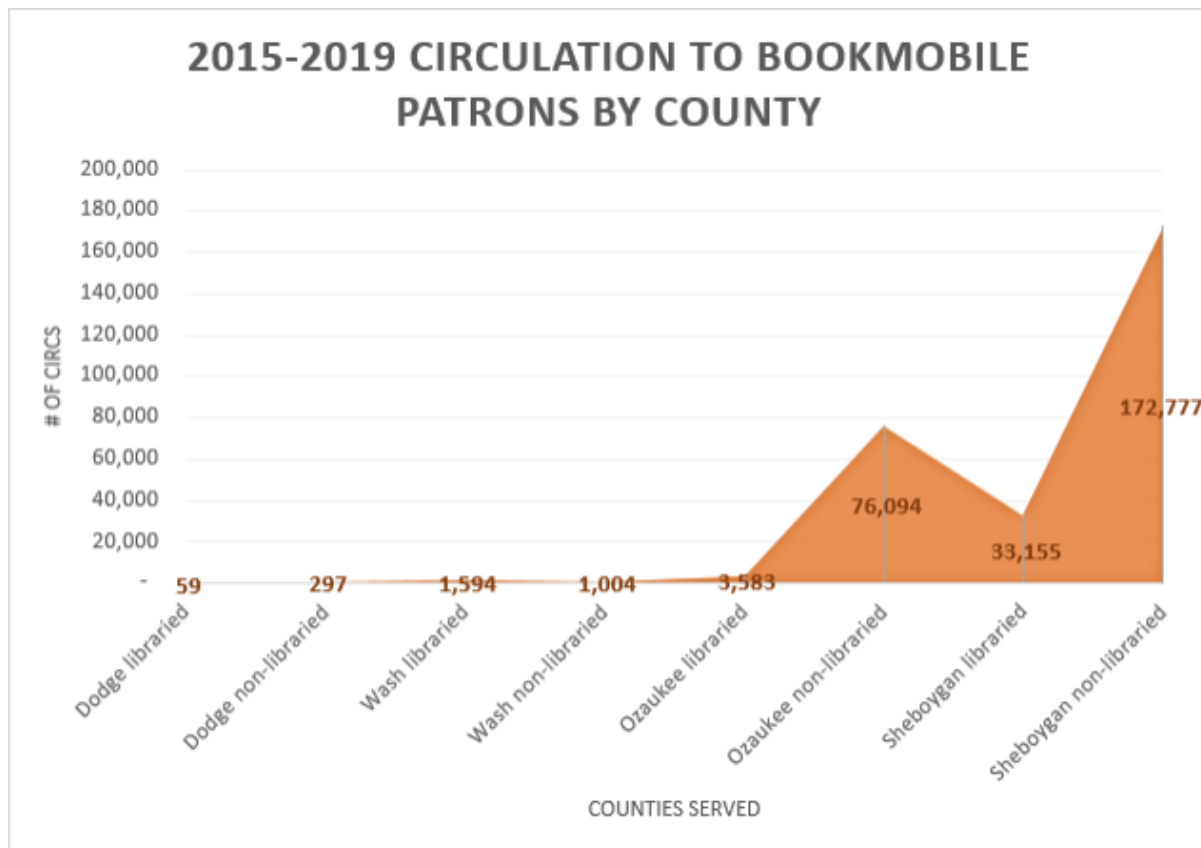
Adult, teen, and children's programming is an area of growth for our county libraries. There is no reliable method for tracking program attendance by municipality residency, so there is not reimbursement specifically tied to program attendance.

	Program Attendance by Library		
	2016	2017	2018
Cedarburg	9,086	11,035	10,843
Grafton	5,584	6,038	5,289
Mequon/Thiensville	7,775	8,942	11,914
Port Washington	11,584	13,268	12,268
Saukville	5,101	5,125	5,723
Cedar Grove	3,618	3,786	3,585
Elkhart Lake	2,224	2,119	1,876
Kohler	1,079	1,008	979
Oostburg	3,553	2,749	2,846
Plymouth	7,524	7,626	8,168
Random Lake	4,748	4,910	4,124
Sheboygan	19,285	28,361	29,726
Sheboygan Falls	3,692	3,350	3,320
TOTAL	84,853	98,317	100,661
<i>change over previous year</i>		14%	2%

Bookmobile services

The Monarch Library System serves as an agent providing bookmobile services for the non-librariated residents of Ozaukee and Sheboygan counties. The bookmobile operations are overseen by a subcommittee of the Monarch Library System board and managed by Monarch Library System administration. As of 2020, 2.68 staff FTE provide a variety of services including: access to local and system-wide collections, customized reserves and holds management, browsing collections for schools and residential communities (senior living, rehabilitation facilities), classroom curricular support, summer reading program for kids and teens, community event programming, and digital access.

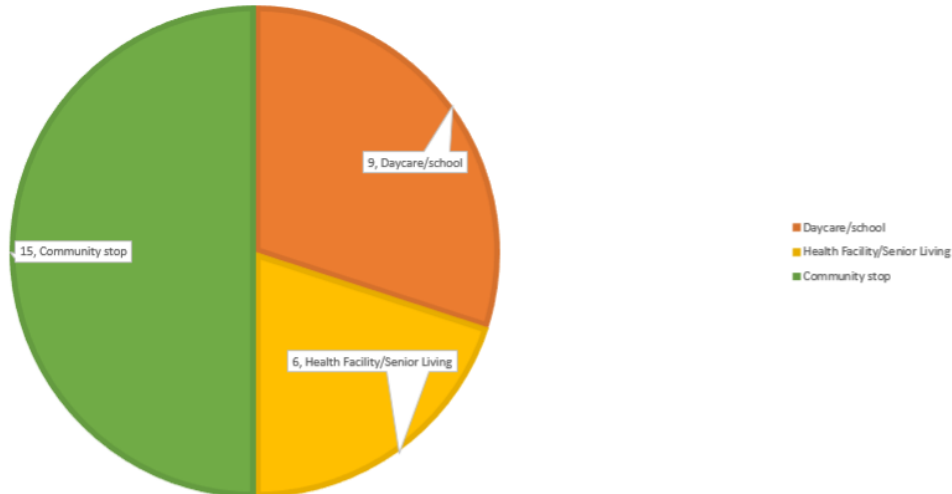
On average, the bookmobile circulates over 50,000 items per year. Roughly 1/3 of the items circulated are attributed to Ozaukee non-librariated residents, and 2/3 to Sheboygan county.



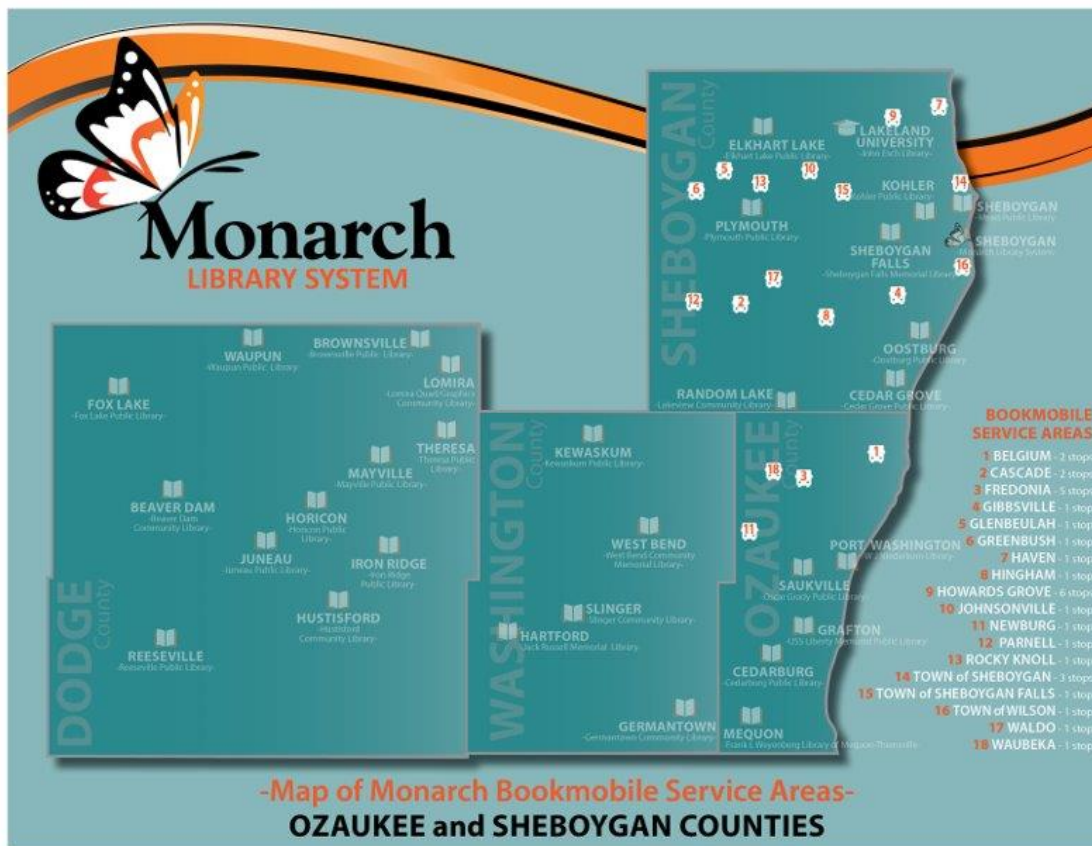
The bookmobile owns a circulating collection of over 30,000 items stored in the Monarch Library System offices. The vehicle can hold approximately 5,000 items at any time and the staff rotates materials each week so patrons can browse new items at each visit. The bookmobile is equipped with storage for holds delivery, so patrons may request items from any library in the Monarch system or throughout the state to be delivered at their next local stop. Teachers at several elementary schools and daycares are able to request customized classroom collections to support their curricular needs. The bookmobile has WiFi access so patrons can search digital content, download titles on their smartphone or tablets, or checkout a mobile hotspot to use throughout the week in between bookmobile visits.

The bookmobile stops are split evenly between local community stops that visit residential areas or community hubs, and institutional stops that visit schools, daycares, retirement facilities, and health rehabilitation facilities.

BOOKMOBILE STOPS BY TYPE



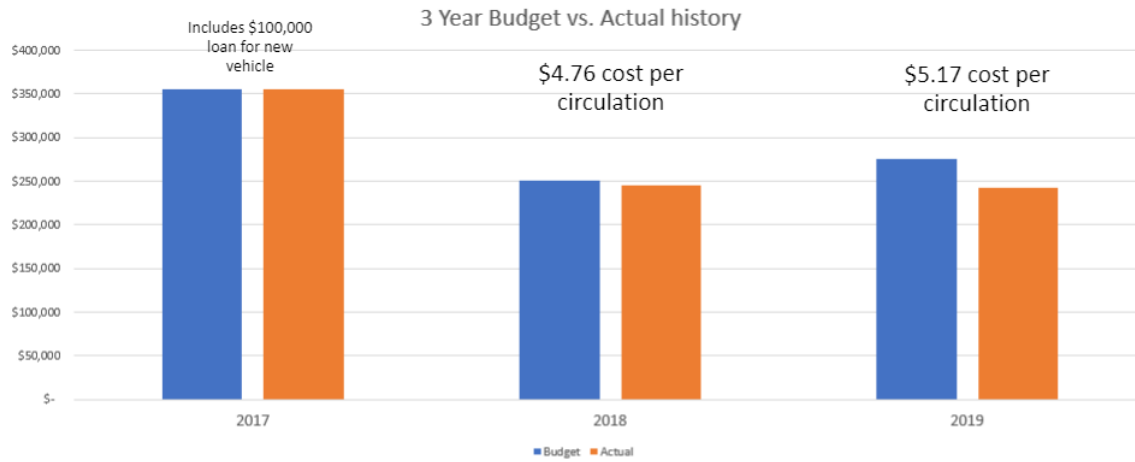
Current bookmobile stops are illustrated on the map below:



The bookmobile is financially supported by both counties through an additional allocation of county library tax levy dollars. The unit cost of bookmobile services is on par with county libraries.

The planning committee discussed ways in which the bookmobile might expand services and offerings throughout the two counties. Additional staffing may be required to expand hours.

Operational costs



Ozaukee & Sheboygan libraries range in cost/circ \$2.89-\$6.11

Recommendations for the Joint Library Service Plan 2021-2025

1. Reimbursements for in-county and adjacent county libraries

The committee recommends that each county continue on the path to reach or maintain a 100% reimbursement of actual operational costs for all non-librariied use of both county libraries. This continues the previous committee's recommendation to phase in the reimbursement goal over a period of years. In Sheboygan County, the reimbursement level would increase from 98% in 2020 to 100% in 2022, raising the level 1% each year and then holding at 100% through the duration of the five-year plan (2025). In Ozaukee County, the reimbursement level of 100% in 2020 will be maintained for the duration of the five-year plan. Both counties should continue to reimburse libraries in the reciprocal county at in-county funding levels. Adjacent counties to Ozaukee and Sheboygan will be reimbursed at the state mandated 70% reimbursement for service provided to Ozaukee or Sheboygan county residents.

Monarch Library System will continue to act as a fiscal agent, auditing non-librariied usage and coordinating when possible the reimbursement requests and library payments on behalf of both counties.

2. Bookmobile Services in non-librariied areas of both counties

The committee recommends the continuation of the Bookmobile service to non-librariied areas of Ozaukee and Sheboygan counties and specifies payment for this service on the basis of each county's share of the use of this service (currently 2/3 Sheboygan, 1/3 Ozaukee), averaging the use over the prior three years, and includes funding for replacement of the vehicle.

3. System library board membership

The committee recommends both counties consider representative membership on the Monarch Library System board when making their appointments. Consideration should include a mix of librariied and non-librariied members, as well as members serving on local public library boards.

4. County library operational standards

The committee discussed the benefits and disadvantages of county established operational standards. At this time, the committee does not endorse additional operational standards for the counties' public libraries as criteria to qualify for the exemption from the county library tax. The committee suggests Monarch Library System work in partnership with all county libraries to utilize the 2018 Public Library Standards as developed by Wisconsin's Department of Public Instruction as a toolkit to identify areas of excellence as well as areas for growth.

5. Plan administration

The committee recommends that each county shall enter into an agreement with Monarch Library System to administer this Joint Ozaukee Sheboygan County Library Service Plan or any county library service plan approved by either county for the 2021-2025 plan and for those that follow.

6. Communication

The committee recommends that each county shall encourage all municipal libraries in Ozaukee and Sheboygan counties regularly share information with town and county officials about library use by their constituents. Each county may consider inviting library representatives to present to the county board on an annual basis.

Future Joint County Library Plan – 2026-2030

The committee spent time discussing the impact of increasing e-content circulations and the trends the libraries are seeing in the expansion of these resources and services. There is disparity in the electronic resource offerings at the various libraries, with the exception of resources negotiated at the system-level. One consideration would be to explore ways in which the county library tax could help support additional system-wide or joint county-wide e-content subscriptions to help standardize access for all residents across the two counties. The committee recommends that the next planning cycle conduct a deeper investigation into the usage of e-content and how non-librariad areas circulation relates to librariad use. Future plans may want to identify a reimbursement model that recognizes e-content circulations.

Next Plan Cycle

Before the end of 2024, a joint county library planning committee shall be established by each County Board according to Wisconsin Stat. 43.11 to review and revise the county plan in 2025.

Committee Makeup

This committee should include sufficient members to represent the following demographic factors: librariad residents, non-librariad residents, urban, and rural residents. The committee should be representative of different geographic areas of the counties. The committee should also contain one or more librarians from both counties to provide valuable input on services and collections.

Committee Funding

Each County will appropriate sufficient funds in the 2024 budget to cover the expenses of the committee's work and to conduct surveys of libraries and system residents to gather input on library services.

Plan 2026-2030

A report to each County Board shall be made of the next committee's findings and recommendations by December 2025.

Respectfully submitted on behalf of the committee,

Jennifer Chamberlain
Interim System Director
Monarch Library System

Appendix A

History of County Library Service and Planning

Sheboygan County

The Sheboygan County Plan for Library Service was adopted in 1978 by the Sheboygan County Board. The plan is the work of a 1978 Sheboygan County Library Planning Committee, whose purpose was to establish county library service and to create a library system in Sheboygan County. The Committee reviewed the results of a federally funded countywide library service demonstration project in 1977 and 1978. The County's plan extended library services and bookmobile service for the first time to all residents of the County. Prior to this, libraries extended service through contracts to neighboring townships or through individual fees. In 1986, Sheboygan County amended its ordinance to establish Eastern Shores Library System as a joint agency of Ozaukee and Sheboygan Counties and entered into a new agreement with Eastern Shores Library System.

The 1979 Plan governed countywide library service through 2000. The 1979 Plan did not specify a method or level of funding beyond the first year for countywide library service. Beginning in 1981, the Library System used a method that reflected the use of the libraries by the 31,000+ residents and the operating expenses of the libraries. This method was funded at various percentages of full funding until 1992.

In 1993, a County Library Planning Committee looked at how the libraries were reimbursed for library services, how the county provided funds for county library service and how the library system functioned as the administrator of county library service funding. The Library System and Sheboygan County came to an agreement on funding for the countywide library service and the role the Library System plays in the disbursing county funds for countywide library service. This agreement replaced the countywide library service funding formula that includes library use and expenses as factors. In 1993, the county's funding was \$504,150. For each of the years 1994 to 1996, the County's funding would increase by the Consumer's Price Index (CPI) plus 1 percent. The agreement also affirmed that the Library System is a conduit of county funds to the libraries and only retains county funds for bookmobile service and liability insurance for board members.

In 1996, a County Library Planning Committee looked at how county library service should be funded, what library services should be provided to non-librarians, what should be the allocation of System Board membership and the role of the Library System in county library service. The Committee recommended county funding for library automation, discontinuing bookmobile service, revising the funding formula to reflect library use and library expenses and standards for receiving county library service funds and library system services. However, the County made few changes in county library services. The County increased its funding by 6% to \$600,000 for 1997 and then continued the indexing of the CPI plus 1% for the years 1998 to 2000. It did not support county funding for library automation. It made bookmobile service a responsibility of the library system and it also attempted to establish standards for receiving

county library service funds and library system services. The Library System could not carry out the last recommendation because it was contrary to Wisconsin Statutes.

In 2000, a County Library Planning Committee took a comprehensive approach to the county library service plan. Using guidelines from the recently enacted Act 150 of the Wisconsin Legislature, the Committee addressed all the statutory requirements for a county library service plan: membership on the Library System Board, reimbursement of public libraries serving non-librarians, library service to non-librarian residents, improvement of library service county-wide, and contracts for administering the library service plan. The 2001 - 2005 County Library Services Plan established a method to apportion the Library System board members between Ozaukee and Sheboygan Counties, increased the reimbursement of public libraries from 70% to 85%, provided the capital funding for the shared library automation network, increased awareness of library services to the homebound and among home-schooling parents, and contracted with Eastern Shores Library System to administer the County Library Service Plan. This Committee also recommended that in five years a new County Library Planning Committee review and revise the County Library Service Plan.

Meeting in 2004, the County Library Planning Committee made recommendations for a 2006-2010 plan on membership on the Library System, moving the reimbursement level from 85% to 90%, continuing bookmobile service to non-librarian municipalities, approved the role of the library system in the Sheboygan County Detention Center Inmate Libraries, continuing the administration of the plan by the Library System and that a joint county library planning committee be formed with Ozaukee County.

Sheboygan County levies a special county library tax on residents of seventeen towns and villages that do not operate public libraries. The money gathered from this tax is distributed to member libraries and the bookmobile for the library service they give to the 36,000+ non-librarian residents.

Ozaukee County

The Ozaukee County Plan for Library Service was adopted in 1986 by the Ozaukee County Board. The plan is the work of a 1984 - 1986 Ozaukee County Library Planning Committee that reviewed the results of a county library service demonstration project and demonstration of library system services. The plan extended library services and bookmobile service to residents of Ozaukee County municipalities that did not operate a library. The plan extended library system services to all libraries in Ozaukee County. Upon approval of the plan by the County Board and the Department of Public Instruction, Ozaukee County joined Sheboygan County in the establishment of the Eastern Shores Library System, and entered into an agreement with the Library System. This made it possible for municipalities that operated public libraries to authorize their libraries to join the library system. The five public libraries in Ozaukee County became members of the Eastern Shores Library System.

The 1987 County Library Service Plan provided funding for reimbursing libraries that provided library service to residents of the county without a library. It recognized the autonomy of the

public libraries in their operations. It stated that municipalities with libraries would be exempt from the county library tax if they met the exemption criteria. The plan allocated system board membership based upon population. The bookmobile service to non-librariated areas was part of the original plan.

The 2000 - 2005 County Library Services Plan recognized the potential for the efficient and effective use of technology to improve library services countywide. In addition to reimbursing libraries for serving non-librariated residents and bookmobile service, the 2000 Plan provided funding for the capital investment in a shared library automation project among the public libraries in Eastern Shores Library System. This project was implemented in 2001 and is now known as EasiCat. This investment spurred increased use of library services. It also created an increased level of cooperation and collaboration among the public libraries. EasiCat also attracted the interest of Lakeland College, who joined EasiCat in 2002.

In 2004, a County Library Services Planning Committee took a cautious approach in their recommendations for a 2006 - 2010 plan. They recommended maintaining the reimbursement at the 85% level, continuing the bookmobile service for the five year plan, establishing minimum requirements to establish a new public library in a non-librariated municipality, future studies on different county library service organizations, continuing the contract with the Library System to administer the Plan, support legislative efforts to modify the county library tax exemption method, and to create a county library planning committee in 2009. Subsequently this plan was modified by the County Board which changed the method of reimbursement and created a commission that studied different county library service organizations and the exemption method.

Ozaukee County library service is funded by a county library tax levied on the residents of municipalities that do not operate a public library. Thus, those whom receive the county library service pay for the county library service they use. Municipalities that operate public libraries may qualify for an exemption from that county library tax.

Joint Ozaukee & Sheboygan County Library Service Planning

An historic meeting took place on April 23, 2009. Appointees from Ozaukee and Sheboygan County met as a Joint County Library Service Planning Committee. As noted above each county undertook county library service planning independently even though residents of both counties frequently used libraries in the other county. The purpose of the joint committee was to recognize this interaction and to coordinate the county library services available to both counties' residents. It was especially important to coordinate the bookmobile service available to both counties' residents.

The result of the Joint County Library Service Planning Committee was a report to each County Board for a 2011-2015 County Library Service Plan that provided a coordinated approach to funding and providing county library services. The report requested that each county provide the same level of reimbursement to all libraries serving non-librariated residents. The Committee's recommendation was to set a goal of reimbursing the libraries for 100% of their

costs, but to achieve that goal over a number of years. This report advocated for a 90% level of reimbursement over the first two years and then increase the level by 1% each year resulting in a 93% level by 2015. The report also included a proportional method for funding bookmobile service and for the replacement of the vehicle. It also recommended continuing the joint county library planning process in any subsequent county library service planning efforts.

Notwithstanding the Committee's recommendation that both counties adopt the report without substantial changes, Ozaukee County initially adopted a plan that did not provide the same level of reimbursement to libraries serving its non-librariad residents. However, at the end of 2011, the County Board approved a change in the plan to reimburse all libraries at the 85% level. Sheboygan County did adopt the recommendation for reimbursing Sheboygan County libraries at the higher levels of reimbursement, but reimbursed Ozaukee County libraries at the 85% level.

Both Counties adopted the bookmobile service recommendation for proportional funding of the service and replacement. They also adopted the recommendation to continue a joint county library planning process. This historic endeavor demonstrated the collaboration by both counties on services that are desired and needed by their residents.

In 2015, the second joint county library service plan 2016-2020 was developed. This plan continued to increase each county's commitment to reimbursing libraries within their two counties. By 2020, Sheboygan is reimbursing at 98% and Ozaukee has reached 100% reimbursement. Additionally, this plan recommended a reallocation of system board membership to replace two member-at-large positions with library board member positions. The committee considered but did not recommend operational standards for libraries as criteria for county tax exemption, and they did not recommend any crossover borrowing compensation. Bookmobile service continues to be a valuable service to non-librariad residents and the committee recommended that each county fund the program on a basis of each county's share of the use of the vehicle (number of stops in each county), averaging the use over the prior three years, and included funding for replacement of the vehicle.

In January 2017, Eastern Shores Library System merged with Mid-Wisconsin Federated Library System to create the state's first merged system: Monarch Library System. Additionally in spring of 2017, a new bookmobile was purchased. Patrons throughout all four counties have expanded access to collections through this merger.

Due to an unexpected vacancy within the Monarch Library System administration, the planning process for the 2021-2025 plan was delayed until the very end of 2019. The joint county library planning committee for the 2021-2025 plan built upon the success of the existing library services plan and was able to prepare the new plan in a compressed period of time. The 2021-2025 plan recommends the continuation of the existing funding model for bookmobile services and increasing Sheboygan county library reimbursements by 1% each year (99% in 2021, 100% in 2022) until 100% rate is reached, with both Ozaukee and Sheboygan counties holding at a 100% reimbursement rate for the duration of the plan. The committee discussed at length how

the current reimbursement model tied to physical item circulation may become less representative of actual library use, as electronic content usage and program attendance continue to grow at rates faster than physical item circulation. However, since current e-content use by non-librarians is proportional to physical item usage, the current funding model is fair to county libraries. The committee recommends the next planning cycle looks more deeply at e-content use. Additionally, the committee discussed the merits of operational standards, ultimately deciding to not recommend additional county library standards. Lastly, the committee recommended county boards consider inviting libraries to present updates on library services and trends throughout the planning cycle.

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