

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Chilton Times Journal, and to those who have filed a written request for this notice, that a meeting of the Manitowoc County Library Services Advisory Committee will be held on Tuesday, May 16, 2017 at 5:30 o'clock p.m. The meeting will be held at the Manitowoc Public Library, Manitowoc, WI 54220. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

Manitowoc County Library Services Advisory Committee

Tuesday, May 16, 2017 at 5:30 p.m.

Manitowoc Public Library

AGENDA

1. Call to Order (proper notice has been given)
2. Introductions and brief review of Committee's responsibilities (enclosure # 1)
3. Minutes of May 3, 2016 annual meeting (enclosure #2)
4. Manitowoc County Library Service Plan and funding issues:
 - a. Review and possible adoption of *Manitowoc County Agreement and Plan for Public Library Service*, as amended in 2007, including consideration of any need for County to establish minimum standards for public libraries (enclosure # 3). **NOTE: Enclosure #3 is the Agreement and Plan adopted in 1999. Until an amended Plan is adopted, enclosure #3 is still in effect.**
5. 2018 Budget Request to Manitowoc County for reimbursements for Library Services received in 2016 (enclosure # 4)
6. Confirm timetable and procedures for submitting 2018 County Budget Request
7. Report on pending budget request to Calumet County for 2018 reimbursements to Kiel, Manitowoc and Two Rivers libraries (enclosure # 5)
8. Any other discussion relating to Manitowoc County library services (informational items; no action items) (enclosure #6, Manitowoc County Possible Appointments to Municipal Library Boards)
9. Schedule next meeting (if necessary)
10. Adjourn

If you are unable to attend, please notify Rebecca Petersen at (920) 686-3051 (email: rpetersen@mcls.lib.wi.us)

If you require special needs accommodations for this meeting, please contact the System Director at 920-686-3051 (telephone) at least 48 hours in advance.

MINUTES
MANITOWOC COUNTY LIBRARY SERVICES ADVISORY COMMITTEE
May 16, 2017

The annual meeting of the Manitowoc County Library Services Advisory Committee was held at the Manitowoc Public Library on May 16, 2017.

Members present: Julia Davis, Jeff Dawson, Julie Grinde, Carol Gruetzmacher, Paul (Biff) Hansen, Todd Holschbach, Cheryl Kjelstrup, Michelle Krajnik, Cheryl Nessman, Rebecca Petersen, Jeremy Sehloff, Kristin Stoeger, Peggy Turnbull, Robert Vollendorf

Members absent: Rani Beckner, Adam Glodowski, Fred Hazelwood, Rick Henrickson, Natalie Long, Trisha Sabel, David Stoelting, Collette Tegen

Others present: Connie Griseto, Todd Reckelberg, Robert Ziegelbauer

Introductions / Review of Committee's Responsibilities: The meeting was called to order by Manitowoc-Calumet Library System Director, Rebecca Petersen, at 5:30 p.m. Petersen led the introductions and reviewed the responsibilities and purpose of the Committee.

Minutes: A motion was made by Vollendorf and seconded by Turnbull to approve the minutes of the May 3, 2016, Manitowoc County Library Services Advisory Committee meeting. Motion carried.

Review of Agreement and Plan: Petersen described how the *Manitowoc County Agreement and Plan for Public Library Service* serves as the contractual basis by which the public libraries in Manitowoc County open their doors to rural county residents, and by which the libraries are reimbursed for providing this service to rural county residents.

A motion was made by Grinde and seconded by Nessman to reaffirm the *Manitowoc County Agreement and Plan for Public Library Service*. Motion carried.

Budget Request: Petersen handed out a revised Enclosure #4 to attendees. A new reporting module is being used by MCLS for the circulation statistics, and with the correct parameters selected, the reported numbers are now the same as the previous reporting module. A motion was made by Grinde and seconded by Kjelstrup to adopt the revised version of the *2018 Budget Request to Manitowoc County for Library Services received in 2016* (Enclosure #4). Motion carried.

Timetable and Procedures for Submitting Budget Request: Petersen will submit the budget request to the County Clerk, County Comptroller, and County Executive prior to the deadline of July 1, 2017.

Possible Appointments to Municipal Library Boards (Enclosure #6): No changes were made to the number of appointees. The formula is spelled out in the *Manitowoc County Agreement and Plan for Public Library Service* and is part of Chapter 43.

There being no further business, the meeting was adjourned at 5:45 p.m. upon a motion by Dawson and seconded by Stoeger. Motion carried.

Respectfully submitted,

Connie L. Griseto