

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 Thursday, May 10, 2012 at 5:00 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**

Thursday, May 10, 2012 at 5:00 p.m.

Manitowoc Public Library

707 Quay Street

Manitowoc, WI 54220

**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 12, 2011 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. 2013 Budget Request to Manitowoc County for reimbursements for Library Services received in 2011 (enclosure # 4)
6. Confirm timetable and procedures for submitting 2013 County Budget Request
7. Report on pending budget request to Calumet County for 2013 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) 553-6257 (email: [rpetersen@mcls.lib.wi.us](mailto:rpetersen@mcls.lib.wi.us))***

If you require special needs accommodations for this meeting, please contact the System Director at 920-553-6257 (telephone) at least 48 hours in advance.

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**MINUTES**  
**MANITOWOC COUNTY LIBRARY SERVICES ADVISORY COMMITTEE**  
**May 10, 2012**

The annual meeting of the Manitowoc County Library Services Advisory Committee was held at the Manitowoc Public Library on May 10, 2012.

**Members present:** Jim Brey, Pat Gagnon, Rick Henrikson, Todd Holschbach, Cheryl Kjelstrup, Chris Kornely, Rebecca Petersen, Katherine Ristow, Cherilyn Stewart, James VandenBoom, Robert Vollendorf, Darlene Waterstreet

**Members absent:** Robert Christian, Julia Davis, Jeff Dawson, David Gratz, Julie Grinde, Ananda Hughes, Faye Konen, Michelle May, Alex Olson, Karen Valencia, Carol Wagner

**Others present:** Connie Griseto, Todd Reckelberg

**Introductions / Review of Committee's Responsibilities:** The meeting was called to order by Manitowoc-Calumet Library System Director, Rebecca Petersen, at 5:01 p.m. Petersen led the introductions and reviewed the responsibilities and purpose of the Committee.

**Minutes:** A motion was made by Kornely and seconded by Kjelstrup to approve the minutes of the May 12, 2011, 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 Kjelstrup and seconded by Gagnon to reaffirm the *Manitowoc County Agreement and Plan for Public Library Service*. Motion carried.

**Budget Request:** Minor revisions were made to Enclosure #4 including an increase for Kewaunee County from \$1,695 to \$1,705, due to information received after the packets went out. The following information on Enclosure #4 was also changed: "Amount to be Paid in 2011 for 2013 Requested Payment" was changed to "Amount to be Paid in 2013 for 2012 Requested Payment". A motion to adopt the budget was made by Gagnon and seconded by Henrikson. Motion carried.

**Timetable and Procedures for Submitting Budget Request:** Petersen will submit the budget request to the County Clerk, County Comptroller, and County Executive in June. The deadline is July 1, 2012.

**Other Discussion:** Petersen invited Committee members to attend a workshop on Chapter 43 Wisconsin State Statutes being hosted at the Chilton Public Library in July. Petersen will also check if Manitowoc County is currently appointing the maximum number of board members. She will notify Reckelberg and Ziegelbauer if there are additional appointments they can make.

There being no further business, the meeting was adjourned at 5:19 p.m. upon a motion by Brey and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie L. Griseto