

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 Tri-County News, 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 16, 2018 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 16, 2019 at 5:00 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 15, 2018 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. 2020 Budget Request to Manitowoc County for reimbursements for Library Services received in 2018 (enclosure # 4)
6. Confirm timetable and procedures for submitting 2020 County Budget Request
7. Report on pending budget request to Calumet County for 2020 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](mailto: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, 2019**

The annual meeting of the Manitowoc County Library Services Advisory Committee was held at the Manitowoc Public Library on May 16, 2019.

**Members present:** Jim Baumann, Julia Davis, Jeff Dawson, Julie Grinde, Ned Guyette, Linda Hunter, Rebecca Petersen, Jeremy Sehloff (5:04 p.m.), Kristin Stoeger, David Stoelting, Peggy Turnbull

**Members absent:** Rani Beckner, Barb Bundy-Jost, Paul (Biff) Hansen, Rick Henrickson, Todd Holschbach, Cheryl Kjelstrup, Michelle Krajnik, Brian Murphy, Trisha Sabel

**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 5:00 p.m. Petersen led the introductions and reviewed the responsibilities and purpose of the Committee.

**Minutes:** A motion was made by Turnbull and seconded by Grinde to approve the minutes of the May 15, 2018, 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 Dawson and seconded by Hunter to reaffirm the *Manitowoc County Agreement and Plan for Public Library Service*. Motion carried.

**Budget Request:** A revised Enclosure #4, *2020 Budget Request to Manitowoc County for Reimbursements for Library Services received in 2018*, was handed out at the meeting. Petersen explained that Kiel Public Library's circulation numbers slightly decreased. The 2018 Operating Budget numbers for the libraries were also revised. A motion was made by Dawson and seconded by Stoeger to adopt the revised Enclosure #4, *2020 Budget Request to Manitowoc County for Reimbursements for Library Services received in 2018*. Motion carried.

A revised Enclosure #5, *Pending Budget Request to Calumet County for 2020 Reimbursements to Kiel, Manitowoc and Two Rivers Libraries*, was also distributed. This worksheet is informational only and the revisions were due to Kiel Public Library's slight decrease in circulation numbers.

**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, 2019.

**Possible Appointments to Municipal Library Boards** A revised Enclosure #6, *Manitowoc County Possible Appointments to Municipal Library Boards*, was handed out. The 2020 county appropriation for the libraries was revised, however, there were no changes to the number of possible appointees.

There being no further business, the meeting was adjourned at 5:08 p.m. upon a motion by Guyette and seconded by Stoeger. Motion carried.

Respectfully submitted,

Connie Griseto