

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, June 18, 2020 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, June 18, 2020 at 5:00 p.m.

Manitowoc Public Library

AGENDA

Online Meeting Information: This year's Advisory Committee meeting has been scheduled for Thursday, June 18, at 5:00 p.m.

Committee members and members of the public may attend the meeting in person at the Manitowoc Public Library (Balkansky Room), or please join my meeting from your computer, tablet or smartphone at:

<https://global.gotomeeting.com/join/230924157>

You can also dial in using your phone:

United States: +1 (669) 224-3412

Access Code: **230-924-157**

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/230924157>

1. Call to Order (proper notice has been given)
2. Introductions and brief review of Committee's responsibilities (enclosure # 1)
3. Minutes of May 16, 2019 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. 2021 Budget Request to Manitowoc County for reimbursements for Library Services received in 2019 (enclosure # 4)
6. Confirm timetable and procedures for submitting 2021 County Budget Request
7. Report on pending budget request to Calumet County for 2021 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 Schadrie at (920) 686-3051 (email: rschadrie@mcls.lib.wi.us)

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

MINUTES
MANITOWOC COUNTY LIBRARY SERVICES ADVISORY COMMITTEE
June 18, 2020

The annual meeting of the Manitowoc County Library Services Advisory Committee was held at the Manitowoc Public Library on June 18, 2020.

Members present: Jim Baumann, Barb Bundy-Jost, Julia Davis, Jeff Dawson, Sarah Greuel, Ned Guyette, Linda Hunter, Cheryl Kjelstrup, Rebecca Schadrie, Jeremy Sehloff, Kristin Stoeger, David Stoelting, Peggy Turnbull

Members absent: Lindsey Bortz, Julie Grinde, Paul (Biff) Hansen, Rick Henrickson, Chuck Krueger, Todd Lotz, Tyler Martell, Brian Murphy, Ron Ziolkowski

Others present: Connie Griseto, Todd Reckelberg, Margie Verhelst, Robert Ziegelbauer

Introductions / Review of Committee's Responsibilities: The meeting was called to order by Manitowoc-Calumet Library System Director, Rebecca Schadrie, at 5:00 p.m. Schadrie led the introductions and reviewed the responsibilities and purpose of the Committee.

Minutes: A motion was made by Baumann and seconded by Sehloff to approve the minutes of the May 16, 2019, Manitowoc County Library Services Advisory Committee meeting. Motion carried.

Review of Agreement and Plan: Schadrie 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 these residents. The Committee meets annually to review the need for developing minimum standards for existing public libraries or new libraries, to review the *Agreement* we have in place and discuss any potential changes. This plan has been in place since 1999. A motion was made by Hunter and seconded by Kjelstrup to reaffirm the *Manitowoc County Agreement and Plan for Public Library Service*. Motion carried.

Budget Request: A revised Enclosure #4, *2021 Budget Request to Manitowoc County for Reimbursements for Library Services Received in 2019*, was mailed to each Committee member prior to the meeting. The revised worksheet reflected a minor change to Manitowoc Public Library's 2019 circulation total. In addition, the 2020 operating budget figures were updated for all libraries, which resulted in an overall change in the amount each MCLS member library will receive from Manitowoc County in 2021. A motion was made by Turnbull and seconded by Baumann to adopt the revised Enclosure #4, *2021 Budget Request to Manitowoc County for Reimbursements for Library Services Received in 2019*. Motion carried.

Discussion ensued regarding the decrease in the number of circulations. It was noted that this is a nationwide trend and can be affected by the economy. Libraries are continually diversifying and offering onsite and online services and resources beyond physical circulations, and are very active in other ways serving their communities.

Pending Budget Request to Calumet County: A revised Enclosure #5, *Pending Budget Request to Calumet County for 2021 Reimbursements to Kiel, Manitowoc and Two Rivers Libraries*, was mailed to each Committee member prior to the meeting. This worksheet is informational only and the revisions were due to the minor change to Manitowoc Public Library's circulation numbers.

Timetable and Procedures for Submitting Budget Request: Schadrie will submit the budget request to the County Clerk, County Comptroller, and County Executive prior to the deadline of July 1, 2020.

Possible Appointments to Municipal Library Boards: A revised Enclosure #6, *Manitowoc County Possible Appointments to Municipal Library Boards*, was mailed to each Committee member prior to the meeting. The 2021 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 5:14 p.m. upon a motion by Baumann and seconded by Stoelting. Motion carried.

Respectfully submitted,

Connie Griseto