

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 20, 2021 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 20, 2021 at 5:00 p.m.

Manitowoc Public Library

707 Quay Street, Manitowoc, WI 54220

AGENDA

Online Meeting Information: This year's Advisory Committee meeting has been scheduled for Thursday, May 20, 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 the meeting from your computer, tablet or smartphone.

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1. Call to Order (proper notice has been given)
2. Introductions and brief review of Committee's responsibilities (enclosure # 1)
3. Minutes of June 18, 2020 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. 2022 Budget Request to Manitowoc County for reimbursements for Library Services received in 2020 (enclosure # 4)
6. Confirm timetable and procedures for submitting 2022 County Budget Request
7. Report on pending budget request to Calumet County for 2022 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
May 20, 2021

The annual meeting of the Manitowoc County Library Services Advisory Committee was held at the Manitowoc Public Library on May 20, 2021.

Members present: Chris Able, Lindsey Bortz, Jim Baumann, Julia Davis, Jeff Dawson, Julie Grinde, Paul (Biff) Hansen, Cheryl Kjelstrup, Chuck Krueger, Tyler Martell, Brian Murphy, Rebecca Schadrie, Kristin Stoeger, Larry Thomas, Peggy Turnbull

Members absent: Sarah Greuel, Rick Henrickson, Linda Hunter, Jeremy Sehloff, David Stoelting, Ron Ziolkowski

Others present: John Cress, Dawn Erdmann, Steve Erdmann, JJ Gutman, Kate 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 Dawson and seconded by Thomas to approve the minutes of the June 20, 2020, 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 and amended in 2007. A motion was made by Kjelstrup and seconded by Grinde to reaffirm the *Manitowoc County Agreement and Plan for Public Library Service*. Motion carried.

Budget Request: Enclosure #4, *2022 Budget Request to Manitowoc County for Reimbursements for Library Services Received in 2020*, was mailed to each Committee member prior to the meeting. A motion was made by Thomas and seconded by Hansen to adopt Enclosure #4, *2022 Budget Request to Manitowoc County for Reimbursements for Library Services Received in 2020*. Motion carried.

Discussion ensued regarding the concern of a decrease in the number of circulations due to the pandemic. Schadrie explained that lower circulation results in higher cost per circ calculations, therefore the budget requests remained consistent. Ziegelbauer also discussed the City of Manitowoc's retraction of an offer of CARES Act funds to reimburse the Manitowoc Public Library after they spent more than the budgeted amount due to Covid mitigation expenses. This resulted in the County reimbursing a higher amount to the library.

Pending Budget Request to Calumet County: Enclosure #5, *Pending Budget Request to Calumet County for 2022 Reimbursements to Kiel, Manitowoc and Two Rivers Libraries*, was mailed to each Committee member prior to the meeting. This worksheet is informational.

Timetable and Procedures for Submitting Budget Request: Schadrie will submit the budget request to the County Clerk, Finance Director, and County Executive prior to the deadline of July 1, 2021.

Public Discussion Relating to Manitowoc County Library Services: Public comment made by Dawn Erdmann and John Cress. A letter from Margaret Pauwels was read by Schadrie during this time and will be sent to members of the Committee. Stoeger then commented.

There being no further business, the meeting was adjourned at 5:37 p.m. upon a motion by Murphy and seconded by Hansen. Motion carried.

Respectfully submitted,

Kate Verhelst