

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 23, 2024 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 23, 2024 at 5:00 p.m.

Manitowoc Public Library

707 Quay Street

Manitowoc, WI 54220

AGENDA

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:

Meeting Link: <https://shorturl.at/irDZ6>

Meeting ID: 228 429 422 611

Passcode: efCAdD

Call to Order (proper notice has been given)

1. Introductions and brief review of Committee's responsibilities (enclosure # 1)
2. Minutes of May 25, 2023 annual meeting (enclosure #2)
3. Manitowoc County Library Service Plan and funding issues:
 - a. Review and possible reaffirmation of *Manitowoc County Agreement and Plan for Public Library Service* including consideration of any need for County to establish minimum standards for public libraries (enclosure # 3)
4. 2025 Budget Request to Manitowoc County for reimbursements for Library Services received in 2023 (enclosure # 4)
5. Confirm timetable and procedures for submitting 2025 County Budget Request
6. Report on pending budget request to Calumet County for 2025 reimbursements to Kiel, Manitowoc and Two Rivers libraries (enclosure # 5)
7. Any other discussion relating to Manitowoc County library services (informational items; no action items) (enclosure #6, Manitowoc County Possible Appointments to Municipal Library Boards)
8. Schedule next meeting (if necessary)
9. Adjourn

If you are unable to attend, please notify Rebecca Scherer at (920) 686-3051 (email: rscherer@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 23, 2024

The annual meeting of the Manitowoc County Library Services Advisory Committee was held at the Manitowoc Public Library on May 23, 2024.

Members present: Deborah Brotcke, Julia Davis, Jeff Dawson, Paul (Biff) Hansen, Margaret Pauwels, David Pennefeather, Rebecca Scherer, Don Weiss

Members absent: Karin Adams, Lindsey Bortz, Amy Eisenschink, Kali Hentges, Darian Kaderabek, Natasha Khan, Chuck Krueger, Megan Marchant, Tyler Martell, Sara Meier, Brian Murphy, Patrick Neuenfeldt, Jeremy Sehloff, David Stoelting, Don Zimmer

Others present: Kate Verhelst, Robert Ziegelbauer

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

Minutes: A motion was made by Dawson and seconded by Brotcke to approve the minutes of the May 25, 2023, Manitowoc County Library Services Advisory Committee meeting. Motion carried.

Review of Agreement and Plan: Scherer 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 service to 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 Hansen and seconded by Weiss to reaffirm the *Manitowoc County Agreement and Plan for Public Library Service*. Motion carried.

Budget Request: Enclosure #4, *2025 Budget Request to Manitowoc County for Reimbursements for Library Services Received in 2023*, was mailed to each Committee member prior to the meeting. A motion was made by Dawson and seconded by Hansen to adopt Enclosure #4, *2025 Budget Request to Manitowoc County for Reimbursements for Library Services Received in 2023*. Motion carried.

Pending Budget Request to Calumet County: Enclosure #5, *Pending Budget Request to Calumet County for 2025 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: Scherer will submit the budget request to the County Clerk, Finance Director, and County Executive prior to the deadline of July 1, 2024.

Other Discussion: Margaret Pauwels inquired about the reconsideration of materials available through Wisconsin's Digital Library. Per discussion as suggested by Robert Ziegelbauer, public comment will be put back on the agenda for the 2025 meeting.

There being no further business, the meeting was adjourned at 5:23 p.m. upon a motion by Brotcke and seconded by Pauwels. Motion carried.

Respectfully submitted,
Kate Verhelst