

**Public Notice of the Meeting of the
MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING**

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-Calumet Library System Board of Trustees will be held on Wednesday, January 29, 2025 at 5:30 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-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, January 29, 2025 at 5:30 p.m.

Manitowoc Public Library
707 Quay Street
Manitowoc, WI 54220

Board members and members of the public may attend the meeting in-person at the Brillion Public Library, or please join the meeting from your computer or tablet at:

Join the meeting now: <https://bit.ly/3Zo1cCf>

Meeting ID: 289 103 717 797

Passcode: fD2pW3kW

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the November 20, 2024 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to the operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Reports from directors of member libraries
6. Financial Business
 - a. November and December 2024 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of December 2024 and January 2025 bills (enclosures #4 and #5)
ACTION REQUESTED
 - c. Reach Out and Read report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure #7)
8. System IT/ILS Specialist's report (enclosure #8)
9. System Office & Outreach Coordinator's report (enclosure #9)
10. LARS Consultant's report (enclosure #10)
11. Unfinished business
12. New business
 - a. Authorize President to sign the 2024 Annual Report *ACTION REQUESTED*
 - b. Approve Revised Constitution and Bylaws of the Manitowoc-Calumet Library System (enclosure #11)
ACTION REQUESTED
13. Trustee education – Introduction to Chapter 43 provided by Karin Adams
14. Confirm date and set place for March 26th meeting
15. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, System Director, at (920) 686-3051 or rscherer@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
January 29, 2025
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, January 29, 2025, at 5:30 p.m., by President of the Board, Natasha Khan.

Members Present: Deborah Brotcke, Ron Dietrich, Mary Hoerth, Natasha Khan, Chuck Krueger, Ray Mueller, Megan O'Connor, Darcie Schwalenberg-Kesler, Sara Meier, Scott Tuma, Don Weiss

Members Absent: Kali Hentges, Jeremy Sehloff, Don Zimmer

Others Present: Karin Adams, Rebbecca Barry, Amy Eisenschink, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by O'Connor and seconded by Krueger to accept the minutes of the November 20, 2024, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by Karin Adams and Rebbecca Barry. D Hankins provided a written update. Scherer reported on behalf of Jeff Dawson and Lydia Dill.

Financial Business: A motion was made by Weiss and seconded by Brotcke to approve the November and December 2024 financial reports. Motion carried.

A motion was made by Hoerth and seconded by Meier to approve the December 2024 and January 2025 payment of bills. Motion carried.

A motion was made by O'Connor and seconded by Krueger to approve the Reach Out and Read report through December 2024. Motion carried.

System Director's Report: A written report was included in the Board packets.

System IT/ILS Specialist's Report: A written report was included in the Board packets.

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

LARS Consultant's Report: A written report was included in the Board packets.

New Business: A motion was made by Dietrich and seconded by Weiss to authorize the President to sign the 2024 Annual Report. Motion carried.

A motion was made by Krueger and seconded by Brotcke to approve the Revised Constitution and Bylaws of the Manitowoc-Calumet Library System. Motion carried.

Trustee Education – Introduction to Chapter 43 provided by Karin Adams: Adams gave a slide presentation on the foundations of Wisconsin State Statute Chapter 43 and how this guides and directs library policies, which are voted on by individual library boards.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, March 26, 2025, at 5:30 p.m., at the New Holstein Public Library.

Adjourn: A motion to adjourn was made at 6:09 p.m. by Meier and seconded by Krueger. Motion carried.

Respectfully submitted,

Kate Verhelst

**Public Notice of the Meeting of the
MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING**

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-Calumet Library System Board of Trustees will be held on Wednesday, March 26, 2025 at 5:30 o'clock p.m. The meeting will be held at the New Holstein Public Library, New Holstein, WI 53061. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, March 26, 2025 at 5:30 p.m.**

New Holstein Public Library
2115 Washington Street
New Holstein, WI 53061

Board members and members of the public may attend the meeting in person at the New Holstein Public Library, or please join on your computer or device:

[Click here to join the meeting](https://bit.ly/3FeuPyr) link: <https://bit.ly/3FeuPyr>

Meeting ID: 222 314 236 635

Passcode: AS64TY77

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the January 2025 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Reports from directors of member libraries
6. Financial Business
 - a. January and February 2025 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of February and March 2025 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. Reach Out and Read report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure #7)
8. System IT/ILS Specialist's report (enclosure #8)
9. System Office & Outreach Coordinator's report (enclosure #9)
10. LARS Consultant's report (enclosure #10)
11. Unfinished business
 - a. 2024 Manitowoc-Calumet Library System Annual Report (enclosure #11)
12. New Business
 - a. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
13. Trustee Education – Trustee Tales – The Library Board and Closed Sessions & The Library Board and Open Meetings Law (enclosures #12 and #13)
14. Confirm date and set place for May 28th meeting
15. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, System Director, at (920) 686-3051 or rscherer@mcls.lib.wi.us. If you require additional accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
March 26, 2025
New Holstein Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the New Holstein Public Library on Wednesday, March 26, 2025, at 5:30 p.m., by President of the Board, Natasha Khan.

Members Present: Deborah Brotcke, Ron Dietrich, Mary Hoerth, Natasha Khan, Chuck Krueger, Ray Mueller, Megan O'Connor, Darcie Schwalenberg-Kesler, Sara Meier, Scott Tuma, Don Weiss, Don Zimmer

Members Absent: Kali Hentges, Jeremy Sehloff

Others Present: Rebbecca Barry, Julia Davis, Jeff Dawson, Lydia Dill, Amy Eisenschink, D Hankins, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Mueller and seconded by Schwalenberg-Kesler to accept the minutes of the January 29, 2025, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by D Hankins, Julia Davis, Lydia Dill, Jeff Dawson, and Rebbecca Barry. Scherer reported briefly on events at Manitowoc Public Library.

Financial Business: A motion was made by Hoerth and seconded by Krueger to approve the January and February 2025 financial reports. Motion carried.

A motion was made by Krueger and seconded by O'Connor to approve the February and March 2025 payment of bills. Motion carried.

A motion was made by Schwalenberg-Kesler and seconded by Brotcke to approve the Reach Out and Read report through February 2025. Motion carried.

System Director's Report: A written report was included in the Board packets.

System IT/ILS Specialist's Report: A written report was included in the Board packets.

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

LARS Consultant's Report: A written report was included in the Board packets.

New Business:

Set Dates for Manitowoc and Calumet County Library Advisory Committee

Meetings: Dates of Wednesday, June 11th and Thursday, June 12th were discussed to hold the Calumet and Manitowoc County Library Advisory Committee meetings, respectively. The Calumet County meeting will be held at the Chilton Public Library, and the Manitowoc County meeting will be held at the Manitowoc Public Library. Both meetings will begin at 5:00 pm. A motion was made by Mueller and seconded by Dietrich to set the meeting dates. Motion carried.

Trustee Education – Trustee Tales – The Library Board and Closed Sessions & The Library

Board and Open Meetings Law: Krueger pointed out the importance of being aware of email exchanges that provide information that could be considered “conducting business” without that intention, which can be in violation of Open Meetings Law. Dietrich also pointed out the potential of “walking quorums”, and advised to be aware of situations that might unintentionally create a “walking quorum”.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, May 28, 2025, at 5:30 p.m., at the Kiel Public Library.

Adjourn: A motion to adjourn was made at 6:11 p.m. by Krueger and seconded by Hoerth. Motion carried.

Respectfully submitted,

Kate Verhelst

**Public Notice of the Meeting of the
MANITOWOC–CALUMET LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING**

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-Calumet Library System Board of Trustees will be held on Wednesday, May 28, 2025 at 5:30 o'clock p.m. The meeting will be held at the Kiel Public Library, Kiel, WI 53042. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC–CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, May 28, 2025 at 5:30 p.m.**

Kiel Public Library
511 Third Street
Kiel, WI 53042

Board members and members of the public may attend the meeting in person at the Kiel Public Library, or please join the meeting from your computer or tablet:

[Click here to join the meeting](https://bit.ly/4jCazWh) or paste this link into your browser: <https://bit.ly/4jCazWh>

Meeting ID: 224 925 980 017 3

Passcode: tF2z4rf9

AGENDA

1. Call meeting to order (Proper notice has been given)
2. Minutes of the March 26, 2025 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Reports from directors of member libraries
6. Financial Business
 - a. March and April 2025 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of April and May 2025 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. Reach Out and Read report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure # 7)
8. System IT/ILS report (enclosure #8)
9. System Office and Outreach Coordinator's report (enclosure #9)
10. LARS Consultant's report (enclosure #10)
11. Unfinished business
12. New business
13. Trustee Education – Funding Issues Facing Public Libraries
14. Confirm date July 30, 2025 and set place for meeting
15. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, System Director at (920) 686-3051. If you require any accommodations for this meeting, please contact the System Director at 920-686-3051 (telephone), at least 48 hours in advance.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
May 28, 2025
Kiel Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Kiel Public Library on Wednesday, May 28, 2025, at 5:31 p.m., by President of the Board, Natasha Khan.

Members Present: Deborah Brotcke, Kali Hentges, Natasha Khan, Chuck Krueger, Ray Mueller, Megan O'Connor, Scott Tuma, Don Weiss

Members Absent: Ron Dietrich, Mary Hoerth, Sara Meier, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Don Zimmer

Others Present: Julia Davis, Jeff Dawson, Lydia Dill, Amy Eisenschink, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Mueller and seconded by Tuma to accept the minutes of the March 26, 2025, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by Jeff Dawson, Julia Davis, and Lydia Dill.

Financial Business: A motion was made by Weiss and seconded by Krueger to approve the March and April 2025 financial reports. Motion carried.

A motion was made by O'Connor and seconded by Tuma to approve the April and May 2025 payment of bills. Motion carried.

A motion was made by Hentges and seconded by Mueller to approve the Reach Out and Read report through April 2025. Motion carried.

System Director's Report: A written report was included in the Board packets.

System IT/ILS Specialist's Report: A written report was included in the Board packets.

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

LARS Consultant's Report: A written report was included in the Board packets.

Trustee Education – Funding Issues Facing Public Libraries: Scherer discussed the issues regarding the reduction of the Institute of Museums and Libraries (IMLS) to its barest statutory level, how back and forth things have been and some staff and funding being reinstated, and how uncertain this leaves those working in libraries. Scherer distributed a handout showing the

amount of state aid MCLS receives, as well as the amount of federal funding given to the System through the Library Services and Technology Act (LSTA). The System is anticipating these LSTA funds will not be available in the future. In October 2025 Congress will vote on whether or not the IMLS will continue to be funded. Scherer stressed the importance of contacting your federal representatives to ask them to continue supporting and funding the IMLS.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, July 30, 2025, at 5:30 p.m., at the Lester Public Library.

Adjourn: A motion to adjourn was made at 6:03 p.m. by Krueger and seconded by Weiss. Motion carried.

Respectfully submitted,

Kate Verhelst

**Public Notice of the Meeting of the
MANITOWOC–CALUMET LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING**

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-Calumet Library System Board of Trustees will be held on Wednesday, July 30, 2025 at 5:30 o'clock p.m. The meeting will be held at the Lester Public Library, Two Rivers, WI 54220. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC–CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, July 30, 2025 at 5:30 p.m.**

Lester Public Library
1001 Adams Street
Two Rivers, WI 54241

Board members and members of the public may attend the meeting in person at the Lester Public Library, or please join the meeting from your computer or tablet at:

MCLS Meeting Link: <https://rebrand.ly/MCLS-Trustees>

Meeting ID: 292 091 299 765 8

Passcode: Af25g8nN

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 28, 2025 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to the operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Reports from directors of member libraries
6. Financial Business
 - a. May and June 2025 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of June and July 2025 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. Reach Out and Read report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure #7)
8. System IT/ILS Specialist's report (enclosure #8)
9. System Office & Outreach Coordinator's report (enclosure #9)
10. System LARS Consultant's report (enclosure #10)
11. Unfinished business
12. New business
 - a. Schedule Finance Committee Meeting to review 2026 Budget Proposal and 2025 Budget Revision
 - b. Schedule Personnel Committee meeting for Director's annual performance review
 - c. Approve NEWI Continuing Education Agreement 2026-2030 (enclosure #11) *ACTION REQUESTED*
13. Trustee Education – Trustee Tale (enclosures #12 and #13)
14. Confirm date September 24, 2025 and set place for next meeting
15. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, System Director, at (920) 686-3051 or rscherer@mcls.lib.wi.us. If you require additional accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
July 30, 2025
Lester Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Lester Public Library on Wednesday, July 30, 2025, at 5:30 p.m., by President of the Board, Natasha Khan.

Members Present: Deborah Brotcke, Ron Dietrich, Kali Hentges, Mary Hoerth, Natasha Khan, Chuck Krueger, Sara Meier, Ray Mueller, Megan O'Connor, Darcie Schwalenberg-Kesler, Don Weiss

Members Absent: Jeremy Sehloff, Scott Tuma, Don Zimmer

Others Present: Jeff Dawson, Amy Eisenschink, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Weiss and seconded by Brotcke to accept the minutes of the May 28, 2025, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by Jeff Dawson, with Scherer reporting on behalf of Lydia Dill, Julia Davis, and Karin Adams.

Financial Business: A motion was made by Meier and seconded by Krueger to approve the May and June 2025 financial reports. Motion carried.

A motion was made by Mueller and seconded by Brotcke to approve the June and July 2025 payment of bills. Motion carried.

A motion was made by Weiss and seconded by Meier to approve the Reach Out and Read report through June 2025. Motion carried.

System Director's Report: A written report was included in the Board packets.

System IT/ILS Specialist's Report: A written report was included in the Board packets.

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

LARS Consultant's Report: A written report was included in the Board packets.

New Business:

The Finance Committee Meeting will consist of Tuma, Krueger, Sehloff, with Mueller as an alternative, and will meet on either Tuesday, August 19 or Thursday, August 21 at 4:00 p.m.

The Personnel Committee Meeting was set to meet on Monday, August 18, 2025 at 4:00 p.m., consisting of Brotcke, Khan, Marchant, and Mueller.

A motion was made by Krueger and seconded by Brotcke to approve the NEWI Continuing Education Agreement for 2026-2030. Motion carried.

Trustee Education – Trustee Tales May and June 2025: Scherer briefly discussed the two issues covering “Tips for Effective Board Meetings” and “A Brief Introduction to Library Funding”. It was discussed that it’s important for patrons and others to understand how library funding works, and how the potential loss of federal funding will impact library services statewide on a large scale, especially interlibrary loan (ILL).

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, September 24, 2025, at 5:30 p.m., at the Chilton Public Library.

Adjourn: A motion to adjourn was made at 6:03 p.m. by Meier and seconded by Krueger. Motion carried.

Respectfully submitted,

Kate Verhelst

**Public Notice of the Meeting of the
MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING**

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-Calumet Library System Board of Trustees will be held on Wednesday, September 24, 2025 at 5:30 o'clock p.m. The meeting will be held at the Chilton Public Library, Chilton, WI 53014. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, September 24, 2025 at 5:30 p.m.**

Chilton Public Library
221 Park Street
Chilton, WI 53014

Board members and members of the public may attend the meeting in person at the Chilton Public Library, or please join the meeting from your computer, tablet or smartphone at:

Join the meeting now: <http://bit.ly/4mQHDvv>

Meeting ID: 281 574 563 871 3

Passcode: 2em3GF9m

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 30, 2025 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to the operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Review of 2024 audit Financial Statements by CLA (enclosure #2) *ACTION REQUESTED*
6. Reports from directors of member libraries
7. Financial Business
 - a. July and August, 2025 financial reports (enclosures #3 and #4) *ACTION REQUESTED*
 - b. Payment of August and September, 2025 bills (enclosures #5 and #6) *ACTION REQUESTED*
 - c. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
8. System Director's report (enclosure #8)
9. System IT/ILS Specialist's report (enclosure #9)
10. System Office & Outreach Coordinator's report (enclosure #10)
11. LARS Consultant's report (enclosure #11)
12. Unfinished business
13. New business
 - a. Personnel Committee report (enclosure #12-provided at board meeting) *ACTION REQUESTED*
 - b. Approve 2026 Resource Library Agreement (enclosure #13) *ACTION REQUESTED*
 - c. Adopt Line Item and Program Budgets (enclosures #14 and #15) *ACTION REQUESTED*
 - d. Adopt 2026 System Plan (enclosure #16) *ACTION REQUESTED*
 - e. Approve van purchase (enclosure #17) *ACTION REQUESTED*
14. Trustee Education – Trustee Tale – WPLC (enclosure #18)
15. Confirm and set place for November 19, 2025 meeting
16. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, System Director, at (920) 686-3051 or rscherer@mcls.lib.wi.us. If you require accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
September 24, 2025
Chilton Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Chilton Public Library on Wednesday, September 24, 2025, at 5:30 p.m., by President of the Board, Natasha Khan.

Members Present: Deborah Brotcke, Ron Dietrich, Mary Hoerth, Natasha Khan, Chuck Krueger, Sara Meier, Ray Mueller, Darcie Schwalenberg-Kesler, Scott Tuma, Don Weiss, Don Zimmer

Members Absent: Kali Hentges, Megan O'Connor, Jeremy Sehloff,

Others Present: Rebbecca Barry, Lydia Dill, Amy Eisenschink, D Hankins, Elizabeth McMasters, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Hoerth and seconded by Krueger to accept the minutes of the July 30, 2025, MCLS Board meeting. Motion carried.

Review of 2024 Audit Financial Statements: Elizabeth McMasters from CLA reviewed the 2024 audit financial statements with the Board. A motion was made by Krueger and seconded by Meier to approve the 2024 audit financial statements. Motion carried.

Member Library Directors' Reports: Reports were presented by Rebbecca Barry, D Hankins, and Lydia Dill.

Financial Business: A motion was made by Krueger and seconded by Hoerth to approve the July and August 2025 financial reports. Motion carried.

A motion was made by Mueller and seconded by Krueger to approve the August and September 2025 payment of bills. Motion carried.

A motion was made by Schwalenberg-Kesler and seconded by Tuma to approve the Reach Out and Read report through August 2025. Motion carried.

System Director's Report: A written report was included in the Board packets.

System IT/ILS Specialist's Report: A written report was included in the Board packets.

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

LARS Consultant's Report: A written report was included in the Board packets.

New Business:

A motion was made by Mueller and seconded by Krueger to approve the Personnel Committee report. Motion carried.

A motion was made by Hoerth and seconded by Krueger to approve the 2026 Resource Library Agreement. Motion carried.

A motion was made by Dietrich to adopt Line Item and Program Budgets with a modification of removing the carryover lines, and seconded by Hoerth. Motion carried.

A motion was made by Hoerth and seconded by Tuma to adopt the 2026 System Plan. Motion carried.

A motion was made by Krueger and seconded by Dietrich to order a 2026 Chevy Express model van from Bergstrom Chevrolet GMC of Manitowoc and verify price lock. Motion carried.

Trustee Education – Trustee Tales September 2025: Scherer briefly discussed the article which she wrote covering the Wisconsin Public Library Consortium (WPLC) and the Wisconsin Digital Library.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, November 19, 2025, at 5:30 p.m., at the Brillion Public Library.

Adjourn: A motion to adjourn was made at 6:44 p.m. by Krueger and seconded by Schwalenberg-Kesler. Motion carried.

Respectfully submitted,

Kate Verhelst

**Public Notice of the Meeting of the
MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING**

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-Calumet Library System Board of Trustees will be held on Wednesday, November 19, 2025 at 5:30 o'clock p.m. The meeting will be held at the Brillion Public Library, Brillion, WI 54110. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, November 19, 2025 at 5:30 p.m.**

Brillion Public Library
326 N. Main Street
Brillion, WI 54110

Board members and members of the public may attend the meeting in-person at the Brillion Public Library, or please join the meeting from your computer, tablet or smartphone at:

<https://meet.goto.com/172663277>

You can also dial in using your phone: Call: [+1 \(571\) 317-3112](tel:+1(571)317-3112) Access Code: 172-663-277

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 24, 2025 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to the operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Reports from directors of member libraries
6. Financial Business
 - a. September and October, 2025 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2025 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. Reach Out and Read report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure #7)
8. System IT/ILS Specialist's report (enclosure #8)
9. LARS Consultant's report (enclosure #9)
10. System Office & Outreach Coordinator's report (enclosure #10)
11. Unfinished business
 - a. Review 2026 budget without carryover and pass through amounts (enclosure #11)
12. New business
 - a. Update of Board member appointments and reappointments for 2026-2028 (enclosure #12)
 - b. Designate Banking Institutions for 2026 *ACTION REQUESTED*
13. Trustee Education – Trustee Tale – Preparing for Intellectual Freedom Questions in the Community (enclosure #13)
14. Select dates for 2026 meetings and confirm date and time (January 28) and set place for next meeting (enclosure #14) *ACTION REQUESTED*
15. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, System Director, at (920) 686-3051 or rscherer@mcls.lib.wi.us. If you require accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting**
November 19, 2025
Brillion Public Library

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Brillion Public Library on Wednesday, November 19, 2025, at 5:30 p.m., by Vice-President of the Board, Ray Mueller.

Members Present: In person- Ron Dietrich, Mary Hoerth, Chuck Krueger Ray Mueller, Darcie Schwalenberg-Kesler, Scott Tuma; **Virtual-** Deborah Brotcke, Megan O'Connor, Don Zimmer

Members Absent: Kali Hentges, Natasha Khan, Sara Meier, Jeremy Sehloff, Don Weiss

Others Present: Rebbecca Barry, Jeff Dawson, Lydia Dill, Amy Eisenschink, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Hoerth and seconded by Dietrich to accept the minutes of the September 24, 2025, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by Jeff Dawson, Lydia Dill, and Rebbecca Barry.

Financial Business: A motion was made by Krueger and seconded by Tuma to approve the September and October 2025 financial reports. Motion carried.

A motion was made by Hoerth and seconded by Schwalenberg-Kesler to approve the October and November 2025 payment of bills. Motion carried.

A motion was made by Zimmer and seconded by Krueger to approve the Reach Out and Read report through October 2025. Motion carried.

System Director's Report: A written report was included in the Board packets.

System IT/ILS Specialist's Report: A written report was included in the Board packets.

LARS Consultant's Report: A written report was included in the Board packets.

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

Unfinished Business:

Scherer presented the 2026 budget without carryover and pass through amounts, showing only State Aid and interest revenue and expenses.

New Business:

A motion was made by Krueger and seconded by O'Connor to designate Bank First and Local Government Investment Pool as banking institutions for 2026. Motion carried.

Trustee Education – Trustee Tale – Preparing for Intellectual Freedom Questions: Scherer discussed how this article might help a trustee prepare for an unexpected encounter out in the community by someone questioning happenings at the library.

Set dates for 2026 meetings and confirm date and set place for next meeting: A motion was made by Dietrich and seconded by Schwalenberg-Kesler to set the dates for the 2026 Manitowoc-Calumet Library System Board of Trustees meetings. Motion carried.

The next MCLS Board meeting will be held on Wednesday, January 28, 2026, at 5:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 6:09 p.m. by Krueger and seconded by Hoerth. Motion carried.

Respectfully submitted,

Kate Verhelst