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 Chilton Times Journal, 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 30, 2013 at 6:30 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 30, 2013 at 6:30 p.m.
Manitowoc Public Library
707 Quay Street
Manitowoc, WI 54220

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Tour of Manitowoc Public Library – RFID renovation
3. Minutes of the November 14, 2012 Board meeting (enclosure #1) *ACTION REQUESTED*
4. Public comment (general comment on issues germane to the operations of MCLS)
5. Communications (any correspondence received germane to operations of MCLS)
6. Financial Business
    a. November and December, 2012 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
    b. Payment of November 28, 2012, December, 2012 and January, 2013 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
    c. LARS financial report through December, 2012 (enclosure #7) *ACTION REQUESTED*
7. System Director's report (enclosure #8)
8. System IT/ILS Specialist's report (enclosure #9)
9. Reports from directors of member libraries
10. Unfinished business
    a. Discuss status of Eastern Shores Library System's merger investigation
11. New business
    a. Election of Officers for 2012 *ACTION REQUESTED*
    b. Authorize President to sign the Annual Report (enclosure #10) *ACTION REQUESTED*
12. Trustee Education – none
13. Confirm date and set place for March 27th meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

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 Chilton Times Journal, 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, February 6, 2013 at 6:30 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, February 6, 2013 at 6:30 p.m.
Manitowoc Public Library
707 Quay Street
Manitowoc, WI 54220

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Tour of Manitowoc Public Library – RFID renovation
3. Minutes of the November 14, 2012 Board meeting (enclosure #1) *ACTION REQUESTED*
4. Public comment (general comment on issues germane to the operations of MCLS)
5. Communications (any correspondence received germane to operations of MCLS)
6. Financial Business
    a. November and December, 2012 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
    b. Payment of November 28, 2012, December, 2012 and January, 2013 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
    c. LARS financial report through December, 2012 (enclosure #7) *ACTION REQUESTED*
7. System Director's report (enclosure #8)
8. System IT/ILS Specialist's report (enclosure #9)
9. Reports from directors of member libraries
10. Unfinished business
    a. Discuss status of Eastern Shores Library System's merger investigation
11. New business
    a. Election of Officers for 2013 *ACTION REQUESTED*
    b. Authorize President to sign the Annual Report (enclosure #10) *ACTION REQUESTED*
12. Trustee Education – none
13. Confirm date and set place for March 27th meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

Joint Meeting of MCLS and ESLS Member Librarians and Library System Staff

Tuesday, March 19 12:30 p.m.

Eastern Shores Library System Offices

4632 S. Taylor Drive, Sheboygan, WI 53081

12:30 pm Light lunch - pizza and beverages

1 pm **Introductions** - Facilitator: John DeBacher, Director, Public Library Development, Division of Libraries and Technology.

Review of merger process, best practices for combining systems, purpose of meeting

Rebecca Petersen, Director, MCLS, David Weinhold, Interim Director, ESLS

Discussion of core services in a merged system (based on priorities in each system)

- Centralized Cataloging
- ILS and support for ILS
- Delivery Service *-43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.*
- Network Services and Bandwidth
- Resource library - *43.24(2)(b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.*
- Other

Discussion of Required Services

- Continuing Education - *43.24(2)(e) In–service training for participating public library personnel and trustees.*
- Consulting - *43.24(2)(h) Professional consultant services to participating public libraries.*
- Users with Special Needs - *43.24(2)(k) Promotion and facilitation of library service to users with special needs.*
- Reference Referral and Interlibrary loan - *43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.*
- Technology planning - *43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. . . . by every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.*
- Intersystem Agreements - *43.24(2)(g) Service agreements with all adjacent library systems.*
- Multitype Cooperations - *43.24(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.*

Discussion of Other Programs - *43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.*

- Youth Services
- Public Information/Marketing
- Advocacy
- Cooperative Purchasing
- Other

Wrap Up / Next Steps

Summarize today's information, to-do lists/assignments

Next Meeting Date and Place

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 Chilton Times Journal, 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 27, 2013 at 6:30 o'clock p.m. The meeting will be held at 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 27, 2013 at 6:30 p.m.
New Holstein Public Library
2115 Washington Street
New Holstein, WI 53061

AGENDA

1. Call meeting to order (Proper notice has been given.)

2. Minutes of the February 6, 2013 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. Financial Business

   a. January and February, 2013 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
   b. Payment of February and March 2013 bills (enclosures #4 & #5) *ACTION REQUESTED*
   c. LARS financial report through February 28, 2013 (enclosure #6) *ACTION REQUESTED*

6. System Director's report (enclosure #7)

7. System IT/ILS Specialist's report (enclosure #8)

8. Reports from directors of member libraries

9. Unfinished business

   a. System merger update *ACTION REQUESTED*

10. New Business

    a. Recommendation from the Personnel Committee regarding the upcoming ILS/IT position vacancy *ACTION REQUESTED*
    b. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*

11. Trustee Education

12. Confirm date and set place for May 29th meeting

13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

Manitowoc-Calumet Library System
and Eastern Shores Library System Member Librarians and Library System Staff
JOINT MEETING
Tuesday, April 9, 2013 1:00 p.m.
Mead Public Library
710 N. 8th Street, Sheboygan, WI 53081
(directions and info below)

Meeting Place: **The Loft** which is on the third floor to the left of the staircase and elevators.

1 p.m. - Gathering and gemütlichkeit (A meter break will occur at 2:15ish)
1:15 p.m. **Introductions** - Facilitator: David Weinhold, Interim Director, Eastern Shores Library System.
Recap of March 19 meeting

Discussion of Required Services

- Continuing Education - *43.24(2)(e) In–service training for participating public library personnel and trustees.*
- Consulting - *43.24(2)(h) Professional consultant services to participating public libraries.*
- Users with Special Needs - *43.24(2)(k) Promotion and facilitation of library service to users with special needs.*
- Reference Referral and Interlibrary loan - *43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.*
- Technology Planning - *43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. . . . by every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.*
- Intersystem Agreements - *43.24(2)(g) Service agreements with all adjacent library systems.*
- Multitype Cooperations - *43.24(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.*

Discussion of Other Programs - *43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.*

- Youth Services
- Public Information/Marketing
- Advocacy
- Cooperative Purchasing
- Other

Wrap Up / Next Steps

Summarize today's information, to-do lists/assignments
Next Meeting Date and Place

Directions to Mead Public Library

From I-43, exit on Hwy 23 East. Travel on Hwy 23 east which becomes Kohler Memorial Drive and then Erie Avenue. Travel many blocks to 9th Street then turn right (south) on 9th to Wisconsin St. Turn left on Wisconsin and turn right into parking lot for the library. Most of the meters in the parking lot are two hour meters. However there are some meters along the 9th Street side of the lot which are longer term meters. There are also municipal parking lots on either side of the Younker's Store (between 7th and 8th Street), entrances are at 8th St. and Niagara Avenue and 8th St. and New York Avenue.

Joint Meeting of MCLS and ESLS Member Librarians and Library System Staff

Tuesday, April 30 1:30 p.m.

Manitowoc Public Library
707 Quay Street, Manitowoc
(Directions below)

Meeting Place: The **Balkansky Room** which is on the second floor.

1:15 p.m. - Gathering and gemütlichkeit

1:30 p.m. **Introductions** - Facilitator: David Weinhold, Interim Director, Eastern Shores Library System.

Recap of April 9th / April 16th meetings

Overview of ESLS Cataloging Service - Alison Ross

Presentation of NEW Library System Draft Budget

Schedule of activities/decisions for merger decision and implementation if approved

Schedule of Joint Meetings

Other Services
- Advocacy
- Cooperative Purchasing
- Other

Demo of Automated Material Handling service

Directions to Manitowoc Public Library http://goo.gl/maps/2nqCg
From I-43
- Take I-43 Exit 149 (Highway 151) East.
- Travel east on Highway 151 (Calumet Avenue).
- Continue on Calumet Avenue as it curves into Washington Street (at approximately South 26th Street).
- Continue on Washington Street to South 8th Street.
- Turn left on South 8th Street, staying in the right lane, to Quay Street (just before the bridge).
- Turn right on Quay Street. The library entrance is on your right.
- Free parking is available on the east side of the building, or in the large city lot across Quay Street.

Joint Meeting of MCLS and ESLS Member Librarians and Library System Staff

Tuesday, May 14 1:00 p.m.
Plymouth Public Library,
130 Division Street, Plymouth
(Directions below)

Meeting Place: The Meeting Room is on the First Floor.

12:45 p.m. - Gathering and gemütlichkeit

1:00 p.m. **Introduction** - Facilitator: David Weinhold, Interim Director, Eastern Shores Library System.

Creating Effective Library Systems Draft Report April 29, 2013

Presentation of NEW Library System Draft Budget, Version 2

Schedule of activities/decisions for merger decision and implementation if approved
Other activities, New System decision process

Schedule of Joint Meetings

Directions to Plymouth Public Library
From the East: Follow Highway 23 East to Hwy 57. Exit on Hwy 57 South to County Highway C (Fleet Farm/traffic lights). Turn right on Hwy C. Hwy C becomes Eastern Ave and then Mill Street. Follow Eastern/Mill to Division Street. Turn right on Division. Library is on the left side at the intersection of Division and Main Streets.

From the South: Follow Highway 57 north to County Highway C (Fleet Farm/traffic lights). Turn left on Hwy C. Hwy C becomes Eastern Ave and then Mill Street. Follow Eastern/Mill to Division Street. Turn right on Division. Library is on the left side at the intersection of Division and Main Streets.

From the North: Follow Highway 57 south to County Highway C (Fleet Farm/traffic lights). Turn right on Hwy C. Hwy C becomes Eastern Ave and then Mill Street. Follow Eastern/Mill to Division Street. Turn right on Division. Library is on the left side at the intersection of Division and Main Streets.

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 Chilton Times Journal, 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 29, 2013 at 6:30 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 29, 2013 at 6:30 p.m.
Kiel Public Library
511 Third Street
Kiel, WI 53042

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the March 27, 2013 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. Review of 2012 audit financial statements by Anderson Tackman (enclosure #2) *ACTION REQUESTED*
5. Financial Business
    a. March, and April, 2013 financial reports (enclosures #3 & #4) *ACTION REQUESTED*
    b. Payment of March 27, April and May, 2013 bills (enclosure #5, #6 & #7) *ACTION REQUESTED*
    c. LARS financial report through April 2013 (enclosure #8) *ACTION REQUESTED*
6. System Director's report (enclosure # 9)
7. System IT/ILS report (enclosure #10)
8. Reports from directors of member libraries
9. Unfinished business
    a. System merger update *ACTION REQUESTED*
10. New business
    a. Annual County meetings report
    b. Announcement of LSTA grant categories for 2013
    c. Approve Addendum #3 to Intersystem Services Agreement between Eastern Shores Library System and Manitowoc Calumet Library System (enclosure #11) *ACTION REQUESTED*
11. Trustee Education – review of Trustee Essential #26 (enclosure #12)
12. Confirm date July 31, 2013 and set place for meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director at (920) 553-6257. If you require special needs accommodations for this meeting, please contact the System Director at 920-553-6257 (telephone), at least 48 hours in advance.

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 Chilton Times Journal, 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 31, 2013 at 6:30 o'clock p.m. The meeting will be held at the Lester Public Library, Two Rivers, WI 54241. 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 31, 2013 at 6:30 p.m.
Lester Public Library
1001 Adams Street
Two Rivers, WI 54241

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 29, 2013 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. Financial Business
   a. May and June, 2013 financial reports (enclosures #2 and 3) *ACTION REQUESTED*
   b. Payment of May 29, 2013, June and July, 2013 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
   c. May and June, 2013 LARS financial report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
    a. Discussion of ILS/IT Specialist's services and equity for member libraries
    b. LSTA 2014 Grant Applications (enclosure #10) *ACTION REQUESTED*
    c. Schedule Finance Committee meeting to review 2014 Budget Proposal and 2013 Budget Revision *ACTION REQUESTED*
    d. Personnel Committee report *ACTION REQUESTED*
    e. Approve revised Integrated Library System/Information Technology (ILS/IT) Specialist position description (enclosure #11) *ACTION REQUESTED*
    f. Approve additional Banking Institution (enclosure #12) *ACTION REQUESTED*
    g. Approve amended Intersystem Borrowing Agreement between Manitowoc-Calumet Library System and Outagamie Waupaca Library System (enclosure #13) *ACTION REQUESTED*
11. Trustee Education – To be announced
12. Confirm date September 25, 2013, and set place for meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

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 Chilton Times Journal, 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 25, 2013 at 6:30 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 25, 2013 at 6:30 p.m.
Chilton Public Library
221 Park Street
Chilton, WI 53014

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 31, 2013 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. Financial Business
    a. July and August, 2013 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
    b. Payment of August and September, 2013 bills (enclosures #4 and #5) *ACTION REQUESTED*
    c. July and August, 2013 LARS financial report (enclosure #6) *ACTION REQUESTED*
6. System Director's report (enclosure #7)
7. System IT/ILS Specialist's report (enclosure #8)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
    a. Personnel Committee report (enclosure #9) *ACTION REQUESTED*
    b. Finance Committee report *ACTION REQUESTED*
    c. Adopt Line Item and Program Budgets (enclosures #10 and #11) *ACTION REQUESTED*
    d. Adopt System Plan (enclosure #12) *ACTION REQUESTED*
    e. 2014 Resource Library Agreement (enclosure #13) *ACTION REQUESTED*
11. Trustee Education – Senator Leibham to present prior to the Board meeting at 5:30p.m.
12. Confirm and set place for November 20, 2013 meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

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 Chilton Times Journal, 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 20, 2013 at 6:30 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 20, 2013 at 6:30 p.m.
Brillion Public Library
326 North Main Street
Brillion, WI 54110

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 25, 2013 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 September 25 meeting with Senator Joe Leibham
6. Financial Business
    a. September and October, 2013 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
    b. Payment of October and November, 2013 bills (enclosures #4 and #5) *ACTION REQUESTED*
    c. LARS financial report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure #7)
8. System IT/ILS Specialist's report (enclosure #8)
9. Reports from directors of member libraries
10. Unfinished business
11. New business
    a. Update of Board member appointments and reappointments for 2014-2016 (enclosure #9)
    b. Designate Banking Institution for 2014 *ACTION REQUESTED*
    c. Designate auditor and authorize contract for 2013 audit *ACTION REQUESTED*
    d. Appoint Board Officer Nominating Committee to nominate officers for 2014
12. Trustee Education – Library Legislative Day
13. Select dates for 2014 meetings and confirm date (January 29) and set place for next meeting (enclosure #10) *ACTION REQUESTED*
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.