

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 County Library Services Advisory Committee will be held on Thursday, May 15, 2014 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 15, 2014 at 5:00 p.m.

Manitowoc Public Library

**AGENDA**

1. Call to Order (proper notice has been given)
2. Introductions and brief review of Committee's responsibilities (enclosure # 1)
3. Minutes of May 9, 2013 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. 2015 Budget Request to Manitowoc County for reimbursements for Library Services received in 2013 (enclosure # 4)
6. Confirm timetable and procedures for submitting 2015 County Budget Request
7. Report on pending budget request to Calumet County for 2015 reimbursements to Kiel, Manitowoc and Two Rivers libraries (enclosure # 5)
8. Passage of AB 288 / Act 157 (enclosure #6)
9. Any other discussion relating to Manitowoc County library services (informational items; no action items) (enclosure # 7, Manitowoc County Possible Appointments to Municipal Library Boards)
10. Schedule next meeting (if necessary)
11. Adjourn

***If you are unable to attend, please notify Rebecca Petersen at (920) 553-6257 (email: [rpetersen@mcls.lib.wi.us](mailto:rpetersen@mcls.lib.wi.us))***

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.

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**MINUTES**  
**MANITOWOC COUNTY LIBRARY SERVICES ADVISORY COMMITTEE**  
**May 15, 2014**

The annual meeting of the Manitowoc County Library Services Advisory Committee was held at the Manitowoc Public Library on May 15, 2014.

**Members present:** Rani Beckner, Jeff Dawson, Pat Gagnon, Rick Henrickson, Linda Hunter, Chris Kornely, Cheryl Nessman, Rebecca Petersen, Cherilyn Stewart, Peggy Turnbull, Robert Vollendorf

**Members absent:** Jim Brey, Julia Davis, Rachel Gillis, Julie Grinde, Carol Gruetzmacher, Debra Heus, Todd Holschbach, Carolyn A. Johnson, Cheryl Kjelstrup, Michelle May, David Stoelting, James VandenBoom

**Others present:** Connie Griseto, Todd Reckelberg (until 5:34 pm)

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

**Minutes:** A motion was made by Kornely and seconded by Henrickson to approve the minutes of the May 9, 2013, Manitowoc County Library Services Advisory Committee meeting. Motion carried.

**Review of Agreement and Plan:** Petersen 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 to rural county residents. Discussion ensued concerning e-book check-outs which have seen a large increase yet are not included in the circulation reimbursements. The Overdrive software for e-books currently does not track the data needed. In order for the county to pay for e-book usage for non-librariated users, state law would need to be changed and circulation numbers that are verifiable and auditable would need to be provided, which may involve an upgrade to the software.

A motion was made by Vollendorf and seconded by Henrickson to reaffirm the *Manitowoc County Agreement and Plan for Public Library Service*. Motion carried.

**Budget Request:** A motion to adopt the 2015 Budget Request to Manitowoc County for Library Services received in 2013 (Enclosure #4) was made by Dawson and seconded by Kornely. Motion carried.

**Timetable and Procedures for Submitting Budget Request:** Petersen will submit the budget request to the County Clerk, County Comptroller, and County Executive in May or June. The deadline is July 1, 2014.

**Passage of AB 288 / Act 157 (Enclosure #6):** This amended bill was published March 28, 2014, and will allow us to bill Brown County for their residents' usage of our libraries. Petersen is updating data in our system so that we can track the patron usage. We expect to be able to bill Brown County starting next year.

There being no further business, the meeting was adjourned at 5:35 p.m. upon a motion by Gagnon and seconded by Kornely. Motion carried.

Respectfully submitted,

Connie L. Griseto