

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 Tuesday, May 15, 2018 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**

Tuesday, May 15, 2018 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 16, 2017 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. 2019 Budget Request to Manitowoc County for reimbursements for Library Services received in 2017 (enclosure # 4)
6. Confirm timetable and procedures for submitting 2019 County Budget Request
7. Report on pending budget request to Calumet County for 2019 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 Petersen at (920) 686-3051 (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 920-686-3051 (telephone) at least 48 hours in advance.

**MINUTES**  
**MANITOWOC COUNTY LIBRARY SERVICES ADVISORY COMMITTEE**  
**May 15, 2018**

The annual meeting of the Manitowoc County Library Services Advisory Committee was held at the Manitowoc Public Library on May 15, 2018.

**Members present:** Julia Davis, Jeff Dawson, Julie Grinde, Paul (Biff) Hansen, Cheryl Kjelstrup, Rebecca Petersen, David Stoelting, Peggy Turnbull, Robert Vollendorf

**Members absent:** Jim Baumann, Rani Beckner, Barb Bundy-Jost, Adam Glodowski, Rick Henrickson, Todd Holschbach, Michelle Krajnik, Cheryl Nessman, Trisha Sabel, Jeremy Sehloff, Kristin Stoeger, Collette Tegen, Lee Thennes

**Others present:** Amy Eisenschink, Robert Ziegelbauer

**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 Vollendorf and seconded by Kjelstrup to approve the minutes of the May 16, 2017, 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. A motion was made by Grinde and seconded by Dawson to reaffirm the *Manitowoc County Agreement and Plan for Public Library Service*. Motion carried.

**Budget Request:** Petersen handed out a revised Enclosure #4 to attendees, reflecting the addition of the numbers from Monarch Library System, which were not available at time of packet mailing. A motion was made by Turnbull and seconded by Kjelstrup to adopt the revised version of the *2019 Budget Request to Manitowoc County for Library Services received in 2017* (Enclosure #4). Motion carried.

Discussion was held concerning the significant decrease of 26% in 2017 circulations to non-city residents, which will result in less money to the Manitowoc Public Library in 2019. It was noted that electronic check-outs, which are not counted in these circulation statistics, are increasing.

**Timetable and Procedures for Submitting Budget Request:** Petersen will submit the budget request to the County Clerk, County Comptroller, and County Executive prior to the deadline of July 1, 2018.

**Possible Appointments to Municipal Library Boards** (Enclosure #6): No changes were made to the number of appointees. The formula is spelled out in the *Manitowoc County Agreement and Plan for Public Library Service* and is part of Chapter 43. Contact Bob Ziegelbauer if you would like to nominate someone for your board.

Representatives, possibly a group representing the Manitowoc County public libraries, are welcome to attend Manitowoc County Board meetings. Contact Jim Brey to be put on the agenda.

There being no further business, the meeting was adjourned at 5:17 p.m. upon a motion by Kjelstrup and seconded by Dawson. Motion carried.

Respectfully submitted,

Amy Eisenschink