



Wisconsin Department of Public Instruction
 2023 PUBLIC LIBRARY SYSTEM
 ANNUAL REPORT
 PI-2404-A (Rev. 1-24)

INSTRUCTIONS: Complete and return a signed, scanned copy of the original board-approved system annual report by **FEBRUARY 29, 2024**, to:
 LibraryReport@dpi.wi.gov

Required by Wis. Stat. §§ 43.05(4) and 43.58(6)

I. GENERAL INFORMATION					
1. System Name Manitowoc-Calumet Library System		2. System Director Name Rebecca Scherer		3. Certification Grade Grade 1	4. Date Certification Expires 2025-04-30
5. Street Address 707 Quay Street			6. Phone Area/No. (920) 686-3051		7. Fax Number Area/No. (000) 000-0000
8. Mailing Address PO Box 707 Quay Street		9. System Website URL mclsweb.org/mclsweb		10. Director System Email Address rscherer@mcls.lib.wi.us	
11. City / Village / Town Manitowoc			12. County Manitowoc		13. ZIP Code 54220-4539
14. Number of Public Libraries Participating in the System 6	15. Does System Operate a Books-by-Mail Program No	16. Number of Bookmobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 26,169		18. UEI Number QQDAAQWMEYR5
II. SYSTEM COLLECTION					
	No. Owned / Leased	Number Added		No. Owned / Leased	No. Owned / Leased
1. Books in Print	2	0	4. Electronic Collections <i>Number available to members</i>	6	7. Licensed Electronic Video Materials <i>Units (copies) available to members</i>
2. Audio Materials	0	0	5. Licensed E-books <i>Units (copies) available to members</i>	166,887	8. Subscriptions <i>Exclude those in electronic format</i>
3. Video Materials	0	0	6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i>	71,742	
III. SYSTEM SERVICES					
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>			1. Total Circulation	2. Interlibrary Loans System <i>Interlibrary loan transactions</i>	
			a. Items Loaned	b. Items Received	
a. E-book	b. E-audio	c. E-video	d. Electronic Collection Retrievals		
56,155	50,391	0	53,194		

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP Code	Email Address
1. President Natasha	Khan	410 E. Reed Avenue #5	Manitowoc	54220	tashafarah92@gmail.com
2. Megan	Marchant	2411 34th Street Apt. 16	Manitowoc	54220	nimegen86@gmail.com
3. Don	Weiss	1813 28th St.	Two Rivers	54241	dweiss@manitowocountywi.gov
4. Deborah	Brotcke	2708 River Lane	Two Rivers	54241	dbrotcke@comcast.net
5. Don	Zimmer	1717 Fleetwood Drive	Manitowoc	54220	dzimmer@manitowocountywi.gov
6. Jeremy	Schloff	9515 Francis Creek Road	Manitowoc	54220	jeremy.schloff@gmail.com
7. Chuck	Krueger	1008 River Court	Manitowoc	54220	ckrueger@hawkinsashcpas.com
8. Patrick	Neuenfeldt	1015 Franklin St.	Manitowoc	54220	neuenfep@uwgb.edu
9. Ron	Dietrich	W1879 Shady Ln.	New Holstein	53061	ronald.dietrich@calumetcounty.org
10. Mary	Hoerth	67 E. Main St.	Chilton	53014	m.hoerth@chiltonlibrary.org
11. Kali	Hentges	1519 Philippen Street	Manitowoc	54220	kalijoski@gmail.com
12. Darcie	Schwalenberg-Kesler	N6080 County Rd Y	Hilbert	54129	manatiki23@gmail.com
13. Amy	Eisenschink	1216 Jackson Street	Manitowoc	54220	amyeisenschink@yahoo.com
14. Ray	Mueller	453 Cedar Street	Chilton	53014	raysmueller@gmail.com
15. Sara	Meier	2422 16th Street	Two Rivers	54241	Sarameier@gmail.com
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					

V. PUBLIC LIBRARY SYSTEM INCOME

1. County Government

a. System Member County Appropriations Received by Library System		b. Other County Payments Received			
County Name	Amount	County Name	Amount	County Name	Amount
Calumet	\$463,779			Fond du Lac	\$25,375
Manitowoc	\$63,421			Sheboygan	\$20,529
				Kewaunee	\$4,414
				Brown	\$7,681
Subtotal 1a			\$527,200	Subtotal 1b	
					\$57,999

2. State Aid to Public Library Systems

\$416,059

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a.	
b.	
c.	
Subtotal 3	

4. Federal Aid Program name and project number. *List each program individually. Attach listing if necessary.*

a. 2021/2022 ARPA	\$4,418	f.	
b. 369937 2022/2023 LSTA Leadership Capacity	\$2,150	g.	
c. 369937 2022/2023 LSTA Sparsity Aid	\$11,986	h.	
d. 369937 LSTA Inclusive Services - Homelessness Training	\$19,999	i.	
e. ECF FCC E-rate	\$2,995	j.	
Subtotal 4			\$41,548

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a. Member Library Reimbursements	\$66,097	f.	
b. Chilton Public Schools	\$321	g.	
c.		h.	
d.		i.	
e.		j.	
Subtotal 5			\$66,418

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6
\$34,765	\$1,994	\$0	\$0	\$0	\$0	\$36,759

7. Total Income *Add 1 through 6*

\$1,145,983

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES <i>Report system expenditures from all sources.</i>				
	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$185,192	\$0	\$0	\$185,192
2. Employee Benefits	\$41,864	\$0	\$0	\$41,864
3. System Collection Expenditures				
a. Printed Material	\$141	\$0	\$0	
b. Electronic Material	\$23,234	\$0	\$0	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$0	\$0	\$0	
Subtotal <i>Collection Expenditures</i>	\$23,375	\$0	\$0	\$23,375
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$172,004	\$0	\$527,258	\$699,262
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$36,453	\$0	\$57,998	\$94,451
6. All Other Operating Expenditures	\$22,662	\$56,612	\$0	\$79,274
7. Total Operating Expenditures	\$481,550	\$56,612	\$585,256	\$1,123,418
8. System Capital Expenditures	\$2,094	\$0	\$0	\$2,094

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

** Report expenditures from report year public library system state aid, state aid funds carried forward to report year, and any interest earned from those funds.

*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE					
Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for the report year. Attach the page(s) of each county budget that show the amounts below.					
County Name	Amount	County Name	Amount	County Name	Amount
1. Manitowoc	\$936,497	5.		8.	
2. Calumet	\$693,361	6.		9.	
3.		7.		10.	
4.					

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

The following statement certifies that your public library system complied with all statutory requirements for public library systems for the report year. Indicate your system's compliance with each of the system requirements.

Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided:

Membership Agreements

(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries.

Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

(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.

Signed copies of the report year and current year resource library agreements have been filed with the division.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

- Wis. Stat. § 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.
 - Reimbursed member libraries for ILL
 - Maintained a shared database of member library bibliographic records and holdings
 - Maintained ILL Clearinghouse
 - Utilized WISCAT to promote interlibrary loan
 - Contracted for ILL Clearinghouse
 - Maintained a system interlibrary loan plan

Inservice Training

- Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

 - Conducted workshops for member library staff and trustees
 - Provided scholarships and grants for member library staffs
 - Maintained a calendar of CE events
 - Maintained a professional collection for system and member library staffs.

- Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- Public library administration and governance
- Technical services
- Legal issues
- Adult services
- Interlibrary loan and resource sharing
- Public relations
- Youth services
- Staff development (certification, CE, etc.)
- Reference and information services
- Library automation
- Planning and evaluation, standards
- Inclusive services
- Building and remodeling
- Collection development

Delivery and Communication

- Wis. Stat. § 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

Indicate with a check those services carried out by your system in the report year in conjunction with this service requirement.

- Had regular courier or van delivery service
- Used fax for document delivery/communication
- Provided an 800 number, phone credit card, or accepted collect calls
- Used mail as primary delivery system
- ILL transactions sent by:
 - Email
 - OCLC
 - Regional automated system
 - WISCAT
 - Published a newsletter

Service Agreements

- Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

- Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for the report year.

- Reciprocal borrowing between systems
- Delivery
- Audiovisual services
- Cash payments in cross-system lending
- Newsletter exchange
- Cooperative purchasing
- Continuing education
- Cooperative planning/information exchange

Inclusive Services

- Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.

The Division for Libraries and Technology interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Briefly summarize the most significant specific inclusive services initiatives carried out by your system in the report year. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

The system shared learning opportunities, as well as recommended collection development in areas related to pivotal issues demonstrated by current events. MCLS sponsors an annual "Battle of the Books" competition with teams comprised from four of the member libraries participating in the event. The program is aimed at developing services for "at risk" teens and continues with much enthusiasm from the member library youth librarians and the young adults that participate in this event. The system continues to highlight the Inclusive Services Statement and Assessment Guide, especially in correlation with any active or anticipated material challenges. The MCLS Director participated in Inclusive Services Consultants meetings. Memory Cafes were again offered at member libraries that were no longer restricting meeting room access due to COVID-19 mitigation. Lastly, an additional outreach book exchange continues with an assisted living community located in St. Nazianz, Wisconsin.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Inclusive Services (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support inclusive library service efforts.

If the system provided any inclusive services continuing education programs in the report year, identify the topic(s) and speaker(s). In 2023, MCLS provided an all-day staff training opportunity for all library staff. The training was provided by Alison Macrina from the Library Freedom Project on the topics of Intellectual Freedom and how to handle material challenges.

Other Types of Libraries

- Wis. Stat. § 43.24(2)(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.
- An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.
- The system has agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate system services provided to other types of libraries in the report year.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Consultation | <input type="checkbox"/> Union list of serials | <input checked="" type="checkbox"/> Back-up reference services |
| <input checked="" type="checkbox"/> Continuing education / workshops | <input type="checkbox"/> Directory of libraries | <input type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> ILL (Direct) | <input checked="" type="checkbox"/> Delivery services | <input type="checkbox"/> Technical services |

Library Technology and Resource Sharing Plan

- Wis. Stat. § 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 January 1, 2000, and 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.
- Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.
- The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

- Wis. Stat. § 43.24(2)(l) 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 board after consultation with participating public libraries.

List and evaluate each service program carried out under this statute in the report year. Do not lump miscellaneous activities under a single "other" program.

SERVICES TO YOUTH MCLS Director attended the Annual Youth Services Consultants state meetings. The Director served as the Youth Liaison for the system. Coordinated a Grassroots meeting of the youth staff members. Assisted the NEWICE group in providing a Summer Reading Program workshop. Planned and coordinated the annual Battle of the Books competition. The system continues to facilitate the Reach Out and Read program, as well as promoting early literacy opportunities within the system area. **COLLECTION DEVELOPMENT** The LARS Collection Development Committee is comprised of member library staff responsible for creating policy and procedure and to procure resources across the system and reduce specialized purchasing of materials at each library. The committee reviews previous policy and procedures from past years and presents updated recommendations for LARS approval. In 2019, the extensive process of reviewing and analyzing the efficacy and affordability of electronic resources currently subscribed to system-wide, was begun by a newly formed LARS Online Resources Review Committee and will continue its work throughout 2024. In 2023, the committee decided to add New York Times Digital

Administration

- The system did not expend more than 20 percent of the state aid received in the report year for administration.

IX. COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's report year resource library contract.*

1. The system participated in the statewide WPLC e-content purchasing pool. 2. Reach Out and Read, Manitowoc County & Calumet County - The system and member libraries collaborate with the following community partners to maintain and promote the Reach Out and Read program: Froedtert/Holy Family Memorial Pediatrics, Aurora Medical Center, Bellin Health, Prevea Manitowoc Health Center, Birth to 3 Program, Wisconsin Department of Health Services, Reach Out and Read Wisconsin Coalition, Investing Early Initiative of Healthiest Manitowoc County, Family Connections, Lakeshore CAP, Lakeshore Family Resources, Early Head Start, and the Lakeshore Community Foundation. 3. NEWI CE Group - MCLS, OWLS, and Nicolet library systems contracted with the Winnefox Library System to provide continuing education opportunities for member library directors and staff, in addition to trustees of public libraries and public library systems.

<i>Cost Benefit. For each activity above, list the activity name and estimated cost benefit realized.</i>	
Activity	Amount
1. WPLC e-content Buying Pool	1,407,666
2. Reach Out and Read	15,000
3. NEWI CE Group	20,000
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	1,442,666

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES

Program Expenditures Provide a summary of your public library system expenditures by system service program and fund source for the report year.

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan <i>See note</i>				
1. Backup Reference	14,422			14,422
2. Interlibrary Loan	8,705			8,705
3. Technology	201,620			201,620
4.				
5. Electronic Resources				
Subprogram Total	224,747			224,747
Continuing Education and Consulting Service <i>See note</i>				
1. Continuing Education	7,725			7,725
2. Consultation	7,937			7,937
Subprogram Total	15,662			15,662
Delivery	48,859			48,859
Inclusive Services	1,053			1,053
Library Collection Development	34,375			34,375
Direct Payment to Members for Nonresident Access	0		57,998	57,998
Direct Nonresident Access Payments Across System Borders	0		527,258	527,258
Library Services to Youth	8,001			8,001
Public Information	1,944			1,944
Administration	53,303			53,303
Other System Programs				
1. LSTA & USAC Grants		56,612		56,612
2. System Development	20,138			20,138
3. Member Library Reimbursables	36,453			36,453
4.				
Grand Totals	444,535	56,612	585,256	1,086,403
Estimated Expenditures for Technology-Related Services Provided by the System	201,620			201,620

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

XI. SYSTEM STAFF

1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31 of the report year. *Include vacancies if they will be filled within one year*

First Name	Last Name	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
Rebecca	Scherer	System Director	<input checked="" type="checkbox"/>	\$79,435	40.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

b. Other Paid Staff *Include plant operation, maintenance, and security.*

Position	Total Annual Wages	Hrs. Worked per Week	Position	Total Annual Wages	Hrs. Worked per Week
ILS/IT Specialist	\$58,406	30.00			
Office & Outreach Coordinator	\$31,216	30.00			
Delivery Driver	\$9,259	15.00			
Delivery Driver	\$6,006	10.00			

2. System Staff Full-Time Equivalents (FTEs) *Divide the total hours worked per week for each category by 40 to determine full-time equivalents.*

a. Persons Holding the Title of Librarian

i. Master's Degree from an ALA Accredited Program FTE
1.00

ii. Other Persons Holding the Title of Librarian FTE
0.00

Subtotal
1.00

b. All Other Paid Staff FTE *incl. maintenance, plant operation, and security*
2.13

c. Total Library Staff Full Time Equivalents *Add Subtotal 2a and 2b*
3.13

XII. SYSTEM MEMBERSHIP
Attach a listing of all current public library and county members of the system.

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). A check indicates that all members have indicated compliance with the requirement.

- The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [Wis. Stat. § 43.15(4)(c)1]
- The public library members are authorized by the municipal governing board to participate in the public library system. [Wis. Stat. § 43.15(4)(c)3]
- The public library members have entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program or from providing remote access to a library's online resources only to residents. [Wis. Stat. § 43.15(4)(c)4]
- The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [Wis. Stat. § 43.15(4)(c)6 and Administrative Code Rules PI 6.03]
- All counties participating in the system have entered into written agreements with the system as required under [Wis. Stat. § 43.15(4)(b)3]
- All counties participating in the system have adopted and maintained the plan of library service submitted and approved under Wis. Stat. § 43.11(3) and Wis. Stat. § 43.13(1). [Wis. Stat. § 43.15(4)(b)1]. *On the attached membership listing, indicate the year of the last plan revision.*
- Each public library member, beginning in 2008, annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer. [Wis. Stat. § 43.15(4)(c)7]
- Each public library member, beginning in 2008, annually spends at least \$2,500 on library materials. [Wis. Stat. § 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

- Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).
 - Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]
 - Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.
- Wis. Stat. § 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.
- (a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)(4), with all member libraries.
 - (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.
 - (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
 - (e) Inservice training for participating public library personnel and trustees.
 - (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
 - (g) Service agreements with all adjacent library systems.
 - (h) Professional consultant services to participating public libraries.
 - (j) 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.
 - (k) Promotion and facilitation of library service to users with special needs.
 - (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.
 - (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
 - (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director ➤ <i>Rebecca Scherer</i>	Name of Public Library System Director Rebecca Scherer	Date Signed <i>3/28/24</i>
Signature of Public Library System Board President ➤ <i>Natasha Khan</i>	Name of Public Library System Board President Natasha Khan	Date Signed <i>3-28-24</i>

	COMMENTS	
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VI. Public Library System Expenditures

4. Intersystem Reimbursements Paid to Libraries

Date:	Payment to:	Amount of MGLS Payment:	Source of Payment:
3/14/2023	Brown County Library	\$2,797.00	Calumet County
3/14/2023	Brown County Library	\$14,590.00	Manitowoc County
3/14/2023	Kewaunee County	\$534.00	Manitowoc County
4/10/2023	Monarch Library System	\$48,297.00	Manitowoc County
4/10/2023	Monarch Library System	\$3,221.00	Calumet County
3/14/2023	Outagamie Waupaca Library System	\$292,700.00	Calumet County
3/14/2023	Winnefox Library System	\$165,119.00	Calumet County
3/14/2023	Brillion Public Library	\$4,901.00	Brown County
3/14/2023	Brillion Public Library	\$624.00	Winnefox (FDL Cty)
3/14/2023	Chilton Public Library	\$78.00	Brown County
3/14/2023	Chilton Public Library	\$1,225.00	Winnefox (FDL Cty)
4/10/2023	Chilton Public Library	\$118.00	Sheboygan County
3/14/2023	Kiel Public Library	\$4,497.00	Winnefox (FDL Cty)
4/10/2023	Kiel Public Library	\$14,419.00	Sheboygan County
3/14/2023	Lester Public Library	\$2,991.00	Kewaunee County
3/14/2023	Lester Public Library	\$1,006.00	Brown County
4/10/2023	Lester Public Library	\$46.00	Sheboygan County
3/14/2023	Manitowoc Public Library	\$1,423.00	Kewaunee County
3/14/2023	Manitowoc Public Library	\$809.00	Brown County
4/10/2023	Manitowoc Public Library	\$404.00	Sheboygan County
3/14/2023	New Holstein Public Library	\$887.00	Brown County
3/14/2023	New Holstein Public Library	\$19,028.00	Winnefox (FDL Cty)
4/10/2023	New Holstein Public Library	\$5,542.00	Sheboygan County
		<u>\$585,256.00</u>	

Payments to libraries "not" in our system = \$527,258

VI.4-All Other

Payments to libraries within our system = \$57,998

VI.5-All Other

**Use QB Transaction Detail for account #6850: Intersystem Reimbursements

V. Public Library System Income (Expenses reimbursed to MCLS by member libraries)

5

Contract Income from Public Libraries			Amount
Name	Description		
Brillion Public Library (BPL)			
	Symbology barcodes, Heartland time block use for on-site install of FortGate firewall, (3) OptiPlex 3000 small form factor computers, Aruba PoE switch and support		3,030.54
	Newspaper Archive 1/1/23-12/31/23, WPLC 2023 Member Shares		630.24
	Envisionware annual maintenance 10/1/23-9/30/24, OCLC FY23 - Annual billing		1,128.74
	Total Expenses BPL reimbursed MCLS for:		\$4,789.52
Chilton Public Library (CPL)			
	Envisionware Self-checks:Yr 2 of 5-year lease, annual cost \$4,130.		4,130.00
	Newspaper Archive 1/1/23-12/31/23, WPLC 2023 Member Shares, WPLC 2023 Member Shares, Bluehost domain name registration, privacy and protection, accessiBe web accessibility, ALA Annual Conference 2023 less ALA membership reimbursement from MCLS (Mary Hoerth; \$88-70=18), ALA Annual Conference 2023 (Rebecca Barry, Glenn Whitcomb)		1,612.49
	Total Expenses CPL reimbursed MCLS for:		\$5,742.49
Kief Public Library (KPL)			
	Newspaper Archive 1/1/23-12/31/23, WPLC 2023 Member Shares, Bluehost domain name registration, privacy, and protection, (2) - Dell 22" Monitors - E220H		821.39
	Envisionware annual maintenance 10/1/23-9/30/24, OCLC FY23 - Annual billing, ProQuest Ancestry Library Edition 11/1/23-10/31/24		1,684.15
	Total Expenses KPL reimbursed MCLS for:		\$2,505.54
Lester Public Library (LPL)			
	Newspaper Archive 1/1/23-12/31/23, WPLC 2023 Member Shares, Data Axle/Reference Solutions license agreement renewal for 1/4/23 - 12/31/23, accessiBe web accessibility		3,716.72
	Envisionware annual maintenance 10/1/23-9/30/24, SirsiDynix annual maintenance 2023-2024, OCLC FY23 - Annual billing, ProQuest Ancestry Library Edition 11/1/23-10/31/24		5,779.54
	Total Expenses LPL reimbursed MCLS for:		\$9,496.26
Manitowoc Public Library (MPL)			
	ProQuest Ancestry Library Edition: 11/01/22-10/31/23, Envisionware Renewal of Envisionware Verifone Terminal, PAYware gateway transactions; 12 months		4,498.70
	accessiBe web accessibility - accessiWidget		441.00

	Newspaper Archive 1/1/23-12/31/23, WPLC 2023 Member Shares, Data Axle/Reference Solutions license agreement renewal for 1/1/23 - 12/31/23	6,546.28
	Envisionware RFID Reader Kit DeskPad, Envisionware annual maintenance 10/1/23-9/30/24, SirsiDynix annual maintenance 2023-2024, OCLC FY23 - Annual billing, ProQuest Ancestry Library Edition 11/1/23-10/31/24	27,948.17
	Total Expenses MPL reimbursed MCLS for:	\$39,494.15
New Holstein Public Library (NHPL)		
	Newspaper Archive 1/1/23-12/31/23, WPLC 2023 Member Shares, WPLC 2023 Member Shares, Bluehost domain name registration, privacy and protection, accessiBe web accessibility, ALA Annual Conference 2023 (D Hankins)	1,092.49
	Envisionware annual maintenance 10/1/23-9/30/24, SirsiDynix annual maintenance 2023-2024, OCLC FY23 - Annual billing	1,647.21
	Total Expenses NHPL reimbursed MCLS for:	\$2,739.70
	Total Amount Reimbursed to MCLS by member libraries in 2023:	\$66,097.06

OTHER INCOME	
School District of Chilton	321.00
ALA Annual Conference 2023 registration for Sue Saizsieder	

\$66,418.06

**Manitowoc-Calumet Library System
Annual Report Information
Section VI: 4-System Contract Expenditures
System State Aid**

	Date	Numb	Memo	Amount
Acuity	11/13/2023	19011	Policy # E17680-6, 12/12/23 - 12/12/24	3,657.00
Cardmember Service	01/05/2023	9773	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	01/06/2023	0082	Complete Office monthly maintenance fee	25.00
	01/17/2023	3272	Charter / Spectrum - high speed internet	564.90
	01/19/2023	6962	Spectrum - phones only	139.93
	01/26/2023	9493	Acuity - wages audit	133.00
	02/03/2023	0110	Complete Office monthly maintenance fee	25.00
	02/05/2023	6195	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	02/06/2023	2344	Envisionware, Inc. - CPL Yr 2 of 5 Yr lease of self-checks (\$4,130)	4,130.00
	02/17/2023	8650	Charter / Spectrum - high speed internet	564.90
	02/19/2023	3707	Spectrum - phones only	139.93
	03/05/2023	5092	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	03/07/2023	0089	Complete Office monthly maintenance fee	25.00
	03/17/2023	2121	Charter / Spectrum - high speed internet	549.90
	03/19/2023	6261	Logmein-GoToMeeting	144.00
	03/19/2023	4097	Spectrum - phones only	139.93
	04/04/2023	0085	Complete Office monthly maintenance fee	25.00
	04/05/2023	2592	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	04/17/2023	7144	Charter / Spectrum - high speed internet	549.90
	04/19/2023	7797	Spectrum - phones only	139.93
	04/24/2023	5784	accessiBe - web accessibility for LPL	441.00
	05/03/2023	1842	CLA (Cliffen Larson Allen) - progress billing for audit of Dec. 31, 2022 financial stat	8,250.00
	05/03/2023	3350	Copyright OSP - Registration for inclusion in the U.S. Copyright Office's DMCA De	6.00
	05/03/2023	3434	Copyright OSP - Registration for inclusion in the U.S. Copyright Office's DMCA De	6.00
	05/03/2023	3509	Copyright OSP - Registration for inclusion in the U.S. Copyright Office's DMCA De	6.00
	05/03/2023	3681	Copyright OSP - Registration for inclusion in the U.S. Copyright Office's DMCA De	6.00
	05/03/2023	3764	Copyright OSP - Registration for inclusion in the U.S. Copyright Office's DMCA De	6.00
	05/03/2023	3848	Copyright OSP - Registration for inclusion in the U.S. Copyright Office's DMCA De	6.00
	05/05/2023	5112	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	05/10/2023	0083	Complete Office monthly maintenance fee	25.00
	05/17/2023	6160	Charter / Spectrum - high speed internet	549.90
	05/19/2023	7848	Spectrum - phones only	139.93
	06/05/2023	2441	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	06/05/2023	0091	Complete Office monthly maintenance fee	30.94
	06/19/2023	3127	Spectrum - phones only	139.93

**Manitowoc-Calumet Library System
Annual Report Information
Section VI: 4-System Contract Expenditures
System State Aid**

Cardmember Service	Date	Numb	Memo	Amount
	06/19/2023	3119	Charter / Spectrum - high speed internet	549.90
	07/05/2023	9142	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	07/06/2023	0070	Complete Office monthly maintenance fee	25.00
	07/17/2023	4680	Charter / Spectrum - high speed internet	549.90
	07/19/2023	9590	Spectrum - phones only	190.08
	07/25/2023	4013	ProPay, Inc. - Account renewal	299.00
	08/05/2023	8266	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	08/10/2023	0094	Complete Office monthly maintenance fee	25.00
	08/17/2023	4548	Charter / Spectrum - high speed internet	549.90
	08/19/2023	0477	Spectrum - phones only	139.93
	09/05/2023	6194	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	09/06/2023	4839	Spectrum - phones only	139.93
	09/06/2023	8532	Envisionware, Inc. - Annual client package for public computer software (INV-US-€	6,823.88
	09/06/2023	8532	Envisionware, Inc. - RFID reader kit/ DeskPad for MPL	512.06
	09/18/2023	7273	Charter / Spectrum - high speed internet	549.90
	09/18/2023	0114	Complete Office monthly maintenance fee	25.00
	09/20/2023	9519	US Liability Insurance USLI - public officials liability insurance 10/05/23 - 10/05/24	1,275.00
	10/04/2023	0076	Complete Office monthly maintenance fee	25.00
	10/05/2023	8881	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	10/09/2023	5243	Spectrum - phones only	139.93
	10/14/2023	1903	iDrive computer backup annual service	99.50
	10/17/2023	9100	Charter / Spectrum - high speed internet	549.90
	11/05/2023	2731	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	11/06/2023	7170	Spectrum - phones only	139.93
	11/10/2023	0079	Complete Office monthly maintenance fee	25.00
	11/17/2023	6826	Charter / Spectrum - high speed internet	549.90
	11/29/2023	7477	Envisionware, Inc. - 1 yr MobilePrint Service for MPL	600.00
	12/05/2023	9480	Comcast - Internet Service paid for MCLS & MPL (all covered by MCLS)	149.85
	12/07/2023	6046	Spectrum - phones only	139.93
	12/12/2023	5264	EIG (Bluehost) - domain name registration & privacy protection for MCLS, KPL, CF	143.96
	12/13/2023	0071	Complete Office monthly maintenance fee	25.00
	12/14/2023	9220	intuit - Quickbooks Payroll renewal	850.00
	12/18/2023	0310	Charter / Spectrum - high speed internet	549.90
	12/20/2023	0015	accessible - web accessibility for MCLS, MPL, LPL & CPL	2,223.00
InfoUSA Marketing, Inc.	01/10/2023	18908	data axle - reference solutions: Jan-Dec 2023; MPL & LPL	4,150.00

**Manitowoc-Calumet Library System
Annual Report Information
Section VI: 4-System Contract Expenditures
System State Aid**

	Date	Num	Memo	Amount
OCLC, Inc.	07/17/2023	18980	OCLC Connexion Cataloging Records - annual payment (7/1/23-6/30/24)	21,322.25
ProQuest LLC	01/10/2023	18912	Library Thing for Libraries - Reviews Enhancement & Catalog Enhancements	2,799.61
	11/13/2023	19015	Library Thing for Libraries - Reviews Enhancement & Catalog Enhancements 12/1	2,911.59
SirsiDymix	05/15/2023	18961	Annual maintenance renewal for the ILS 6/1/23 - 5/31/24	52,110.58
South Central Library System	04/10/2023	18951	SCLS statewide delivery service - January 1 - June 30, 2023	6,292.00
	08/15/2023	18988	SCLS statewide delivery service - July 1 - December 31, 2023	6,292.00
Unique	08/19/2023	18971	MessageBee SMS Notification coverage in May (600 coverage)	34.50
	09/18/2023	18994	MessageBee monthly subscription fees 9/1/23-8/31/24	8,532.00
Verhelst, Heather	06/19/2023	18972	Logo refresh and redesign	800.00
Winnefox Library System	01/10/2023	18915	1st yr pmt-MCLS' portion of 2023-2025 NEWI (Northeast Wisconsin) Continuing E	3,280.00
Wisconsin Library Association	07/17/2023	18982	WLA - outreach membership (Lobbyist)	416.00
Wisconsin Library Services	02/15/2023	18921	2023 WPLC Member Shares	6,953.00
	03/14/2023	18934	MyMILS: Cooperative membership fee for 6 member libraries - 7/1/23-6/30/24	1,194.00
	05/15/2023	18965	Elasco LibraryAware 7/1/2023 - 6/30/2024	5,382.47
	09/18/2023	18995	ProQuest Ancestry Library Edition: 11/1/2023-10/31/2024 (KPL, LPL, MPL)	5,814.11
	10/16/2023	19010	Newspaper Archive Wisconsin Collection -1/1/24 - 12/31/24	1,276.80
	12/18/2023	19026	New York Times NYT Digital: News (5,000 tokens); 1/1/2024-12/31/2024	2,364.18
				<u>172,004.44</u>

Manitowoc-Calumet Library System
Annual Report Information
 Section VI: 4-System Contract Expenditures
 All Other

	Date	Memo	Amount
Brown County Library	03/14/2023	2023 Calumet & Manitowoc County reimbursements	17,387.00
Kewaunee County	03/14/2023	Manitowoc County Reimbursement to Kewaunee County	534.00
Monarch Library System	04/10/2023	Manitowoc & Calumet County reimbursements to Monarch	51,518.00
Outagamie Waupaca Library System	03/14/2023	Calumet County Reimbursements to OVMLS Libraries	292,700.00
Winnefox Library System	03/14/2023	Calumet County Reimbursements to Winnefox Libraries	165,119.00

527,258.00

**Manitowoc-Calumet Library System
Annual Report Information**
VI. Public Library System Expenditures: Line 5, System State Aid

	Date	Memo	Amount
Chilton Public Library	01/10/2023	2022 4th Quarter Propay - CPL	60.78
	04/10/2023	2023 1st Quarter Propay - CPL	56.42
	06/14/2023	Reimbursement of remaining LSTA to CPL for autism training	126.00
	07/13/2023	2023 2nd Quarter Propay - CPL	138.47
	10/11/2023	Reimbursement of LSTA to CPL for WLA Annual Conference	381.00
	10/11/2023	2023 3rd Quarter Propay - CPL	81.56
City of Brillion (Brillion Public Library)			
Kiel Public Library	01/16/2023	2022 4th Quarter Propay payment to BPL	47.44
	04/10/2023	2023 1st Quarter Propay payment to BPL	76.30
	07/13/2023	2023 2nd Quarter Propay payment to BPL	52.49
	10/11/2023	Reimbursement for WLA Conference for Lydia Dill - Brillion Public Library	381.00
	10/11/2023	2023 3rd Quarter Propay payment to BPL	14.80
Lester Public Library	04/10/2023	2023 1st Quarter Propay - KPL	52.45
	10/11/2023	2023 2nd Quarter Propay - KPL	23.22
	11/13/2023	LSTA reimbursement for WAPL conference & WLA membership	340.00
Lester Public Library	01/10/2023	2022 4th Quarter Propay - LPL	35.67
	04/10/2023	2023 1st Quarter Propay - LPL	71.45
	07/13/2023	2023 2nd Quarter Propay - LPL	247.01
	10/11/2023	2023 3rd Quarter Propay - LPL	257.00

**Manitowoc-Calumet Library System
Annual Report Information**
VI. Public Library System Expenditures: Line 5, System State Aid

Date	Memo	Amount
01/10/2023	January 2023 Rent	500.00
01/10/2023	2022 3rd Quarter Propay - MPL	2,444.47
01/10/2023	ARPA reimbursement for hotspots	1,797.37
02/01/2023	February 2023 Rent	500.00
02/01/2023	March 2023 Rent	500.00
03/14/2023	April 2023 Rent	500.00
04/10/2023	May 2023 Rent	500.00
04/10/2023	2023 1st Quarter Propay - MPL	3,106.92
05/10/2023	June 2023 Rent	500.00
06/19/2023	July 2023 Rent	500.00
07/13/2023	2023 2nd Quarter Propay - MPL	2,306.30
07/13/2023	August 2023 Rent	500.00
08/15/2023	September 2023 Rent	500.00
09/13/2023	October 2023 Rent	500.00
10/11/2023	November 2023 Rent	500.00
10/11/2023	2023 3rd Quarter Propay - MPL	2,427.63
10/11/2023	Reimbursement from MPL's LARS reserve fund to be used for MPL for technology upgrades	
11/13/2023	December 2023 Rent	500.00
11/13/2023	2023 Resource Library Agreement	15,000.00
11/13/2023	Reimbursement of check for fines from patron paid to MCLS	22.80
12/13/2023	January 2024 Rent	500.00
New Holstein Public Library		
01/10/2023	Reimbursement for WLA Conference for D Hankins - New Holstein Public Library (2022 LSTA P	360.00
04/10/2023	2023 1st Quarter Propay - NHPL	36.23
10/11/2023	2023 3rd Quarter Propay - NHPL	8.53

36,453.31

**Manitowoc-Calumet Library System
Annual Report Information**
Section VI: 6-All Other Operating Expenditures
System State Aid

	Date	Memo	Amount
Allison Macrina			
	04/10/2023	Training fee for Allison Macrina for 4/21/23 training @ MPL	954.00
Baudville			
	05/15/2023	Items for staff appreciation and other appreciation and giveaways	273.54
Cardmember Service			
	01/03/2023	Kiel Amoco - Gas for delivery	46.00
	01/06/2023	Kwik Trip - Gas for delivery	55.28
	01/07/2023	Dell - Dell 22" Monitors- E220H for KPL	82.45
	01/10/2023	Kiel Amoco - Gas for delivery	23.00
	01/11/2023	USPS - Postage	80.88
	01/11/2023	Office Max-1099-NEC forms for 2022	17.92
	01/16/2023	Kiel Amoco - Gas for delivery	64.00
	01/17/2023	Dell - Dell 22" Monitors- E220H for KPL	82.45
	01/18/2023	Faronics Technologies USA - 16 additional Deep Freeze Cloud Connector licenses	573.60
	01/18/2023	Kwik Trip - Gas for delivery	27.16
	01/20/2023	Tabacco Outlet	41.91
	01/20/2023	Krajnik - replace left rear bulb of rear signal light	45.04
	01/24/2023	Kiel Amoco - Gas for delivery	30.00
	01/24/2023	Zips Car Wash - Monthly car wash service	15.75
	01/27/2023	Amazon - (2) 4-pack of binders	48.35
	01/27/2023	Cenex Country Valders Co-op - Gas for delivery	44.62
	01/30/2023	City of Appleton - parking fee for Becky @ Youth Summer Learning Program work	6.00
	01/31/2023	Kiel Amoco - Gas for delivery	37.00
	02/03/2023	Kwik Trip - Gas for delivery	43.20
	02/06/2023	City of Madison - parking fee for Becky @ Legislative Library Day	3.00
	02/07/2023	Concourse Hotel - lodging for Becky for Library Legislative Day	231.27
	02/08/2023	Kwik Trip - Gas for delivery	41.42
	02/10/2023	Kwik Trip - Gas for delivery	30.56
	02/14/2023	Kiel Amoco - Gas for delivery	35.00
	02/17/2023	Kwik Trip - Gas for delivery	45.50
	02/21/2023	Kiel Amoco - Gas for delivery	36.00

**Manitowoc-Calumet Library System
Annual Report Information
Section VI: 6-All Other Operating Expenditures
System State Aid**

Cardmember Service	Date	Memo	Amount
	02/24/2023	Zips Car Wash - Monthly car wash service	15.75
	02/24/2023	Tobacco Outlet - Gas for delivery	39.05
	02/28/2023	Kiel Amoco - Gas for delivery	28.84
	02/28/2023	Krajnik - Oil change and new wiper blades	94.63
	03/03/2023	Kwik Trip - Gas for delivery	52.00
	03/07/2023	Bondes BP Quik Mart - Gas for delivery	30.00
	03/10/2023	Tobacco Outlet - Gas for delivery	50.12
	03/14/2023	Cleveland BP - Gas for delivery	30.00
	03/17/2023	Kwik Trip - Gas for delivery	50.40
	03/21/2023	Kwik Trip - Gas for delivery	22.27
	03/24/2023	Zips Car Wash - Monthly car wash service	21.00
	03/27/2023	CafePress - tote bags for give-aways and staff recognition	103.32
	03/28/2023	Two Rivers Clark - Gas for delivery	70.00
	03/30/2023	Meijers - snacks for LARS Online Resources meeting	19.46
	03/30/2023	CafePress - mugs for give-aways, National Library Week contest, and staff recogn	86.57
	04/03/2023	USPS - Postage	21.50
	04/04/2023	Two Rivers Clark - Gas for delivery	75.01
	04/04/2023	American Library Association - 2023 Annual Conference registration for MCLS and	1,865.00
	04/06/2023	Owl Labs - Meeting Owl 3 Video Conferencing for board meetings	1,075.20
	04/07/2023	Kwik Trip - Gas for delivery	49.60
	04/11/2023	Cleveland BP - Gas for delivery	40.00
	04/11/2023	Amazon - Double size Travel & Storage Case for 2 Meeting Owls	79.15
	04/14/2023	Kwik Trip - Gas for delivery	46.00
	04/16/2023	Canva - Year subscription for Canva design	179.87
	04/19/2023	Hotel Northland Autograph Collection:Poke the Bear - Meet & Greet dinner in Gree	110.85
	04/19/2023	Hotel Northland - 3 night stay for Alison Macrina for Intellectual Freedom training	646.58
	04/20/2023	Best Buy - USB Type C to 4k HDMI display cord	31.64
	04/20/2023	Festival Foods - Food for Intellectual Freedom Training	44.61
	04/20/2023	Walmart- tea and tablecloths for Intellectual Freedom training	9.00
	04/21/2023	Jimmy Johns - lunch for Intellectual Freedom training for 40+ attendees	247.04
	04/21/2023	BP University - Ice for Intellectual Freedom training	6.27

**Manitowoc-Calumet Library System
Annual Report Information**
Section VI: 6-All Other Operating Expenditures
System State Aid

Cardmember Service	Date	Memo	Amount
	04/23/2023	Shell Oil - Gas for delivery	43.00
	04/24/2023	Zips Car Wash - Monthly car wash service	21.00
	04/24/2023	Kwik Trip - Gas for delivery	45.77
	04/26/2023	Kwik Trip - Gas for delivery	31.68
	05/01/2023	Krajnik - Oil change and tire rotation	68.85
	05/04/2023	Dairy Queen - DQ giftcards for youth prizes for MCLS National Library Week Cont	40.00
	05/05/2023	Tobacco Outlet - Gas for delivery	44.30
	05/10/2023	USPS - Postage for County board meeting packets	56.16
	05/10/2023	Kwik Trip - Gas for delivery	40.80
	05/12/2023	Kwik Trip - Gas for delivery	31.75
	05/16/2023	Shell Oil - Gas for delivery	42.00
	05/22/2023	Amazon - Battle of the Books books	545.16
	05/23/2023	Shell Oil - Gas for delivery	45.00
	05/24/2023	Zips Car Wash - Monthly car wash service	21.00
	05/24/2023	Amazon - Battle of the Books books	129.29
	05/26/2023	Kwik Trip - Gas for delivery	31.00
	05/30/2023	Cleveland BP - Gas for delivery	37.00
	06/03/2023	Amazon - magnets for van for parades, events, etc.	27.98
	06/06/2023	Shell Oil - Gas for delivery	68.00
	06/07/2023	Tobacco Outlet - Gas for delivery	29.01
	06/09/2023	Kwik Trip - Gas for delivery	29.76
	06/13/2023	Shell Oil - Gas for delivery	41.01
	06/13/2023	Esigns - 2 magnets with updated logo for van	79.09
	06/14/2023	USPS - Postage for County requests for reimbursement	12.48
	06/14/2023	Sadoff Iron & Metal Company-PC/monitor/printer recycling	5.11
	06/14/2023	Tobacco Outlet - Gas for delivery	32.40
	06/16/2023	Sadoff Iron & Metal Company-PC/monitor/printer recycling	7.66
	06/16/2023	Kwik Trip - Gas for delivery	36.87
	06/19/2023	Office Max/Depot - 1 case of paper and packing tape	60.98
	06/20/2023	Citgo - fuel for delivery van	34.00
	06/24/2023	Zips Car Wash - Monthly car wash service	21.00

**Manitowoc-Calumet Library System
Annual Report Information
Section VI: 6-All Other Operating Expenditures
System State Aid**

Cardmember Service	Date	Memo	Amount
	06/25/2023	Intercontinental Hotel Chicago - hotel for ALA attendance including parking	775.26
	06/27/2023	Citgo - fuel for delivery van	69.00
	06/28/2023	Kwik Trip - Gas for delivery	27.60
	06/30/2023	Kwik Trip - Gas for delivery	33.81
	07/03/2023	Krajnik - Oil Change	56.85
	07/05/2023	Tobacco Outlet - Gas for delivery	40.18
	07/07/2023	Kwik Trip - Gas for delivery	28.82
	07/11/2023	Kiel Amoco - Gas for delivery	40.00
	07/14/2023	Kwik Trip - Gas for delivery	43.00
	07/18/2023	Hilbert Hot Spot BP - Gas for delivery	32.00
	07/19/2023	USPS - Postage	42.42
	07/20/2023	Dollar Tree- supplies for Touch the Trucks @ BPL	5.28
	07/20/2023	Chicago Books & Journals - Let Freedom Read poster from ALA	30.66
	07/20/2023	Target - Candy and play doh for Touch the Trucks @ BPL	47.88
	07/20/2023	Spreadshirt.com - Let Freedom Read t-shirts (3) for staff giveaway for September	72.92
	07/24/2023	Zips Car Wash - Monthly car wash service	21.00
	07/24/2023	Hilbert Hot Spot BP - Gas for delivery	80.00
	07/25/2023	Walmart - poster frame for Let Freedom Read poster	17.89
	07/26/2023	Kwik Trip - Gas for delivery	39.00
	07/28/2023	Kwik Trip - Gas for delivery	34.00
	07/31/2023	Scholastic- books for Library Card Sign Up Month youth raffle baskets	58.01
	08/02/2023	totally promotional - (200) promotional water bottles for raffles/giveaways and Battl	259.20
	08/02/2023	Kwik Trip - Gas for delivery	42.75
	08/04/2023	Kwik Trip - Gas for delivery	54.00
	08/06/2023	Tabacco Outlet	45.00
	08/08/2023	Citgo - fuel for delivery van	43.00
	08/10/2023	Hobby Lobby - supplies for September Promo baskets	26.07
	08/11/2023	Chicago Books & Journals - ALA recommended reads journal	27.10
	08/11/2023	Dollar Tree - supplies for September Promo baskets	14.44
	08/11/2023	Meijer - supplies for September Promo baskets	16.75
	08/11/2023	Kwik Trip - Gas for delivery	44.00

**Manitowoc-Calumet Library System
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Section VI: 6-All Other Operating Expenditures
System State Aid**

Cardmember Service	Date	Memo	Amount
	08/16/2023	Kwik Trip - Gas for delivery	48.00
	08/17/2023	Amazon - September Promo raffle basket items: 12 Barnes & Nobel gift cards	202.27
	08/17/2023	Walmart- candy for Touch the Trucks event at BPL	21.69
	08/22/2023	Two Rivers BP - Gas for delivery	78.00
	08/22/2023	Meijer - supplies for September Promo baskets	53.31
	08/24/2023	Zips Car Wash - Monthly car wash service	21.00
	08/25/2023	Kwik Trip - Gas for delivery	52.00
	08/29/2023	Hilbert Hot Spot BP - Gas for delivery	37.49
	08/29/2023	Amazon - fabric sharpies and small blue raffle boxes	39.55
	08/30/2023	Kahoot! - quiz program for Battle of the Books	12.00
	08/30/2023	Kahoot! - quiz program foreign transaction fee for Battle of the Books	0.24
	09/01/2023	Tabacco Outlet	50.00
	09/05/2023	Krajnik - Oil Change	56.85
	09/05/2023	Dominos - pizza for Battle of the Books competition	288.96
	09/06/2023	BP- ice for Battle of the Books	4.18
	09/06/2023	Amazon - gift card for 2023 Battle of the Books emcee, Kristin Keck	25.00
	09/08/2023	Kwik Trip - Gas for delivery	43.00
	09/12/2023	Cleveland BP - Gas for delivery	35.00
	09/13/2023	Wisconsin Library Association - WLA membership renewal for Becky through Sept	238.20
	09/13/2023	Wisconsin Library Association - WLA annual conference - registration for Becky	395.00
	09/13/2023	Meijer - snacks/refreshments for Book Doctor training @ BPL	16.77
	09/15/2023	Kwik Trip - Gas for delivery	46.00
	09/19/2023	Cleveland BP - Gas for delivery	40.00
	09/22/2023	Kwik Trip - Gas for delivery	50.00
	09/24/2023	Zips Car Wash - Monthly car wash service	21.00
	09/26/2023	Cleveland BP - Gas for delivery	34.00
	09/29/2023	Kwik Trip - Gas for delivery	40.00
	10/03/2023	Shell Oil - Gas for delivery	36.00
	10/04/2023	Hobby Lobby - tote for Community Baby Shower raffle gift and shirts to staff	15.71
	10/05/2023	Walmart - vinyl to make staff t-shirts	9.45
	10/05/2023	La De Da Books - book for raffle for Community Baby Shower event	26.24

**Manitowoc-Calumet Library System
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System State Aid**

Cardmember Service	Date	Memo	Amount
	10/06/2023	Kwik Trip - Gas for delivery	57.00
	10/10/2023	Shell Oil - Gas for delivery	39.00
	10/13/2023	Kwik Trip - Gas for delivery	51.00
	10/17/2023	Hilbert Hot Spot BP - Gas for delivery	29.00
	10/20/2023	Kwik Trip - Gas for delivery	58.00
	10/24/2023	Zips Car Wash - Monthly car wash service	20.00
	10/25/2023	Kwik Trip - Gas for delivery	52.00
	10/31/2023	Hilbert Hot Spot BP - Gas for delivery	60.00
	11/02/2023	Krajnik - Oil Change, tire rotation, and replace evap system vent valve	255.61
	11/03/2023	Kwik Trip - Gas for delivery	46.50
	11/07/2023	Shell Oil - Gas for delivery	30.00
	11/10/2023	Wisconsin Library Association - fee for non-member post to Library Jobs board	60.00
	11/10/2023	Jimmy Johns - lunch for interview committee	37.18
	11/10/2023	Kwik Trip - Gas for delivery	42.00
	11/13/2023	yourmembership.com - ALA JobLIST 30 day job posting for ILS/IT Specialist	324.00
	11/15/2023	Kwik Trip - Gas for delivery	52.00
	11/17/2023	Hobby Lobby - supplies	5.79
	11/17/2023	Kwik Trip - Gas for delivery	38.00
	11/21/2023	Marathon Petro - Gas for delivery	32.00
	11/24/2023	Zips Car Wash - Monthly car wash service	20.00
	11/24/2023	Tobacco Outlet - Gas for delivery	19.00
	11/28/2023	Hilbert Hot Spot BP - Gas for delivery	26.00
	12/01/2023	Kwik Trip - Gas for delivery	40.00
	12/05/2023	Cleveland BP - Gas for delivery	36.00
	12/06/2023	Chicago Books & Journals - 2024 PLA Early Literacy Calendar, English and Spani:	62.98
	12/06/2023	Walmart - cardstock and supplies	19.54
	12/12/2023	Kiel Amoco - Gas for delivery	71.00
	12/14/2023	Meijer- snacks/refreshments for Bluecloud Analytics training @BPL	40.93
	12/15/2023	Kwik Trip - Gas for delivery	37.00
	12/19/2023	Hilbert Hot Spot BP - Gas for delivery	33.00
	12/20/2023	Dell - (2) Dell 24" Monitors- E2423H for IT	180.00

**Manitowoc-Calumet Library System
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System State Aid**

Date	Memo	Amount
12/20/2023	Dell - Latitude 5440 Smart Select i5, 16GB, 256GB (capital expense)	1,018.48
12/22/2023	Kwik Trip - Gas for delivery	36.00
12/23/2023	Wisconsin Library Association - Registration fee for Becky to attend Library Legisla	45.00
12/24/2023	Zips Car Wash - Monthly car wash service	20.00
12/28/2023	Hilbert Hot Spot BP - Gas for delivery	25.00
Ehle, Terry		
10/16/2023	Mileage reimbursement for travel to Marshfield for Reach Out and Read Annual mt	193.88
Fessler, Tony		
02/15/2023	Nonemployee Comp for days worked 2/4-2/11/23 (21.5 hrs x \$11.55)	248.33
04/10/2023	Nonemployee Comp for days worked 3/25-4/1/23 (10.5 hrs x \$11.55)	121.28
05/15/2023	Nonemployee Comp for days worked 4/17-4/28/23 (11 hrs x \$11.55)	127.05
07/17/2023	Nonemployee Comp for days worked 6/18-6/24/23 (11.25 hrs x \$11.55)	129.94
08/15/2023	Nonemployee Comp for days worked 7/22-8/1/23 (15.5 hrs x \$11.55)	179.03
10/16/2023	Nonemployee Comp for days worked 9/10-9/23/23 (5 hrs x \$11.55)	57.75
11/13/2023	Nonemployee Comp for days worked 10/8/23-10/21/23 (5.75 hrs x \$11.55)	66.41
12/18/2023	Nonemployee Comp for days worked 1/5-11/18/23 (5.00 hrs x \$11.55)	57.75
Friends of Manitowoc Public Library		
01/10/2023	Reimbursement for credit for BookPage for Jan-July 2023	378.00
Hankins, D		
12/18/2023	Mileage reimbursement - ILS/IT Specialist interview travel, 3 trips (168 miles x \$0.6	110.04
Karin Adams		
05/15/2023	Mileage reimbursement - drive presenter from Green Bay to MPL (68 miles x \$0.6	44.54
Marchant, Megan		
10/16/2023	Mileage reimbursement - 56 miles x \$0.655 - MCLS Brd Mtg @ CPL	36.68
Oscar Dick		
06/19/2023	Reimbursement for gas for delivery van paid on personal credit card	38.75
Prairie Lakes Library System		
08/15/2023	System-wide group Library Card Sign-up Month sticker purchase from Sticker Mulk	221.78
Scherer, Rebecca		
02/15/2023	Mileage reimbursement for various meetings	264.62
04/10/2023	Mileage reimbursement for various meetings	66.81

**Manitowoc-Calumet Library System
Annual Report Information
Section VI: 6-All Other Operating Expenditures
System State Aid**

	Date	Memo	Amount
Scherer, Rebecca	05/15/2023	Mileage reimbursement for various meetings	121.83
	06/19/2023	Mileage reimbursement for various meetings	167.68
	08/15/2023	Mileage reimbursement - 54 miles x \$0.655 - MCLS Staff Recognition @KPL	35.37
	09/18/2023	Mileage reimbursement for SW/G, Battle of the Books, and Book Doctor Training	103.49
	10/16/2023	Mileage reimbursement - 54 miles x \$0.655 - MCLS board meeting @CPL	35.37
	11/13/2023	Mileage reimbursement and lodging reimbursement for WLA conference	651.73
	12/18/2023	Mileage reimbursement for meetings/training	96.94
Scott's Stuff, Inc.			
	09/18/2023	Battle of the Books 2023 T-shirts	329.00
	10/16/2023	"Volunteer" T-shirts for youth staff for Community Baby Shower	77.00
Tomchek, Gary			
	05/15/2023	Reimbursement for gas purchased on personal credit card for MCLS delivery	70.00
Verhelst, Kathryn			
	04/10/2023	Mileage reimbursement - 54 miles x \$0.655 - Trip to CPL for self-checks	35.37
	05/15/2023	Reimbursement for food/drink from Costco paid on Kate's Costco card for Intellect	149.20
	06/19/2023	Mileage reimbursement - 55 miles x \$0.655 - Calumet County Committee Mtg @CP	35.37
	10/16/2023	Mileage reimbursement - 67 miles x \$0.655 - Community Baby Shower in Two Rivers	43.89
	11/13/2023	Mileage reimbursement - 88.9 miles x \$0.655 - Baby Bootacular Two Rivers & Stat	58.23
Verhelst, Margie			
	01/10/2023	Mileage reimbursement - 394 miles x \$0.625	246.25
	04/10/2023	Mileage reimbursement - 211 miles x \$0.655	138.21
	05/15/2023	Mileage & grocery reimbursement	140.91
	08/15/2023	Mileage reimbursement - 285 miles x \$0.655	186.68
	10/16/2023	Mileage reimbursement - 547.5 miles x \$0.655	358.61
			<u>22,662.32</u>

Manitowoc-Calumet Library System
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 Section VI: 6--All Other Operating Expenditures
 Other State and Federal Aid

	Date	Memoranda	Amount
Alison Macrina	04/10/2023	Training fee for Alison Macrina for 4/21/23 training @ MPL	546.00
Cardmember Service	06/19/2023	Reimbursement of travel expenses (flight from PA to WI and uber rides)	564.18
	08/24/2023	CDW-G - Acer Chromebooks purchased for New Holstein	2,895.30
	04/21/2023	Jimmy Johns - lunch for Intellectual Freedom training for 40 attendees	85.82
Homeless Training Inc., LLC	01/10/2023	LSTA grant - 2023: 1 year renewal for Wisc. libraries - Ryan Dowd Homeless Training	19,699.00
	12/18/2023	LSTA grant - 2024: 1 year renewal for Wisc. libraries - Ryan Dowd Homeless Training	19,699.00
SirsiDynix	05/15/2023	SirsiDynix Web Services Connector for Solus, Annual Subscription (LSTA funds)	1,060.00
Wisconsin Library Services	11/13/2023	EBSCO Consumer Reports & Novelist Plus, 1/1/2024-12/31/2024	11,373.19
			<u>56,612.49</u>

2023 Public Library System Annual Report Addenda

Section VIII. Library System Evaluation and Certification of Compliance

System

Manitowoc-Calumet Library System

Resource Library Agreement

Other agreements

Reference Referral and Interlibrary Loan

Other reference referral and interlibrary loan services

MCLS participated in and supported the Libraries Automated Resource Sharing (LARS) Consortium by which the MCLS libraries send and receive materials through a common ILS, SirsiDynix's Symphony 4.0.0.0.1260. LARS membership is comprised of staff from the six member libraries and MCLS staff. MCLS continued to develop and adopt procedures and workflows to accommodate LARS and WISCAT-ILL. When applicable, MCLS covers the cost of WISCAT licenses for all member libraries through the statewide ILL software. In 2023, a total of 108,862 items were loaned through LARS, an increase of 2,525 loans from a total of 106,337 items loaned in 2022. The MCLS Director continues to serve on SRLAAW and WPLC in order to provide guidance and a reference point as trends, developments, and issues affect the future landscape of the member libraries. MCLS continues to use email for document delivery / communication and traditional mail service as backup delivery for other sites that are not served by van delivery.

Comments

Inservice Training

Other inservice training or professional consultant services

MCLS provided CE validation and record-keeping services for the member librarians in support of the Wisconsin public librarian certification requirements. Consulted with member libraries and both member counties on county library planning and county library budget requests. The MCLS Director continuously fields and responds to questions from member libraries regarding library administration, governance, customer service, and staff development. In 2023, MCLS provided an all-day staff training opportunity for all library staff. The training was provided by Alison Macrina from the Library Freedom Project on the topics of Intellectual Freedom and how to handle material challenges. Additional Continuing Education opportunities were facilitated by the Winnefox Library System as outlined in the NEWI Continuing Education Agreement. The inservice opportunities provided in 2023, can be viewed at the following webpage: <https://newilibraries.org/past-events>

Comments

Consultation services were provided for the member libraries in 2023 on the following topics: patron privacy, confidentiality of patron records, intellectual freedom, material challenges, open meetings law, budgeting and fiscal oversight, Inclusive Services, and Chapter 43 of the Wisconsin State Statutes. Ongoing consultation includes answering annual report questions for the member libraries, completing and submitting all required documentation for county reimbursements on behalf of the member libraries and the adjacent counties. In addition, the system director acts as the system's Youth Services Liaison, Inclusive Services Consultant, as well as the Continuing Education Consultant.

Delivery and Communication

Other delivery and communication services

Used WISCAT-ILL to expedite ILL transactions. Used email for document delivery / communication. Updated the MCLS website and Facebook page to post relevant information and links to resources and information concerning the operations of the library system. Contracted with South Central Library System for statewide van delivery service five days per week. The system supports cable-provided Internet service for the system and all six member libraries. MCLS maintained 5 days per week delivery schedule to all public libraries throughout 2023. MCLS continued delivery to Lakeshore Technical College in Cleveland and an assisted living community in St. Nazianz. In addition, material pickup is done weekly from book drops located within the system area in Mishicot, Hilbert, and Valders. MCLS continued sending out updates regarding system activities, projects, promotions, and other relevant library news. PLSR updates continued to be shared with the libraries as they became available.

Comments

Service Agreements

Other service agreements

Comments

Inclusive Services

Summary of significant specific services or inclusive services initiatives

The system shared learning opportunities, as well as recommended collection development in areas related to pivotal issues demonstrated by current events. MCLS sponsors an annual "Battle of the Books" competition with teams comprised from four of the member libraries participating in the event. The program is aimed at developing services for "at risk" teens and continues with much enthusiasm from the member library youth librarians and the young adults that participate in this event. The system continues to highlight the Inclusive Services Statement and Assessment Guide, especially in correlation with any active or anticipated material challenges. The MCLS Director participated in Inclusive Services Consultants meetings. Memory Cafes were again offered at member libraries that were no longer restricting meeting room access due to COVID-19 mitigation. Lastly, an additional outreach book exchange continues with an assisted living community located in St. Nazianz, Wisconsin.

Agency(ies) with which the system had the most contact

Continuing education about inclusive services *Topics and speakers*

In 2023, MCLS provided an all-day staff training opportunity for all library staff. The training was provided by Alison Macrina from the Library Freedom Project on the topics of Intellectual Freedom and how to handle material challenges.

Comments

Other Types of Libraries

Other system services to other types of libraries

MCLS has maintained service agreements (including reciprocal borrowing) with all other Wisconsin library systems. The agreements with the adjacent Nicolet, Monarch, Winnefox and OWLS library systems provide for payments to compensate for use of libraries in those systems by residents of Manitowoc and Calumet Counties, with the funding from Manitowoc and Calumet counties "passing through" MCLS bank accounts. In addition, van delivery of ILL materials facilitates resource sharing with the Lakeshore Technical College.

Other Comments

Other Service Programs

Other service programs List and evaluate

SERVICES TO YOUTH MCLS Director attended the Annual Youth Services Consultants state meetings. The Director served as the Youth Liaison for the system. Coordinated a Grassroots meeting of the youth staff members. Assisted the NEWI CE group in providing a Summer Reading Program workshop. Planned and coordinated the annual Battle of the Books competition. The system continues to facilitate the Reach Out and Read program, as well as promoting early literacy opportunities within the system area. **COLLECTION DEVELOPMENT** The LARS Collection Development Committee is comprised of member library staff responsible for creating policy and procedure and to procure resources across the system and reduce specialized purchasing of materials at each library. The committee reviews previous policy and procedures from past years and presents updated recommendations for LARS approval. In 2019, the extensive process of reviewing and analyzing the efficacy and affordability of electronic resources currently subscribed to system-wide, was begun by a newly formed LARS Online Resources Review

Committee and will continue its work throughout 2024. In 2023, the committee decided to add New York Times Digital to the existing lineup of online resources accessible by all MCLS cardholders.