



Wisconsin Department of Public Instruction  
**2022 PUBLIC LIBRARY SYSTEM**  
**ANNUAL REPORT**  
 PI-2404-A (Rev. 2-23)

**INSTRUCTIONS:** Complete and return a signed, scanned copy of the original board-approved system annual report by **MARCH 1, 2023**, 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 Book-mobiles Owned 0	17. Estimated System Area Public Library Registered Borrowers 24,680	18. UEI Number QQDAAQWMEYR5	
II. SYSTEM COLLECTION						
	No. Owned / Leased	Number Added		No. Owned / Leased		No. Owned / Leased
1. Books in Print	0	0	4. Electronic Collections <i>Number available to members</i>	6	7. Licensed Electronic Video Materials <i>Units (copies) available to members</i>	0
2. Audio Materials	0	0	5. Licensed E-books <i>Units (copies) available to members</i>	171,508	8. Subscriptions <i>Exclude those in electronic format</i>	0
3. Video Materials	0	0	6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i>	68,757		
III. SYSTEM SERVICES						
Circulation Transactions <i>Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.</i>				1. Total Circulation 0	2. Interlibrary Loans <i>System interlibrary loan transactions</i>	
					a. Items Loaned 0	b. Items Received 0
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>						
a. E-book 55,704		b. E-audio 40,391		c. E-video 15	d. Electronic Collection Retrievals 28,804	

## 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 Ray	Mueller	453 Cedar Street	Chilton	53014	raysmueller@gmail.com
2. Megan	Marchant	502 Waldo Blvd.	Manitowoc	54220	nimegen86@gmail.com
3. Don	Weiss	1813 28th St.	Two Rivers	54241	nweiss@manitowoccountywi.gov
4. Deborah	Brotcke	2708 River Lane	Two Rivers	54241	dbrotcke@comcast.net
5. Julie	Grinde	6145 Silver Hills Dr.	Manitowoc	54220	grinde6145@yahoo.com
6. Jeremy	Sehloff	9515 Francis Creek Road	Manitowoc	54220	jeremy.sehloff@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	dietrich.ronald@co.calumet.wi.us
10. Mary	Hoerth	67 E. Main St.	Chilton	53014	m.hoerth@chiltonlibrary.org
11. Markus	Ladd	208 Southridge Dr.	Kiel	53042	mladd@saxonsecurities.com
12. Darcie	Schwalenberg-Kesler	N6080 County Rd Y	Hilbert	54129	manatiki23@gmail.com
13. Jim	Baumann	511 Fremont Street	Kiel	53042	mbaumann@co.manitowoc.wi.us
14. Natasha	Khan	410 E. Reed Ave. #5	Manitowoc	54220	tashafarah92@gmail.com
15. VACAN T					
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	\$429,160			Brown	\$7,631
Manitowoc	\$56,665			Fond du Lac	\$17,772
				Kewaunee	\$4,886
				Sheboygan	\$19,915
Subtotal 1a			\$485,825	Subtotal 1b	
					\$50,204

2. State Aid to Public Library Systems \$384,875

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. 369937 Homelessness Training	\$19,999	f.	
b. 369937 Leadership Capacity	\$2,614	g.	
c. 369937 Sparsity Aids	\$15,096	h.	
d. ARPA Technology	\$4,886	i.	
e. USAC e-rate grant	\$10,580	j.	
Subtotal 4			\$53,175

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

a. Member Library Reimbursements - attached	\$55,135	f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	
Subtotal 5			\$55,135

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
\$21,405	\$475	\$0	\$0	\$0	\$0	\$21,880

7. Total Income Add 1 through 6 \$1,051,094

<b>VI. PUBLIC LIBRARY SYSTEM EXPENDITURES</b> <i>Report system expenditures from all sources.</i>				
	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages	\$176,291	\$0	\$0	\$176,291
2. Employee Benefits	\$40,080	\$0	\$0	\$40,080
3. System Collection Expenditures				
a. Printed Material	\$0	\$0	\$0	
b. Electronic Material	\$20,766	\$0	\$0	
c. Audiovisual Material	\$0	\$0	\$0	
d. All Other Material	\$0	\$0	\$0	
Subtotal <i>Collection Expenditures</i>	\$20,766	\$0	\$0	\$20,766
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>	\$165,543	\$0	\$485,825	\$651,368
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>	\$32,796	\$0	\$50,204	\$83,000
6. All Other Operating Expenditures	\$19,218	\$24,650	\$0	\$43,868
7. Total Operating Expenditures	\$454,694	\$24,650	\$536,029	\$1,015,373
8. System Capital Expenditures	\$0	\$0	\$0	\$0

\* 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.

<b>VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE</b>					
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	\$949,265	5.		8.	
2. Calumet	\$650,183	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 five 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).  
 An all-day staff training was provided on Readers' Advisory with an inclusive services emphasis, presented by Becky Spratford.

**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)(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 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 meeting. 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 2023. In 2022, the committee decided to cancel Vidcode, while

**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: 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, and Early Head Start. 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	1,340,944
2. Reach Out and Read	15,000
3. NEWI CE Group	14,000
4.	
5.	
6.	
7.	
8.	
9.	
10.	
<b>Cost Benefit Total</b>	<b>1,369,944</b>

**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
<b>Technology, Reference and Interlibrary Loan See note</b>				
1. Backup Reference	13,718			13,718
2. Interlibrary Loan	6,615			6,615
3. Technology	166,828			166,828
4. Electronic Resources	20,766			20,766
5. Electronic Resources				
<b>Subprogram Total</b>	<b>207,927</b>			<b>207,927</b>
<b>Continuing Education and Consulting Service See note</b>				
1. Continuing Education	4,512			4,512
2. Consultation	7,366			7,366
<b>Subprogram Total</b>	<b>11,878</b>			<b>11,878</b>
Delivery	46,745			46,745
Inclusive Services	0			0
Library Collection Development	11,000			11,000
Direct Payment to Members for Nonresident Access	0		50,204	50,204
Direct Nonresident Access Payments Across System Borders			429,160	429,160
Library Services to Youth	8,007			8,007
Public Information	1,514			1,514
Administration	56,301			56,301
<b>Other System Programs</b>				
1. LSTA & USAC Grants & ARPA Funds	0	44,125		44,125
2. System Development	14,990			14,990
3.				
4.				
<b>Grand Totals</b>	<b>358,362</b>	<b>44,125</b>	<b>479,364</b>	<b>881,851</b>
<b>Estimated Expenditures for Technology-Related Services Provided by the System</b>	<b>166,828</b>			<b>166,828</b>

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"/>	\$75,650	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"/>		

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	\$55,630	30.00			
Office & Outreach Coordinator	\$29,734	30.00			
Delivery Driver	\$8,814	15.00			
Delivery Driver	\$5,720	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			b. All Other Paid Staff FTE incl. maintenance, plant operation, and security	c. Total Library Staff Full Time Equivalents Add Subtotal 2a and 2b
i. Master's Degree from an ALA Accredited Program FTE	ii. Other Persons Holding the Title of Librarian FTE	Subtotal		
1.00	0.00	1.00	2.13	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.
  - (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.
  - (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 5<sup>th</sup> 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>3/1/2023</i>
Signature of Public Library System Board President ➤ <i>Raymond S. Mueller</i>	Name of Public Library System Board President Ray Mueller	Date Signed <i>2/26/2023</i>

	<b>COMMENTS</b>	
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