



I. GENERAL INFORMATION

1. Name of Library Manitowoc Public Library		2. Public Library System Manitowoc-Calumet Library System			
3b. Head Librarian First Name Karin	3c. Head Librarian Last Name Adams	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 09/30/2026	
6a. Street Address 707 Quay St.	6b. Mailing Address or PO Box 707 Quay St.	7. City / Village / Town Manitowoc	8a. ZIP 54220	8b. ZIP4 4539	9. County Manitowoc
10. Library Phone Number 9206863000	11. Fax Number (920) 683-4657	12. Library E-mail Address of Director kadams@manitowoc.org			
13. Library Website URL www.manitowoclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 6	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 54,120	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number RK45L3JJ2GX3	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	63	0	0
19b. Number of winter weeks	39	0	0
19c. Summer hours open per week	59	0	0
19d. Number of summer weeks	13	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,224	0	0

II. LIBRARY COLLECTIONS							
			a. Number Owned / Leased	b. Number Added			
1. Books in Print			135,864	9,624			
2. Physical Subscriptions			158				
3. Physical Audio Materials			13,167	647			
4. Physical Video Materials			18,170	748			
5. Other Physical Materials			470				
6. Total Physical Items in Collection			167,671				
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State			
7. E-books		Yes	Yes	No			
8. E-serials		Yes	Yes	No			
9. E-audio		Yes	Yes	No			
10. E-video		No	No	No			
11. Research Databases		Yes	Yes	Yes			
12. Online Learning Platforms		Yes	Yes	Yes			
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
318,557	110,852	604	41,497	47,610			
			Method for Counting ILL Transactions Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)			39,336	42,037			
WISCAT			2,161	5,573			
Other (includes OCLC, manual tracking or other methods)							
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
25,947	7,976	31,448	0	3,234	65,371		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
10,622	5,232	15,854	Yes	Actual Count	707	Actual Count	181,831
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
33	15	Actual Count	12,687	Actual Count	11,493		

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	216	81	28	206	40
Total Attendance	5,597	6,681	324	3,824	3,885

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	510	61	0	10	
Total Attendance	14,692	5,619	0		
Total Program Views				1,349	

Describe the library's in-person programs:

Storytimes, presentations, lectures, special interest performers. Educational, recreational, and/or cultural in nature.

Which platforms does the library use to host the library's live, virtual programs:

Facebook, StreamYard, and YouTube

Describe the library's live, virtual programs:

Virtual programs focused on lectures, panels, and demonstrations.

Which platforms does the library use to host the library's pre-recorded programs:

YouTube

Describe the library's pre-recorded programs:

Lectures, presentations.

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library 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 such changes, indicate the departing board members.*

First Name	Last Name	City	Email Address
PRESIDENT			
1. Darian	Kaderabeck	Manitowoc	dkaderabek@manitowoc.org
2. Stephanie	Peters	Manitowoc	speters@manitowoc.org
3. Pam	Brick	Reedsville	pbrick@manitowoc.org
4. Basil	Buchko	Manitowoc	bbuchko@manitowoc.org
5. Michelle	Doneff	Manitowoc	mdoneff@manitowoc.org
6. Dayna	Goetz	Manitowoc	dgoetz@manitowoc.org
7. Megan	O'Connor	Two Rivers	mmarchant@manitowoc.org
8. Chris	Able	Manitowoc	cable@manitowoc.org
9. Brett	Norell	Manitowoc	bnorell@manitowoc.org
10. Margaret	Pauwels	Whitelaw	mpauwels@manitowoc.org
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *Include vacancies in this count* 10

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Manitowoc	\$1,885,956
Subtotal 1		\$1,885,956

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$565,995
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Calumet	\$3,946		
Kewaunee	\$2,306		
Sheboygan	\$739		
Brown	\$8,774		
Subtotal 2b			\$15,765

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Resource Library Agreement	\$15,000	Propay	\$9,114
Rent - 12 months	\$8,400	LSTA	\$412
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$32,926

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$205,198

7. All Other Operating Income

\$163,092

8. Total Operating Income Add 1 through 7	\$2,868,932
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9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$2,068,663	
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes	

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			96,897
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	12,393	76,695	89,088
3. Circulation to Nonresidents Living in Another County in the Library System	615	673	1,288
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	2,295	2,919	5,214
5. Circulation to All Other Wisconsin Residents	1,294	6. Circulation to Persons from Out of the State	13
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards? No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Brown	1,839	f.	
b. Kewaunee	703	g.	
c. Sheboygan	377	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY (Not included in 2025 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	3	28	2
Total Self-Directed Activity Participation	1,274	2,233	345
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	2	2	37
Total Self-Directed Activity Participation	1,215	112	5,179
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Sharon	Verbeten	sverbeten@manitowoc.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Karen	Hansen	khansen@manitowoc.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has 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 its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library 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 [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Darian Kaderabeck	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Karin Adams	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Manitowoc

The Manitowoc Public Library Board of Trustees hereby states that in 2025 the Manitowoc-Calumet Library System
Name of Public Library *Name of Public Library System / Service*

did provide effective leadership and adequately met the needs of the library.

did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Darian Kaderabeck	

	COMMENTS	
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