



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, October 13, 2026 at 6:00 PM

Community Room - Lester Public Library
1001 Adams Street, Two Rivers, WI 54241

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Board Members: Kathryn Gadd, Jack Powalisz, Don Weiss, Laura Waalkens, Lisa Steinhauer, Mary Glaser, Katie Stone, Shannon Derby, Bonnie Shimulunas, Kelly Gerros

3. PUBLIC INPUT

4. APPROVAL OF BOARD MEETING MINUTES—Action item

Last meeting date: September 8, 2026

5. RECEIVE AND FILE MONTHLY EXPENDITURE AND FINANCIAL REPORTS—Action item

Date: September 2026

6. BOARD MEMBER COMMENT

7. DIRECTOR'S REPORT

8. COMMUNICATIONS

A. Newsletter: Lester Public Library *Library Links*—Oct 2026

B. Raider Reporter Article: *Books Everywhere*—Sept 2026 Issue 19

C. City of Two Rivers Ordinance—Section 2-5-8

D. Lester Public Library Board of Trustees Listing 2026-2027

9. REPORT FROM CITY COUNCIL REPRESENTATIVE

10. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE

11. REPORT FROM COUNTY REPRESENTATIVE

12. UNFINISHED BUSINESS

A. Director Six-month Priorities Progress

B. 2027 Budget Review—Update

C. Representative Reports

13. NEW BUSINESS

A. Introduction: Youth Services Coordinator—Corinne Mathis

B. Policy Review: Title 2 Services Chapter 1: Collection Development

14. BOARD EDUCATION—None

15. CLOSED EXECUTIVE SESSION—None

16. ADJOURNMENT—Action item

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, September 8, 2026 at 6:00 PM

Community Room - Lester Public Library
1001 Adams Street, Two Rivers, WI 54241

MINUTES

1. **CALL TO ORDER** - President Gadd called the meeting to order at 6:00 PM.
2. **ROLL CALL**
Board Members Present: Kathryn Gadd, Jack Powalisz, Don Weiss, Katie Stone, Lisa Steinhauer, Mary Glaser and Bonnie Shimulunas. Absent and excused: Laura Waalkens and Shannon Derby. Also present: Terry Ehle, Director,
3. **PUBLIC INPUT** – None.
4. **APPROVAL OF BOARD MEETING MINUTES**
Motion to approve the minutes from the August 11, 2026 meeting, made by Weiss, second made by Powalisz. Voice vote carried unanimously.
5. **RECEIVE AND FILE MONTHLY EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from August 2026, made by Powalisz, second made by Glaser. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT** – Shimulunas on the difficulty of recruiting individuals to fill board roles in light of the upcoming bylaw changes. Shimulunas also shared information from a webinar on AI in libraries and noted the need for the library to consider how it will address and use AI.
7. **DIRECTOR'S REPORT**
Ehle fielded questions and comments concerning her report.
8. **COMMUNICATIONS**
 - A. Newsletter: Lester Public Library *Library Links*—September 2026
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE** – None.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**
The school district continues to seek special education teachers and paraprofessionals.
11. **REPORT FROM COUNTY REPRESENTATIVE**
County representatives reported that the County Finance Director position remains vacant. An outside recruiting firm has been selected to conduct a broader search for candidates and will also assist with recruitment for other open positions. The Wisconsin Board of Health gave the Manitowoc County Health Department its highest rating. Representatives also reported that 75% of children in Manitowoc County have received all recommended vaccinations.
12. **UNFINISHED BUSINESS**
 - A. Director Six-month Priorities Progress – Ehle provided an update on progress toward her six-month priorities.

- B. Bylaws Review – Motion to approve bylaws as amended made by Glaser, second made by Steinhauer. Voice vote carried unanimously.

13. NEW BUSINESS

- A. Resolution of Gratitude Ned Guyette – Motion to waive the reading and adopt the resolution made by Weiss, second made by Gadd. Voice vote carried unanimously.
- B. 2027 Budget Review – Ehle presented the initial 2027 budget and fielded questions prior to presenting it to the Personnel and Finance Committee.

14. BOARD EDUCATION

Ehle provided the board with two articles from the Wisconsin Library Association, *The Life Cycle of a Library Book* and *When There Is a Book Challenge*. It was suggested that the board review the library's collection management policy at upcoming meetings, particularly in light of several new board members.

15. CLOSED EXECUTIVE SESSION

President Gadd read Wisconsin Statutes s.19.85(1)(c) which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered. Gadd then stated the reason for the Closed Session is in regards to personnel compensation and personnel matters. She then opened the floor for a motion to enter into Closed Session. Motion made by Powalisz to enter into Closed Session, second made by Shimulunas. Voice vote carried unanimously. The Board of Trustees entered into Closed Session at 6:56 PM.

At 7:08 PM a motion to reconvene in open session was made by Powalisz, second made by Glaser. Voice vote carried unanimously.

- 16. ADJOURNMENT** – Motion to adjourn made by Powalisz, second made by Glaser. Voice vote carried unanimously. Meeting adjourned at 7:10 PM.

Respectfully submitted by Terry Ehle, Director

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

LIBRARY FUND DETAIL

		PERIOD ACT	BUDGET	YTD ACTUAL	OV UN BUD	% OF BDGT	PR YTD ACT
	<u>TAXES</u>						
280-41110	GENERAL PROPERTY TAX	0	695,425	695,425	0	100.00	681,790
	TOTAL TAXES	0	695,425	695,425	0	100.00	681,790
	<u>INTERGOVERNMENTAL REVENUE</u>						
280-43720	COUNTY FUNDS	0	246,309	246,309	0	100.00	226,860
	TOTAL INTERGOVERNMENTAL REVE	0	246,309	246,309	0	100.00	226,860
	<u>FINES & FORFEITURES</u>						
280-45300	LIBRARY BOOK FINES	79	3,400	1,373	(2,027)	40.38	2,099
	TOTAL FINES & FORFEITURES	79	3,400	1,373	(2,027)	40.38	2,099
	<u>CHARGES FOR SERVICE</u>						
280-46712	COPIER SERVICE FEES	527	9,000	7,059	(1,941)	78.44	5,480
	TOTAL CHARGES FOR SERVICE	527	9,000	7,059	(1,941)	78.44	5,480
	<u>MISCELLANEOUS REVENUE</u>						
280-48300	SALE OF PROP & EQUIP	132	4,563	2,219	(2,344)	48.64	2,673
280-48500	DONATIONS	0	75,000	12	(74,988)	.02	17,779
280-48900	OTHER REVENUES	15	3,800	2,536	(1,264)	66.74	2,936
	TOTAL MISCELLANEOUS REVENUE	147	83,363	4,768	(78,595)	5.72	23,389
	<u>OTHER FINANCING SOURCES</u>						
280-49223	TRANS FROM OTHER FUNDS	0	0	0	0	.00	0
	TOTAL OTHER FINANCING SOURCES	0	0	0	0	.00	0
	TOTAL FUND REVENUE	753	1,037,497	954,934	(82,563)	92.04	939,618

CITY OF TWO RIVERS
2026 MONTHLY GENERAL FUND REPORT
SEPTEMBER 30, 2026 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2026 BUDGET	2026 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>LESTER LIBRARY</u>						
LIBRARY ADMINISTRATION						
<u>PERSONNEL SERVICES</u>						
280-55110-1100 FULLTIME ADMINISTRATION	22,139	337,879	237,978	(99,901)	70.43	245,893
280-55110-1200 WAGES - FULLTIME	249	0	1,168	1,168	.00	1,187
280-55110-1220 WAGES - FULLTIME	335	43,491	24,905	(18,586)	57.27	24,452
280-55110-1230 WAGES - PART TIME	1,139	0	11,224	11,224	.00	6,439
280-55110-1270 WAGES - PART TIME	12,392	160,992	108,735	(52,257)	67.54	115,989
280-55110-1280 WAGES-LONGEVITY PAY	0	8,384	0	(8,384)	.00	0
280-55110-1290 WAGES-OVERTIME	0	502	0	(502)	.00	0
280-55110-1310 WI RETIREMENT	1,941	32,322	21,267	(11,055)	65.80	21,694
280-55110-1320 FICA	2,682	42,553	28,349	(14,204)	66.62	28,560
280-55110-1330 HEALTH INSURANCE	6,879	111,576	80,249	(31,327)	71.92	76,462
280-55110-1334 HEALTH INSURANCE OPT-OUT	385	5,000	3,654	(1,346)	73.08	3,654
280-55110-1340 LIFE INSURANCE	115	1,725	1,378	(347)	79.87	1,348
280-55110-1350 OTHER BENEFITS	0	0	0	0	.00	0
280-55110-1361 SICK LEAVE PAYOUT	0	1,300	2,733	1,433	210.26	1,320
TOTAL PERSONNEL SERVICES	48,255	745,724	521,640	(224,084)	69.95	526,999
<u>CONTRACTUAL SERVICES</u>						
280-55110-2100 PROF SERV - CITY SERVICES	0	59,750	33,723	(26,027)	56.44	42,423
280-55110-2130 PROFESSIONAL SERVICES	3,014	9,000	8,295	(705)	92.17	4,079
280-55110-2200 TELEPHONE EXPENSE	0	1,000	666	(334)	66.65	736
280-55110-2210 ELECTRICITY	0	25,000	15,840	(9,160)	63.36	18,165
280-55110-2220 NATURAL GAS/HEAT	673	13,500	11,439	(2,061)	84.73	7,156
280-55110-2230 WATER EXPENSE	0	2,160	1,438	(722)	66.55	1,629
280-55110-2240 SEWER EXPENSE	0	890	1,512	622	169.87	601
280-55110-2250 STORMWATER EXPENSE	0	960	639	(321)	66.61	719
280-55110-2410 MAINTENANCE EQUIPMENT/VEH	549	25,000	17,149	(7,851)	68.59	19,060
280-55110-2450 EQUIPMENT NEW	0	7,500	0	(7,500)	.00	5,800
280-55110-2910 PRINTING/ADVERTISING	0	350	50	(300)	14.29	137
280-55110-2930 TECHNOLOGY	72	16,000	8,693	(7,307)	54.33	10,527
280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS	0	0	0	0	.00	0
TOTAL CONTRACTUAL SERVICES	4,309	161,110	99,445	(61,665)	61.72	111,032
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55110-3100 OFFICE SUPPLIES	547	6,000	3,244	(2,756)	54.07	5,930
280-55110-3110 POSTAGE	48	450	527	77	117.05	335
280-55110-3300 TRAVEL	479	2,500	809	(1,691)	32.36	1,443
280-55110-3560 LANDSCAPING	2,212	19,000	10,983	(8,017)	57.81	11,559
TOTAL OP SUPPLIES/EXP	3,286	27,950	15,563	(12,387)	55.68	19,267

CITY OF TWO RIVERS
2026 MONTHLY GENERAL FUND REPORT
SEPTEMBER 30, 2026 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2026 BUDGET	2026 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>FIXED CHARGES</u>						
280-55110-5200 INSURANCES	0	17,000	9,257	(7,743)	54.46	13,048
280-55110-5950 TRANSFER TO CAP PROJ FND5	0	3,300	3,300	0	100.00	3,894
TOTAL FIXED CHARGES	0	20,300	12,557	(7,743)	61.86	16,942
TOTAL LIBRARY ADMINISTRATION	55,850	955,084	649,206	(305,878)	67.97	674,240
ADULT SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55111-3230 PERIODICALS	85	2,900	3,422	522	117.98	3,484
280-55111-3400 NON-FICTION BOOKS	511	14,000	7,602	(6,398)	54.30	11,255
280-55111-3420 FICTION BOOKS	1,066	14,000	9,854	(4,146)	70.39	10,743
280-55111-3430 LARGE PRINT BOOKS	839	10,000	7,980	(2,020)	79.80	6,553
280-55111-3450 MOVIES	263	1,900	1,985	85	104.48	2,017
280-55111-3470 AUDIOBOOKS	167	3,200	1,698	(1,502)	53.06	1,500
280-55111-3510 PROGRAMS	321	2,000	1,203	(797)	60.15	1,217
TOTAL OP SUPPLIES/EXP	3,251	48,000	33,744	(14,256)	70.30	36,768
TOTAL ADULT SERVICES	3,251	48,000	33,744	(14,256)	70.30	36,768

CITY OF TWO RIVERS
2026 MONTHLY GENERAL FUND REPORT
SEPTEMBER 30, 2026 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2026 BUDGET	2026 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
CHILDREN'S SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55112-3230 PERIODICALS	29	300	347	47	115.68	243
280-55112-3400 NON-FICTION BOOKS	380	6,000	3,817	(2,183)	63.61	4,295
280-55112-3420 FICTION BOOKS	964	3,500	3,802	302	108.62	3,967
280-55112-3440 PAPERBACKS	0	700	0	(700)	.00	634
280-55112-3450 MOVIES	0	600	131	(469)	21.75	301
280-55112-3470 AUDIOBOOKS	0	700	0	(700)	.00	11
280-55112-3510 PROGRAMS	567	9,500	4,422	(5,078)	46.55	7,966
280-55112-3530 JE BOOKS	351	6,000	2,611	(3,389)	43.51	3,195
TOTAL OP SUPPLIES/EXP	2,290	27,300	15,129	(12,171)	55.42	20,612
TOTAL CHILDREN'S SERVICES	2,290	27,300	15,129	(12,171)	55.42	20,612
REFERENCE						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55114-3400 NON-FICTION BOOKS	0	0	0	0	.00	0
280-55114-3490 MICROFILM	2,223	1,875	4,210	2,335	224.53	1,875
TOTAL OP SUPPLIES/EXP	2,223	1,875	4,210	2,335	224.53	1,875
TOTAL REFERENCE	2,223	1,875	4,210	2,335	224.53	1,875

CITY OF TWO RIVERS
2026 MONTHLY GENERAL FUND REPORT
SEPTEMBER 30, 2026 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

		PERIOD	2026	2026	OVER	% OF	PRIOR YTD
		ACTUAL	BUDGET	YTD	(UNDER)	BUDGET	ACTUAL
				ACTUAL	BUDGET		
YOUNG ADULT SERVICES							
<u>OPERATING SUPPLIES/EXPENSES</u>							
280-55115-3230	PERIODICALS	0	200	0	(200)	.00	0
280-55115-3420	FICTION BOOKS	298	4,538	3,167	(1,371)	69.80	3,195
280-55115-3470	AUDIOBOOKS	0	500	0	(500)	.00	0
TOTAL OP SUPPLIES/EXP		298	5,238	3,167	(2,071)	60.47	3,195
TOTAL YOUNG ADULT SERVICES							
		298	5,238	3,167	(2,071)	60.47	3,195
TOTAL LESTER LIBRARY EXP							
		63,911	1,037,497	705,456	(332,041)	68.00	736,690
NET REV OVER EXP							
		(63,158)	0	249,478	249,478	.00	202,929

CITY OF TWO RIVERS

Balance Sheet
September 30, 2026

LIBRARY FUND 280

ASSETS

280-11100	CASH	249,968.91	
280-11800	PETTY CASH ADVANCES	450.00	
280-13800	OTHER ACCOUNTS RECEIVABLE	.00	
280-14400	DUE FROM OTHER FUNDS	.00	
280-15800	DUE FROM TAX FUND	.00	
280-16200	PREPAID TELEPHONE CHARGES	.00	
Total Assets			250,418.91

LIABILITIES AND EQUITY

LIABILITIES

280-21100	ACCOUNTS PAYABLE	.00	
280-21110	PAYROLL PAYABLE	.00	
280-21520	DUE WI RETIREMENT FUND	.00	
280-21530	HEALTH INS DDCTNS PAYBLE	.00	
280-21531	LIFE INSURANCE DED PAYABL	.00	
280-21532	DENTAL INSURANCE PAYABLE	.00	
280-21540	CHARITABLE CONT PAYABLE	.00	
280-21541	LIBRARY DEDUCTION PAYABLE	.00	
280-21550	UNION DUES DDCTNS PAYABLE	.00	
280-21560	SECTION 125 PAYABLE	.00	
280-21561	CREDIT UNION DDCTNS PAYAB	.00	
280-21570	ICMA ANNUITY PAYABLE	.00	
280-21581	GARNISHMENT OF WAGES-TAX	.00	
280-21590	OTHER DEDUCTIONS PAYABLE	.00	
280-21810	UNUSED VACATION CREDITS	.00	
280-21910	UNUSED SICK LEAVE CREDITS	2,559.36	
280-21911	UNUSED COMP TIME	.00	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	255.62	
280-25200	DUE TO OTHER FUNDS	.00	
280-26100	DEFERRED TAX RLL CLLCTNS	.00	
280-26910	DESIGNATED FR SUBSEQ YEAR	.00	
280-29410	SALES TAX COLLCTN PYBLE	33.37	
Total Liabilities			2,848.35

FUND EQUITY

Unappropriated Fund Balance:			
280-34100	FUND BALANCE UNRESERVED	(1,907.51)	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
Revenue over Expenditures - YTD		249,478.07	
Total Fund Equity			247,570.56
Total Liabilities and Equity			250,418.91

CITY OF TWO RIVERS

BALANCE SHEET
SEPTEMBER 30, 2026

LIBRARY BLDING & GROUNDS FUND 456

ASSETS

456-11100	CASH	21,024.67	
456-11301	INVESTMENTS	.00	
456-13800	OTHER ACCOUNTS RECEIVABLE	.00	
		<u> </u>	
	TOTAL ASSETS		<u>21,024.67</u>

LIABILITIES AND EQUITY

LIABILITIES

456-21100	ACCOUNTS PAYABLE	.00	
		<u> </u>	
	TOTAL LIABILITIES		.00

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
456-34100	FUND BALANCE UNRESERVED	11,024.67	
456-34110	ENCUMBRANCE-PRIOR YEARS	.00	
		<u> </u>	
	REVENUE OVER EXPENDITURES - YTD	10,000.00	
		<u> </u>	
	TOTAL FUND EQUITY		<u>21,024.67</u>
	TOTAL LIABILITIES AND EQUITY		<u>21,024.67</u>

CITY OF TWO RIVERS

BALANCE SHEET
SEPTEMBER 30, 2026

LIBRARY GIFT FUND 282

ASSETS

282-11100	CASH	(	3,424.33)	
282-11301	SAVINGS ACCOUNT - BFN		.00	
282-11302	GENERAL FUND INVESTMENT		97,091.17	
282-13800	OTHER ACCOUNTS RECEIVABLE		.00	
TOTAL ASSETS				93,666.84

LIABILITIES AND EQUITY

LIABILITIES

282-21100	ACCOUNTS PAYABLE		.00	
TOTAL LIABILITIES				.00

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
282-34100	FUND BALANCE UNRESERVED	97,060.02		
282-34110	ENCUMBRANCE-PRIOR YEARS	.00		
REVENUE OVER EXPENDITURES - YTD		(	3,393.18)	
TOTAL FUND EQUITY				93,666.84
TOTAL LIABILITIES AND EQUITY				93,666.84

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-11100 CASH					
		08/31/2026 (08/26) Balance	.00 *	.00 *	313,127.49
09/30/2026	CA	Cash Allocation - Created: 09/23/26 12:34 PM		-57,953.97	
09/30/2026	CA	Cash Allocation - Created: 09/30/26 12:12 PM		-5,156.28	
09/30/2026	CA	Cash Allocation - Created: 10/02/26 10:39 AM		-48.33	
		09/30/2026 (09/26) Period Totals and Balance	.00 *	-63,158.58 *	249,968.91
280-11800 PETTY CASH ADVANCES					
		08/31/2026 (08/26) Balance	.00 *	.00 *	450.00
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	450.00
280-21100 ACCOUNTS PAYABLE					
		08/31/2026 (08/26) Balance	.00 *	.00 *	.00
09/03/2026	CDA	4 K'S PEST CONTROL LLC	55.00		
09/03/2026	CDA	Ingram Library Services - Debit Memo	1,077.35		
09/03/2026	CDA	Wisconsin Public Service	673.25		
09/10/2026	CDA	Blackstone Publishing	166.57		
09/10/2026	CDA	Cengage Learning Inc. / Gale	460.00		
09/10/2026	CDA	Center Point Large Print	47.94		
09/10/2026	CDA	Chamber of Manitowoc County	237.00		
09/10/2026	CDA	Cretton Enterprises Inc	2,211.83		
09/10/2026	CDA	Marco	554.47		
09/10/2026	CDA	Springkleen LLC	2,280.00		
09/10/2026	CDA	Unique Management Services Inc	139.80		
09/17/2026	CDA	Ingram Library Services - Debit Memo	1,647.27		
09/17/2026	CDA	Penworthy Company LLC, The	725.32		
09/24/2026	CDA	Center Point Large Print	290.90		
09/24/2026	CDA	Manitowoc Public Library	2,222.50		
09/24/2026	CDA	Wisc Dept Of Revenue-DEBITMEMO	42.72		
09/30/2026	AP	Summary Transactions from AP System		-1,805.60	
09/30/2026	AP	Summary Transactions from AP System		-6,097.61	
09/30/2026	AP	Summary Transactions from AP System		-2,372.59	
09/30/2026	AP	Summary Transactions from AP System		-2,556.12	
		09/30/2026 (09/26) Period Totals and Balance	12,831.92 *	-12,831.92 *	.00
280-21910 UNUSED SICK LEAVE CREDITS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	2,559.36-
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	2,559.36-
280-23105 OTHER DEPOSITS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	247.05-
09/08/2026	CR	LIBRARY-DUE TO OTHERS - LESTER PUBLIC		-2.86	
		Description: LIBRARY-DUE TO OTHERS - LESTER PUBLIC LIBRARY			
09/21/2026	CR	LIBRARY-DUE TO OTHERS - LESTER PUBLIC		-5.71	
		Description: LIBRARY-DUE TO OTHERS - LESTER PUBLIC LIBRARY			
		09/30/2026 (09/26) Period Totals and Balance	.00 *	-8.57 *	255.62-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
280-29410 SALES TAX COLLECTN PYBLE						
		08/31/2026 (08/26) Balance	.00 *	.00 *	42.72-	
08/31/2026	AP	Wisc Dept Of Revenue - DEBITMEMO	42.72			
		**Desc: Sales Tax August 2026				
09/08/2026	CR	LIBRARY - SALES TAX		-7.29		
		Description: LIBRARY - SALES TAX				
09/14/2026	CR	LIBRARY - SALES TAX		-6.06		
		Description: LIBRARY - SALES TAX				
09/21/2026	CR	LIBRARY - SALES TAX		-9.65		
		Description: LIBRARY - SALES TAX				
09/28/2026	CR	LIBRARY - SALES TAX		-10.37		
		Description: LIBRARY - SALES TAX				
		09/30/2026 (09/26) Period Totals and Balance	42.72 *	-33.37 *	33.37-	
280-34100 FUND BALANCE UNRESERVED						
		08/31/2026 (08/26) Balance	.00 *	.00 *	1,907.51	
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	1,907.51	
280-41110 GENERAL PROPERTY TAX						
		08/31/2026 (08/26) Balance	.00 *	.00 *	695,425.00-	
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	695,425.00-	
YTD Encumbrance	.00	YTD Actual	695,425.00- Total	695,425.00- YTD Budget	695,425.00- Unearned	.00
280-43720 COUNTY FUNDS						
		08/31/2026 (08/26) Balance	.00 *	.00 *	246,309.00-	
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	246,309.00-	
YTD Encumbrance	.00	YTD Actual	246,309.00- Total	246,309.00- YTD Budget	246,309.00- Unearned	.00
280-45300 LIBRARY BOOK FINES						
		08/31/2026 (08/26) Balance	.00 *	.00 *	1,293.95-	
09/08/2026	CR	LIBRARY - LIBRARY BOOK FINES		-27.00		
		Description: LIBRARY - LIBRARY BOOK FINES				
09/14/2026	CR	LIBRARY - LIBRARY BOOK FINES		-51.90		
		Description: LIBRARY - LIBRARY BOOK FINES				
		09/30/2026 (09/26) Period Totals and Balance	.00 *	-78.90 *	1,372.85-	
YTD Encumbrance	.00	YTD Actual	1,372.85- Total	1,372.85- YTD Budget	3,400.00- Unearned	2,027.15
280-46712 COPIER SERVICE FEES						
		08/31/2026 (08/26) Balance	.00 *	.00 *	6,532.75-	
09/08/2026	CR	LIBRARY - LIBRARY SERVICE FEE		-115.38		
		Description: LIBRARY - LIBRARY SERVICE FEE				
09/14/2026	CR	LIBRARY - LIBRARY SERVICE FEE		-87.95		
		Description: LIBRARY - LIBRARY SERVICE FEE				
09/21/2026	CR	LIBRARY - LIBRARY SERVICE FEE		-152.10		
		Description: LIBRARY - LIBRARY SERVICE FEE				
09/28/2026	CR	LIBRARY - LIBRARY SERVICE FEE		-171.14		
		Description: LIBRARY - LIBRARY SERVICE FEE				
		09/30/2026 (09/26) Period Totals and Balance	.00 *	-526.57 *	7,059.32-	
YTD Encumbrance	.00	YTD Actual	7,059.32- Total	7,059.32- YTD Budget	9,000.00- Unearned	1,940.68

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
280-48300 SALE OF PROP & EQUIP						
		08/31/2026 (08/26) Balance	.00 *	.00 *	2,086.99-	
09/08/2026	CR	LIBRARY - SALE-CITY PROPERTY		-27.62		
		Description: LIBRARY - SALE-CITY PROPERTY				
09/14/2026	CR	LIBRARY - SALE-CITY PROPERTY		-33.33		
		Description: LIBRARY - SALE-CITY PROPERTY				
09/21/2026	CR	LIBRARY - SALE-CITY PROPERTY		-35.24		
		Description: LIBRARY - SALE-CITY PROPERTY				
09/28/2026	CR	LIBRARY - SALE-CITY PROPERTY		-36.19		
		Description: LIBRARY - SALE-CITY PROPERTY				
		09/30/2026 (09/26) Period Totals and Balance	.00 *	-132.38 *	2,219.37-	
YTD Encumbrance	.00	YTD Actual	2,219.37- Total	2,219.37- YTD Budget	4,563.00- Unearned	2,343.63
280-48500 DONATIONS						
		08/31/2026 (08/26) Balance	.00 *	.00 *	12.00-	
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	12.00-	
YTD Encumbrance	.00	YTD Actual	12.00- Total	12.00- YTD Budget	75,000.00- Unearned	74,988.00
280-48900 OTHER REVENUES						
		08/31/2026 (08/26) Balance	.00 *	.00 *	2,521.24-	
09/21/2026	CR	LIBRARY - LIBRARY-MISCELLANEOUS		-15.00		
		Description: LIBRARY - LIBRARY-MISCELLANEOUS				
		09/30/2026 (09/26) Period Totals and Balance	.00 *	-15.00 *	2,536.24-	
YTD Encumbrance	.00	YTD Actual	2,536.24- Total	2,536.24- YTD Budget	3,800.00- Unearned	1,263.76
280-55110-1100 FULLTIME ADMINISTRATION						
		08/31/2026 (08/26) Balance	.00 *	.00 *	215,838.39	
09/04/2026	PC	PAYROLL TRANS FOR 8/29/2026 PAY PERIOD	9,889.60			
09/18/2026	PC	PAYROLL TRANS FOR 9/12/2026 PAY PERIOD	12,249.76			
		09/30/2026 (09/26) Period Totals and Balance	22,139.36 *	.00 *	237,977.75	
YTD Encumbrance	.00	YTD Actual	237,977.75 Total	237,977.75 YTD Budget	337,879.00 Unexpended	99,901.25
280-55110-1200 WAGES - FULLTIME						
		08/31/2026 (08/26) Balance	.00 *	.00 *	918.27	
09/18/2026	PC	PAYROLL TRANS FOR 9/12/2026 PAY PERIOD	249.44			
		09/30/2026 (09/26) Period Totals and Balance	249.44 *	.00 *	1,167.71	
YTD Encumbrance	.00	YTD Actual	1,167.71 Total	1,167.71 YTD Budget	.00 Unexpended	1,167.71-
280-55110-1220 WAGES - FULLTIME						
		08/31/2026 (08/26) Balance	.00 *	.00 *	24,570.89	
09/04/2026	PC	PAYROLL TRANS FOR 8/29/2026 PAY PERIOD	83.64			
09/18/2026	PC	PAYROLL TRANS FOR 9/12/2026 PAY PERIOD	250.92			
		09/30/2026 (09/26) Period Totals and Balance	334.56 *	.00 *	24,905.45	
YTD Encumbrance	.00	YTD Actual	24,905.45 Total	24,905.45 YTD Budget	43,491.00 Unexpended	18,585.55

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1230 WAGES - PART TIME					
		08/31/2026 (08/26) Balance	.00 *	.00 *	10,084.14
09/04/2026	PC	PAYROLL TRANS FOR 8/29/2026 PAY PERIOD	639.85		
09/18/2026	PC	PAYROLL TRANS FOR 9/12/2026 PAY PERIOD	499.61		
		09/30/2026 (09/26) Period Totals and Balance	1,139.46 *	.00 *	11,223.60
YTD Encumbrance	.00	YTD Actual	11,223.60	Total	11,223.60
		YTD Budget	.00	Unexpended	11,223.60-
280-55110-1270 WAGES - PART TIME					
		08/31/2026 (08/26) Balance	.00 *	.00 *	96,342.40
09/04/2026	PC	PAYROLL TRANS FOR 8/29/2026 PAY PERIOD	5,932.13		
09/18/2026	PC	PAYROLL TRANS FOR 9/12/2026 PAY PERIOD	6,460.24		
		09/30/2026 (09/26) Period Totals and Balance	12,392.37 *	.00 *	108,734.77
YTD Encumbrance	.00	YTD Actual	108,734.77	Total	108,734.77
		YTD Budget	160,992.00	Unexpended	52,257.23
280-55110-1310 WI RETIREMENT					
		08/31/2026 (08/26) Balance	.00 *	.00 *	19,326.30
09/04/2026	PB	PAYROLL TRANS FOR 8/29/2026 PAY PERIOD	866.73		
09/18/2026	PB	PAYROLL TRANS FOR 9/12/2026 PAY PERIOD	1,073.78		
		09/30/2026 (09/26) Period Totals and Balance	1,940.51 *	.00 *	21,266.81
YTD Encumbrance	.00	YTD Actual	21,266.81	Total	21,266.81
		YTD Budget	32,322.00	Unexpended	11,055.19
280-55110-1320 FICA					
		08/31/2026 (08/26) Balance	.00 *	.00 *	25,667.42
09/04/2026	PB	PAYROLL TRANS FOR 8/29/2026 PAY PERIOD	1,219.04		
09/18/2026	PB	PAYROLL TRANS FOR 9/12/2026 PAY PERIOD	1,462.75		
		09/30/2026 (09/26) Period Totals and Balance	2,681.79 *	.00 *	28,349.21
YTD Encumbrance	.00	YTD Actual	28,349.21	Total	28,349.21
		YTD Budget	42,553.00	Unexpended	14,203.79
280-55110-1330 HEALTH INSURANCE					
		08/31/2026 (08/26) Balance	.00 *	.00 *	73,370.88
09/04/2026	PB	PAYROLL TRANS FOR 8/29/2026 PAY PERIOD	6,878.52		
		09/30/2026 (09/26) Period Totals and Balance	6,878.52 *	.00 *	80,249.40
YTD Encumbrance	.00	YTD Actual	80,249.40	Total	80,249.40
		YTD Budget	111,576.00	Unexpended	31,326.60
280-55110-1334 HEALTH INSURANCE OPT-OUT					
		08/31/2026 (08/26) Balance	.00 *	.00 *	3,269.27
09/04/2026	PC	PAYROLL TRANS FOR 8/29/2026 PAY PERIOD	192.31		
09/18/2026	PC	PAYROLL TRANS FOR 9/12/2026 PAY PERIOD	192.31		
		09/30/2026 (09/26) Period Totals and Balance	384.62 *	.00 *	3,653.89
YTD Encumbrance	.00	YTD Actual	3,653.89	Total	3,653.89
		YTD Budget	5,000.00	Unexpended	1,346.11
280-55110-1340 LIFE INSURANCE					
		08/31/2026 (08/26) Balance	.00 *	.00 *	1,263.14
09/04/2026	PB	PAYROLL TRANS FOR 8/29/2026 PAY PERIOD	114.63		
		09/30/2026 (09/26) Period Totals and Balance	114.63 *	.00 *	1,377.77
YTD Encumbrance	.00	YTD Actual	1,377.77	Total	1,377.77
		YTD Budget	1,725.00	Unexpended	347.23

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1361 SICK LEAVE PAYOUT					
08/31/2026		(08/26) Balance	.00 *	.00 *	2,733.40
09/30/2026		(09/26) Period Totals and Balance	.00 *	.00 *	2,733.40
YTD Encumbrance	.00	YTD Actual	2,733.40	Total	2,733.40
		YTD Budget	1,300.00	Unexpended	1,433.40-
280-55110-2100 PROF SERV - CITY SERVICES					
08/31/2026		(08/26) Balance	.00 *	.00 *	33,722.96
09/30/2026		(09/26) Period Totals and Balance	.00 *	.00 *	33,722.96
YTD Encumbrance	.00	YTD Actual	33,722.96	Total	33,722.96
		YTD Budget	59,750.00	Unexpended	26,027.04
280-55110-2130 PROFESSIONAL SERVICES					
08/31/2026		(08/26) Balance	.00 *	.00 *	5,281.16
08/31/2026	AP	Marco Technologies LLC	554.47		
		**Desc: Agreement 012-3116327-000-Library			
09/01/2026	AP	Unique Management Services Inc	139.80		
		**Desc: Placements - August 2026 - Lib			
09/02/2026	AP	Springkleen LLC	1,020.00		
		**Desc: Janitorial Cleaning Services - July 2026 - Lib			
09/03/2026	AP	Springkleen LLC	1,260.00		
		**Desc: Janitorial Cleaning Services - August 2026 - Lib			
09/07/2026	JE	EHLE - Prof Serv	40.00		
09/30/2026		(09/26) Period Totals and Balance	3,014.27 *	.00 *	6,295.43
YTD Encumbrance	.00	YTD Actual	8,295.43	Total	8,295.43
		YTD Budget	9,000.00	Unexpended	704.57
280-55110-2200 TELEPHONE EXPENSE					
08/31/2026		(08/26) Balance	.00 *	.00 *	666.46
09/30/2026		(09/26) Period Totals and Balance	.00 *	.00 *	666.46
YTD Encumbrance	.00	YTD Actual	666.46	Total	666.46
		YTD Budget	1,000.00	Unexpended	333.54
280-55110-2210 ELECTRICITY					
08/31/2026		(08/26) Balance	.00 *	.00 *	15,840.49
09/30/2026		(09/26) Period Totals and Balance	.00 *	.00 *	15,840.49
YTD Encumbrance	.00	YTD Actual	15,840.49	Total	15,840.49
		YTD Budget	25,000.00	Unexpended	9,159.51
280-55110-2220 NATURAL GAS/HEAT					
08/31/2026		(08/26) Balance	.00 *	.00 *	10,765.94
08/19/2026	AP	Wisconsin Public Service Corp	673.25		
		**Desc: 1001 Adams Street - Library			
09/30/2026		(09/26) Period Totals and Balance	673.25 *	.00 *	11,439.19
YTD Encumbrance	.00	YTD Actual	11,439.19	Total	11,439.19
		YTD Budget	13,500.00	Unexpended	2,060.81
280-55110-2230 WATER EXPENSE					
08/31/2026		(08/26) Balance	.00 *	.00 *	1,437.54
09/30/2026		(09/26) Period Totals and Balance	.00 *	.00 *	1,437.54
YTD Encumbrance	.00	YTD Actual	1,437.54	Total	1,437.54
		YTD Budget	2,160.00	Unexpended	722.46

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-2240 SEWER EXPENSE					
		08/31/2026 (08/26) Balance	.00 *	.00 *	1,511.85
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	1,511.85
YTD Encumbrance	.00	YTD Actual	1,511.85	Total	1,511.85
		YTD Budget	890.00	Unexpended	621.85-
280-55110-2250 STORMWATER EXPENSE					
		08/31/2026 (08/26) Balance	.00 *	.00 *	639.44
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	639.44
YTD Encumbrance	.00	YTD Actual	639.44	Total	639.44
		YTD Budget	960.00	Unexpended	320.56
280-55110-2410 MAINTENANCE EQUIPMENT/VEH					
		08/31/2026 (08/26) Balance	.00 *	.00 *	16,599.55
08/27/2026	AP	4 K'S PEST CONTROL LLC	55.00		
		**Desc: General Pest Control - Library			
09/07/2026	JE	BONDE - Main	4.77		
09/07/2026	JE	EHLE - Main	15.28		
09/07/2026	JE	HAMBURG	148.98		
09/23/2026	JE	Physio-Control LifePak Battery	325.00		
		09/30/2026 (09/26) Period Totals and Balance	549.03 *	.00 *	17,148.58
YTD Encumbrance	.00	YTD Actual	17,148.58	Total	17,148.58
		YTD Budget	25,000.00	Unexpended	7,851.42
280-55110-2910 PRINTING/ADVERTISING					
		08/31/2026 (08/26) Balance	.00 *	.00 *	50.00
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	50.00
YTD Encumbrance	.00	YTD Actual	50.00	Total	50.00
		YTD Budget	350.00	Unexpended	300.00
280-55110-2930 TECHNOLOGY					
		08/31/2026 (08/26) Balance	.00 *	.00 *	8,620.94
09/07/2026	JE	EHLE - Tech	72.00		
		09/30/2026 (09/26) Period Totals and Balance	72.00 *	.00 *	8,692.94
YTD Encumbrance	.00	YTD Actual	8,692.94	Total	8,692.94
		YTD Budget	16,000.00	Unexpended	7,307.06
280-55110-3100 OFFICE SUPPLIES					
		08/31/2026 (08/26) Balance	.00 *	.00 *	2,697.77
09/07/2026	JE	HAMBURG	546.60		
		09/30/2026 (09/26) Period Totals and Balance	546.60 *	.00 *	3,244.37
YTD Encumbrance	.00	YTD Actual	3,244.37	Total	3,244.37
		YTD Budget	6,000.00	Unexpended	2,755.63
280-55110-3110 POSTAGE					
		08/31/2026 (08/26) Balance	.00 *	.00 *	478.40
10/02/2026	JE	Postage Allocation - September 2026	48.33		
		09/30/2026 (09/26) Period Totals and Balance	48.33 *	.00 *	526.73
YTD Encumbrance	.00	YTD Actual	526.73	Total	526.73
		YTD Budget	450.00	Unexpended	76.73-

Date	Journal	Payee or Description			Debit Amount	Credit Amount		Balance
280-55110-3300 TRAVEL								
		08/31/2026 (08/26) Balance			.00 *		.00 *	329.90
09/01/2026	AP	Chamber of Manitowoc County			237.00			
		**Desc: Chamber Membership - Library						
09/07/2026	JE	EHLE - Travel / Due			242.00			
		09/30/2026 (09/26) Period Totals and Balance			479.00 *		.00 *	808.90
YTD Encumbrance	.00	YTD Actual	808.90	Total	808.90	YTD Budget	2,500.00	Unexpended 1,691.10
280-55110-3560 LANDSCAPING								
		08/31/2026 (08/26) Balance			.00 *		.00 *	8,771.64
08/31/2026	AP	Cretton Enterprises Inc			2,211.83			
		**Desc: August 2026 Services - Lib						
		09/30/2026 (09/26) Period Totals and Balance			2,211.83 *		.00 *	10,983.47
YTD Encumbrance	.00	YTD Actual	10,983.47	Total	10,983.47	YTD Budget	19,000.00	Unexpended 8,016.53
280-55110-5200 INSURANCES								
		08/31/2026 (08/26) Balance			.00 *		.00 *	9,257.43
		09/30/2026 (09/26) Period Totals and Balance			.00 *		.00 *	9,257.43
YTD Encumbrance	.00	YTD Actual	9,257.43	Total	9,257.43	YTD Budget	17,000.00	Unexpended 7,742.57
280-55110-5950 TRANSFER TO CAP PROJ FNDS								
		08/31/2026 (08/26) Balance			.00 *		.00 *	3,300.00
		09/30/2026 (09/26) Period Totals and Balance			.00 *		.00 *	3,300.00
YTD Encumbrance	.00	YTD Actual	3,300.00	Total	3,300.00	YTD Budget	3,300.00	Unexpended .00
280-55111-3230 PERIODICALS								
		08/31/2026 (08/26) Balance			.00 *		.00 *	3,336.57
09/07/2026	JE	HAMBURG			84.97			
		09/30/2026 (09/26) Period Totals and Balance			84.97 *		.00 *	3,421.54
YTD Encumbrance	.00	YTD Actual	3,421.54	Total	3,421.54	YTD Budget	2,900.00	Unexpended 521.54-
280-55111-3400 NON-FICTION BOOKS								
		08/31/2026 (08/26) Balance			.00 *		.00 *	7,091.46
08/14/2026	AP	Ingram Library Services - Debit Memo			13.24			
		**Desc: ANF - Lib						
08/20/2026	AP	Ingram Library Services - Debit Memo			20.04			
		**Desc: ANF-Lib						
08/27/2026	AP	Ingram Library Services - Debit Memo			17.72			
		**Desc: ANF-Lib						
08/31/2026	AP	Ingram Library Services - Debit Memo			411.01			
		**Desc: ANF-Lib						
09/07/2026	JE	HAMBURG			48.92			
		09/30/2026 (09/26) Period Totals and Balance			510.93 *		.00 *	7,602.39
YTD Encumbrance	.00	YTD Actual	7,602.39	Total	7,602.39	YTD Budget	14,000.00	Unexpended 6,397.61

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55111-3420 FICTION BOOKS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	8,788.14
08/13/2026	AP	Ingram Library Services - Debit Memo	64.09		
		**Desc: A Fic - Lib			
08/13/2026	AP	Ingram Library Services - Debit Memo	37.72		
		**Desc: AFic - Lib			
08/13/2026	AP	Ingram Library Services - Debit Memo	14.47		
		**Desc: AFic - Lib			
08/14/2026	AP	Ingram Library Services - Debit Memo	17.15		
		**Desc: AFic - Lib			
08/14/2026	AP	Ingram Library Services - Debit Memo	17.76		
		**Desc: AFic - Lib			
08/14/2026	AP	Ingram Library Services - Debit Memo	337.94		
		**Desc: AFic - Lib			
08/20/2026	AP	Ingram Library Services - Debit Memo	140.47		
		**Desc: AFic-Lib			
08/20/2026	AP	Ingram Library Services - Debit Memo	27.16		
		**Desc: AFic-Lib			
08/26/2026	AP	Ingram Library Services - Debit Memo	80.14		
		**Desc: AFic-Lib			
08/26/2026	AP	Ingram Library Services - Debit Memo	22.95		
		**Desc: AFic-Lib			
08/26/2026	AP	Ingram Library Services - Debit Memo	168.23		
		**Desc: AFic-Lib			
08/27/2026	AP	Ingram Library Services - Debit Memo	33.26		
		**Desc: AFic-Lib			
08/27/2026	AP	Ingram Library Services - Debit Memo	8.63		
		**Desc: AFic-Lib			
08/31/2026	AP	Ingram Library Services - Debit Memo	33.14		
		**Desc: AFic-Lib			
09/07/2026	JE	HAMBURG	62.96		
		09/30/2026 (09/26) Period Totals and Balance	1,066.07 *	.00 *	9,854.21
YTD Encumbrance	.00	YTD Actual	9,854.21	Total	9,854.21
		YTD Budget	14,000.00	Unexpended	4,145.79
280-55111-3430 LARGE PRINT BOOKS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	7,141.69
06/15/2026	AP	Cengage Learning Inc. / Gale	28.80		
		**Desc: ALP - Library			
07/23/2026	AP	Cengage Learning Inc. / Gale	29.60		
		**Desc: ALP - Library			
08/07/2026	AP	Cengage Learning Inc. / Gale	150.40		
		**Desc: ALP - Library			
08/14/2026	AP	Ingram Library Services - Debit Memo	19.25		
		**Desc: ALP - Lib			
08/21/2026	AP	Cengage Learning Inc. / Gale	169.60		
		**Desc: ALP - Library			
08/21/2026	AP	Cengage Learning Inc. / Gale	30.40		
		**Desc: ALP - Library			
08/25/2026	AP	Cengage Learning Inc. / Gale	51.20		
		**Desc: ALP - Library			
08/26/2026	AP	Ingram Library Services - Debit Memo	20.53		
		**Desc: ALP-Lib			
09/01/2026	AP	Center Point Large Print	47.94		

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55111-3430 LARGE PRINT BOOKS (continued)					
		**Desc: ALP - Library			
09/03/2026	AP	Center Point Large Print	290.90		
		**Desc: ALP - Library			
		09/30/2026 (09/26) Period Totals and Balance	838.62 *	.00 *	7,980.31
YTD Encumbrance	.00	YTD Actual	7,980.31	Total	7,980.31
		YTD Budget	10,000.00	Unexpended	2,019.69
280-55111-3450 MOVIES					
		08/31/2026 (08/26) Balance	.00 *	.00 *	1,722.18
09/07/2026	JE	HAMBURG	262.85		
		09/30/2026 (09/26) Period Totals and Balance	262.85 *	.00 *	1,985.03
YTD Encumbrance	.00	YTD Actual	1,985.03	Total	1,985.03
		YTD Budget	1,900.00	Unexpended	85.03-
280-55111-3470 AUDIOBOOKS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	1,531.23
08/27/2026	AP	Blackstone Publishing	166.57		
		**Desc: A Audio - Lib			
		09/30/2026 (09/26) Period Totals and Balance	166.57 *	.00 *	1,697.80
YTD Encumbrance	.00	YTD Actual	1,697.80	Total	1,697.80
		YTD Budget	3,200.00	Unexpended	1,502.20
280-55111-3510 PROGRAMS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	882.43
09/07/2026	JE	HAMBURG	320.51		
		09/30/2026 (09/26) Period Totals and Balance	320.51 *	.00 *	1,202.94
YTD Encumbrance	.00	YTD Actual	1,202.94	Total	1,202.94
		YTD Budget	2,000.00	Unexpended	797.06
280-55112-3230 PERIODICALS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	318.04
09/07/2026	JE	EHLE - J Mag	29.00		
		09/30/2026 (09/26) Period Totals and Balance	29.00 *	.00 *	347.04
YTD Encumbrance	.00	YTD Actual	347.04	Total	347.04
		YTD Budget	300.00	Unexpended	47.04-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55112-3400 NON-FICTION BOOKS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	3,436.94
08/13/2026	AP	Ingram Library Services - Debit Memo	23.20		
		**Desc: JNF - Lib			
08/13/2026	AP	Ingram Library Services - Debit Memo	61.30		
		**Desc: JNF - Lib			
08/14/2026	AP	Ingram Library Services - Debit Memo	12.16		
		**Desc: JNF - Lib			
08/14/2026	AP	Ingram Library Services - Debit Memo	33.44		
		**Desc: JNF - Lib			
08/20/2026	AP	Ingram Library Services - Debit Memo	10.58		
		**Desc: JNF-Lib			
08/20/2026	AP	Ingram Library Services - Debit Memo	21.39		
		**Desc: JNF-Lib			
08/26/2026	AP	Ingram Library Services - Debit Memo	10.55		
		**Desc: JNF-Lib			
08/27/2026	AP	Ingram Library Services - Debit Memo	48.99		
		**Desc: JNF-Lib			
08/31/2026	AP	Ingram Library Services - Debit Memo	11.30		
		**Desc: JNF-Lib			
09/03/2026	AP	Ingram Library Services - Debit Memo	21.03		
		**Desc: JNF-Lib			
09/09/2026	AP	Penworthy Company LLC, The	125.84		
		**Desc: Jnf-Lib			
		09/30/2026 (09/26) Period Totals and Balance	379.78 *	.00 *	3,816.72
YTD Encumbrance	.00	YTD Actual	3,816.72	Total	3,816.72
		YTD Budget	6,000.00	Unexpended	2,183.28

280-55112-3420 FICTION BOOKS

		08/31/2026 (08/26) Balance	.00 *	.00 *	2,837.94
08/13/2026	AP	Ingram Library Services - Debit Memo	30.12		
		**Desc: JF - Lib			
08/13/2026	AP	Ingram Library Services - Debit Memo	160.38		
		**Desc: JF - Lib			
08/14/2026	AP	Ingram Library Services - Debit Memo	39.48		
		**Desc: JF - Lib			
08/14/2026	AP	Ingram Library Services - Debit Memo	7.48		
		**Desc: JF - Lib			
08/20/2026	AP	Ingram Library Services - Debit Memo	18.18		
		**Desc: JF-Lib			
08/26/2026	AP	Ingram Library Services - Debit Memo	32.68		
		**Desc: JF-Lib			
08/27/2026	AP	Ingram Library Services - Debit Memo	12.23		
		**Desc: JF-Lib			
08/27/2026	AP	Ingram Library Services - Debit Memo	88.85		
		**Desc: JE-Lib			
08/31/2026	AP	Ingram Library Services - Debit Memo	11.29		
		**Desc: JF-Lib			
09/03/2026	AP	Ingram Library Services - Debit Memo	33.23		
		**Desc: JF-Lib			
09/07/2026	JE	HAMBURG	10.17		
09/07/2026	JE	EHLE - J Fic	19.91		
09/09/2026	AP	Penworthy Company LLC, The	499.62		

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55112-3420 FICTION BOOKS (continued)					
		**Desc: JF-Lib			
		09/30/2026 (09/26) Period Totals and Balance	963.62 *	.00 *	3,801.56
YTD Encumbrance	.00	YTD Actual	3,801.56	Total	3,801.56
		YTD Budget	3,500.00	Unexpended	301.56-
280-55112-3450 MOVIES					
		08/31/2026 (08/26) Balance	.00 *	.00 *	130.52
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	130.52
YTD Encumbrance	.00	YTD Actual	130.52	Total	130.52
		YTD Budget	600.00	Unexpended	469.48
280-55112-3510 PROGRAMS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	3,855.39
09/07/2026	JE	EHLE - J Prog	566.76		
		09/30/2026 (09/26) Period Totals and Balance	566.76 *	.00 *	4,422.15
YTD Encumbrance	.00	YTD Actual	4,422.15	Total	4,422.15
		YTD Budget	9,500.00	Unexpended	5,077.85
280-55112-3530 JE BOOKS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	2,259.29
08/13/2026	AP	Ingram Library Services - Debit Memo	21.56		
		**Desc: JEF - Library			
08/13/2026	AP	Ingram Library Services - Debit Memo	116.37		
		**Desc: JE - Lib			
08/20/2026	AP	Ingram Library Services - Debit Memo	41.04		
		**Desc: JE-Lib			
08/20/2026	AP	Ingram Library Services - Debit Memo	28.40		
		**Desc: JE-Lib			
08/26/2026	AP	Ingram Library Services - Debit Memo	10.57		
		**Desc: JE-Lib			
08/27/2026	AP	Ingram Library Services - Debit Memo	11.38		
		**Desc: JE-Lib			
08/31/2026	AP	Ingram Library Services - Debit Memo	22.11		
		**Desc: JE-Lib			
09/09/2026	AP	Penworthy Company LLC, The	99.86		
		**Desc: Je-Lib			
		09/30/2026 (09/26) Period Totals and Balance	351.29 *	.00 *	2,610.58
YTD Encumbrance	.00	YTD Actual	2,610.58	Total	2,610.58
		YTD Budget	6,000.00	Unexpended	3,389.42
280-55114-3490 MICROFILM					
		08/31/2026 (08/26) Balance	.00 *	.00 *	1,987.50
09/15/2026	AP	Manitowoc Public Library	2,222.50		
		**Desc: Annual Microfil Subscription HTR - Lib			
		09/30/2026 (09/26) Period Totals and Balance	2,222.50 *	.00 *	4,210.00
YTD Encumbrance	.00	YTD Actual	4,210.00	Total	4,210.00
		YTD Budget	1,875.00	Unexpended	2,335.00-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55115-3420 FICTION BOOKS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	2,869.77
08/13/2026	AP	Ingram Library Services - Debit Memo	32.16		
		**Desc: YA - Lib			
08/14/2026	AP	Ingram Library Services - Debit Memo	18.08		
		**Desc: YA - Lib			
08/20/2026	AP	Ingram Library Services - Debit Memo	47.73		
		**Desc: YA-Lib			
08/26/2026	AP	Ingram Library Services - Debit Memo	18.18		
		**Desc: YA-Lib			
08/27/2026	AP	Ingram Library Services - Debit Memo	11.10		
		**Desc: YA-Lib			
08/27/2026	AP	Ingram Library Services - Debit Memo	91.07		
		**Desc: YA-Lib			
08/31/2026	AP	Ingram Library Services - Debit Memo	14.47		
		**Desc: YA-Lib			
08/31/2026	AP	Ingram Library Services - Debit Memo	35.42		
		**Desc: YA-Lib			
09/03/2026	AP	Ingram Library Services - Debit Memo	12.22		
		**Desc: YA-Lib			
09/07/2026	JE	EHLE - YA Fic	6.99		
09/07/2026	JE	HAMBURG	10.19		
		09/30/2026 (09/26) Period Totals and Balance	297.61 *	.00 *	3,167.38
YTD Encumbrance .00 YTD Actual 3,167.38 Total 3,167.38 YTD Budget 4,538.00 Unexpended 1,370.62					
Number of transactions: 155 Number of accounts: 57			Debit	Credit	Proof
Total LIBRARY FUND:			76,785.29	-76,785.29	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55115-3420 FICTION BOOKS (continued)					
282-11100 CASH					
		08/31/2026 (08/26) Balance	.00 *	.00 *	2,579.36-
09/30/2026	CA	Cash Allocation - Created: 09/23/26 12:34 PM	323.44		
09/30/2026	CA	Cash Allocation - Created: 09/30/26 12:12 PM		-1,168.41	
		09/30/2026 (09/26) Period Totals and Balance	323.44 *	-1,168.41 *	3,424.33-
282-11302 GENERAL FUND INVESTMENT					
		08/31/2026 (08/26) Balance	.00 *	.00 *	97,091.17
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	97,091.17
282-34100 FUND BALANCE UNRESERVED					
		08/31/2026 (08/26) Balance	.00 *	.00 *	97,060.02-
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	97,060.02-
282-48100 INTEREST INCOME					
		08/31/2026 (08/26) Balance	.00 *	.00 *	45.75-
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	45.75-
YTD Encumbrance	.00	YTD Actual 45.75- Total	45.75-	YTD Budget .00	Unearned 45.75-
282-48110 INTEREST ON INVESTMENTS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	3,692.12-
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	3,692.12-
YTD Encumbrance	.00	YTD Actual 3,692.12- Total	3,692.12-	YTD Budget 6,500.00-	Unearned 2,807.88
282-48500 DONATIONS					
		08/31/2026 (08/26) Balance	.00 *	.00 *	5,583.29-
09/08/2026	CR	LIBRARY - DONATIONS-GIFT FUND		-100.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
09/14/2026	CR	LIBRARY - DONATIONS-GIFT FUND		-30.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
09/21/2026	CR	LIBRARY - DONATIONS-GIFT FUND		-193.44	
		Description: LIBRARY - DONATIONS-GIFT FUND			
09/28/2026	CR	LIBRARY - DONATIONS-GIFT FUND		-17.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
		09/30/2026 (09/26) Period Totals and Balance	.00 *	-340.44 *	5,923.73-
YTD Encumbrance	.00	YTD Actual 5,923.73- Total	5,923.73-	YTD Budget 7,000.00-	Unearned 1,076.27
282-55110-2410 MAINTENANCE EQUIPMENT/VEH					
		08/31/2026 (08/26) Balance	.00 *	.00 *	500.00
		09/30/2026 (09/26) Period Totals and Balance	.00 *	.00 *	500.00
YTD Encumbrance	.00	YTD Actual 500.00 Total	500.00	YTD Budget .00	Unexpended 500.00-

Date	Journal	Payee or Description				Debit Amount	Credit Amount		Balance
282-55110-7004 ADULT GIFT									
		08/31/2026 (08/26) Balance				.00 *	.00 *	6,062.09	
09/07/2026	JE	HAMBURG				594.67			
		09/30/2026 (09/26) Period Totals and Balance				594.67 *	.00 *	6,656.76	
YTD Encumbrance	.00	YTD Actual	6,656.76	Total	6,656.76	YTD Budget	5,000.00	Unexpended	1,656.76-
282-55110-7005 MEYER FOUNDATION									
		08/31/2026 (08/26) Balance				.00 *	.00 *	100.35	
		09/30/2026 (09/26) Period Totals and Balance				.00 *	.00 *	100.35	
YTD Encumbrance	.00	YTD Actual	100.35	Total	100.35	YTD Budget	500.00	Unexpended	399.65
282-55110-7008 YOUTH GIFT									
		08/31/2026 (08/26) Balance				.00 *	.00 *	5,206.93	
09/07/2026	JE	EHLE - J Gift				330.05			
09/07/2026	JE	HAMBURG				260.69			
		09/30/2026 (09/26) Period Totals and Balance				590.74 *	.00 *	5,797.67	
YTD Encumbrance	.00	YTD Actual	5,797.67	Total	5,797.67	YTD Budget	5,000.00	Unexpended	797.67-
Number of transactions: 9		Number of accounts: 10			Debit		Credit	Proof	
Total LIBRARY GIFT FUND:						1,508.85	-1,508.85	.00	

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
282-55110-7008 YOUTH GIFT (continued)						
456-11100 CASH						
	08/31/2026 (08/26)	Balance	.00 *	.00 *	21,024.67	
	09/30/2026 (09/26)	Period Totals and Balance	.00 *	.00 *	21,024.67	
456-34100 FUND BALANCE UNRESERVED						
	08/31/2026 (08/26)	Balance	.00 *	.00 *	11,024.67	
	09/30/2026 (09/26)	Period Totals and Balance	.00 *	.00 *	11,024.67	
456-48500 DONATIONS						
	08/31/2026 (08/26)	Balance	.00 *	.00 *	10,000.00	
	09/30/2026 (09/26)	Period Totals and Balance	.00 *	.00 *	10,000.00	
YTD Encumbrance	.00	YTD Actual	10,000.00- Total	10,000.00- YTD Budget	.00 Unearned	10,000.00-
Number of transactions: 0		Number of accounts: 3		Debit	Credit	Proof
Total LIBRARY BLDING & GROUNDS FUND:			.00	.00		.00
Number of transactions: 164			Debit		Credit	Proof
Number of accounts: 70						
Grand Totals:			78,294.14	-78,294.14		.00

Report Criteria:

Actual amounts

Accounts with balances or activity

[Report].FUND = "280", "282", "456"

CITY OF TWO RIVERS
ATTN LESTER PUBLIC LIBRARY
1001 ADAMS STREET
TWO RIVERS WI 54241-3544

Do you receive our newsletter?

Where's the market heading? How can I prepare for the unexpected? What will retirement look like for me? Our monthly newsletter helps answer these questions, keeping you informed about the investing topics most relevant to your goals. Visit edwardjones.com/newsletter to read the latest articles, and ask your local office to sign you up to receive our Perspective newsletter by email each month.

Association - Advisory Solutions Fund Model

Portfolio Objective - Account: Balanced Growth and Income

For more information about the Advisory Program Account program go to www.edwardjones.com/advisorybrochures.

Account Value

\$96,757.02

1 Month Ago	\$98,676.90
1 Year Ago	\$91,772.83
3 Years Ago	\$86,534.34
5 Years Ago	\$149,521.01

Value Summary

	This Period	This Year
Beginning value	\$98,676.90	\$93,400.46
Assets added to account	0.00	0.00
Assets withdrawn from account	0.00	0.00
Fees and charges	-94.77	-809.06
Change in value	-1,825.11	4,165.62
Ending Value	\$96,757.02	

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide.

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	-0.58%	3.54%	5.83%	10.51%	2.28%

Performance Benchmarks

Large US Cap Equities (S & P 500)	3.52%	14.09%	18.62%	22.89%	13.29%
International Equities (MSCI EAFE)	1.41%	11.38%	18.89%	19.03%	9.46%
Taxable Fixed Income (Bloomberg Aggregate)	-2.88%	-2.28%	-1.00%	4.18%	-0.59%

Rate of Return (continued)

Your Personal Rate of Return: Your Personal Rate of Return measures the investment performance of your account. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing Your Personal Rate of Return is important to help ensure you're on track to achieving your financial goals.

Performance Benchmarks: Your Personal Rate of Return should be compared to the return necessary to achieve your financial goals. However, we understand many investors would like to compare their Personal Rate of Return to market indexes. Keep in mind this may not be an accurate comparison, as your Personal Rate of Return incorporates the timing of your specific additions and withdrawals and your specific investment mix, while published returns of market indexes do not.

These market indexes are used as a general measure of market performance for several major asset classes. Market indexes assume reinvestment of all distributions and do not take into account brokerage fees, taxes or investment management fees.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan. 1, 2009. This also includes investments you owned during this time period but have since sold. Certain events, including a transfer of an investment between accounts, share class conversion, or change in an investment's identification code (CUSIP) caused by a corporate action, will impact the time frame over which the investment's rate of return is calculated.

Rate of Return information on account statements uses the dollar-weighted calculation. Information used to calculate performance may have been obtained from third parties and Edward Jones cannot guarantee the accuracy of such information.

For the most current information, contact your financial advisor or visit edwardjones.com/performance.

Rate of Return Indexes Definitions

S&P 500 Index: A broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. While many of the stocks are among the largest, this index also includes many relatively small companies. It is a float adjusted capitalization-weighted index (stock price times number of publicly available shares outstanding), calculated on a total return basis with dividends reinvested.

MSCI EAFE Index: A market weighted index maintained by Morgan Stanley Capital International composed of foreign stocks from developed markets (excluding the U.S. and Canada).

Bloomberg Aggregate Bond Index: Measures the performance of government, mortgage-backed, asset-backed and corporate securities with at least one year to maturity.

Asset Details (as of Sep 25, 2026)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

	Current Yield/Rate	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market	3.19%*	\$34.97	\$28.15	-\$63.05	\$0.07

* The average yield on the money market fund for the past seven days.

Exchange Traded & Closed End Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Amrc Avnt SC ETF	111.11	12	1,078.68	254.64	1,333.32
Dmnsi Glb Cr ETF	52.255	22	1,191.08	-41.47	1,149.61
Ish Core S&P 500	774.83	7	3,974.04	1,449.77	5,423.81
Ish RS MD-C ETF	108.30	19	1,634.79	422.91	2,057.70

Asset Details (continued)

Exchange Traded & Closed End Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Ish MSCI Vlu ETF	80.87	15	1,167.14	45.91	1,213.05
Vng Mm Grwt ETF	90.94	30	2,030.01	698.19	2,728.20
Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Bridge Builder Core Bond	8.63	1,689.355	16,895.29	-2,316.16	14,579.13
Bridge Builder Core Plus Bond	8.46	2,262.473	22,565.67	-3,425.15	19,140.52
Bridge Builder INTL Equity	15.97	597.887	6,966.72	2,581.54	9,548.26
Bridge Builder Large Growth	28.08	386.792	6,417.86	4,443.26	10,861.12
Bridge Builder Large Value	19.35	586.911	7,382.93	3,973.80	11,356.73
Bridge Builder Small/Mid Grw	17.32	166.223	2,389.11	489.87	2,878.98
Bridge Builder Small/Mid Value	15.63	206.36	2,323.38	902.03	3,225.41
JPM U.S. Govt Money Market Im	1.00	397.42	—	—	397.42
MFS INTL New Discovery R6	36.36	28.012	964.92	53.60	1,018.52
Nylim Mackay HI Yld Cor BD R6	5.03	951.085	5,139.98	-356.02	4,783.96
PIMCO INTL Bond (USD-Hedged) I	9.46	293.335	2,836.87	-61.92	2,774.95
Principal Midcap R6	39.06	58.532	2,182.34	103.92	2,286.26
Total Account Value					\$96,757.02

Cost basis is the amount of your investment for tax purposes and is used to calculate gain or loss upon sale or other disposition of a security. It is not a measure of performance. The cost basis amounts on your statement should not be relied upon for tax preparation purposes. Cost basis information may be from outside sources and has not been verified for accuracy. Refer to your official tax documents for information about reporting cost basis. Consult a qualified tax advisor or an attorney regarding your situation. If you believe the cost basis information is inaccurate, contact Client Relations.

Summary of Realized Gain/Loss

	This Year
Short Term (assets held 1 year or less)	\$19.24
Long Term (held over 1 year)	164.13
Total	\$183.37

Summary totals may not include proceeds from uncosted securities or certain corporate actions.

Investment and Other Activity by Date

Date	Description	Quantity	Amount
9/01	Dividend on Bridge Builder Core Bond on 1,682.771 Shares at Daily Accrual Rate		\$58.14
9/01	Reinvestment into Bridge Builder Core Bond @ 8.83	6.584	-58.14
9/01	Dividend on Bridge Builder Core Plus Bond on 2,252.819 Shares at Daily Accrual Rate		83.89

Investment and Other Activity by Date (continued)

Date	Description	Quantity	Amount
9/01	Reinvestment into Bridge Builder Core Plus Bond @ 8.69	9.654	-83.89
9/01	Dividend on JPM U.S. Govt Money Market Im on 427.75 Shares at Daily Accrual Rate		1.40
9/01	Reinvestment into JPM U.S. Govt Money Market Im @ 1.00	1.4	-1.40
9/01	Dividend on Nylim Mackay HI Yld Cor BD R6 on 946.273 Shares @ 0.025		24.59
9/01	Reinvestment into Nylim Mackay HI Yld Cor BD R6 @ 5.11	4.812	-24.59
9/01	Dividend on PIMCO INTL Bond (USD-Hedged) I on 292.439 Shares at Daily Accrual Rate		8.63
9/01	Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.63	0.896	-8.63
9/08	Redeemed JPM U.S. Govt Money Market Im @ 1.00	-94.78	94.78
9/08	Program & Platform Fees		-94.78
9/10	Dividend on Amrc Avnt SC ETF on 12 Shares @ 0.5363		6.44
9/18	Dividend on Ish Core S&P 500 on 7 Shares @ 2.2026		15.42
9/18	Dividend on Ish RS MD-C ETF on 19 Shares @ 0.327482		6.22
9/22	Fee Offset		0.01
9/22	Buy JPM U.S. Govt Money Market Im @ 1.00	63.05	-63.05

Money Market Detail by Date

Beginning Balance on Aug 29					\$34.97
Date	Transaction	Description	Deposits	Withdrawals	Balance
9/10	Deposit		6.44		\$41.41
9/18	Deposit		21.64		\$63.05
9/21	Income	Dividend on Money Market for 32 Days @ 3.03%	0.06		\$63.11
9/22	Withdrawal			-63.05	\$0.06
9/23	Deposit		0.01		\$0.07
Total			\$28.15	-\$63.05	
Ending Balance on Sep 25					\$0.07

For more information about the Advisory Solutions program, see the applicable program brochure at www.edwardjones.com/advisorybrochures.

Director's Report September 2026

Date	Activity	Notes
9/6/26	Worked on taking down youth play center.	
9/7/26	Worked on taking down youth play center.	
9/8/26	Met with Corinne Mathis and Kimberlina Seim.	Discussed teen programming.
	Met with library management team.	
	Presented preliminary budget to library board.	
9/9/26	Led library staff meeting.	
	Met with Reference Associate Alan Wambold.	
	Placed an ad in the Roncalli Cross Country Invitational booklet.	Reaches families from 20 area high schools.
	Met with Customer Service Clerk Patty Dempsky.	
	Attended Bilingual Class.	
9/10/26	Met with Customer Service Clerk Enedelia Martel.	*See Spanish Translations note.
9/11/26	Worked on putting up new play center.	*See Behind the Curtain note.
9/12/26	Worked on putting up new play center.	
9/14/26	Presented budget to City Manager Kyle Kordell and City Finance Director Kassie Paider.	
9/15/26	Met with Corinne Mathis to plan book talk schedule and next steps for the program.	*See Youth Services Coordinator Update note.
	Attended <i>AI with Heart: Serving People in a Digital Age</i> Webinar.	
	Met with library management team.	
9/16/26	Met with Customer Service Clerk Tierney Dewane.	
	Attended City Department Head Meeting.	
	Attended Bilingual Class.	
9/18/26	Put up new StoryWalk® with Corinne Mathis.	
9/21/26	Worked Help Desk shift with Corinne Mathis.	Training and covering for staff on vacation.
	Spoke with Tiffanie Curran from EBI: Emmons Business Interiors	Discussed Bulletin Board project next steps.
	Attended City Council Meeting.	*See City Council Meeting note.
9/22/26	Attended Healthiest Manitowoc County: Investing Early meeting with Corinne Mathis.	
	Put up new StoryWalk® at Zander Park.	
9/23/26	Met Fire Sprinkler Quarterly Inspection Technician.	*update—passed (10/7/26)
	First Grade Super User Field Trip	*See Super User note.
	Spoke with Jeff Dawson about the photo project.	
	Attended the Bilingual class.	

9/24/26	Presented first book talk of the year in the 6 th grade with Corinne Mathis.	*See Book Talk note.
	Met with new board member Kelly Gerros.	
9/25/26	Worked with Corinne Mathis to pack her first Families w/ STEAM and Art to Go pack.	Discussed processes and the future of to go packs.
	Led morning tour of library for students with disabilities class from the Two Rivers High School.	
	Presented book talk in the 3 rd grade with Corinne Mathis.	
	Led afternoon tour of library for students with disabilities class from the Two Rivers High School.	
	Received updated color swatches for bulletin board project.	*See Bulletin Board note.
	Measured wall space for photo project.	*See Photo note.
	Last day for SpringKleen cleaning service.	Total cost: \$3,520 for July-September.
9/28/26	Worked Help Desk shift with Corinne Mathis.	Training and covering for staff on vacation.
	Custodian Lisa Krall returned to work.	
9/29/26	Met with board president Kate Gadd.	
	Attended final Community Baby Shower meeting with Corinne Mathis.	
	Attended Developmental Screening Day meeting with Corinne Mathis.	Event held at the Lester Public Library on Wednesday, November 4.
	Worked with Corinne Mathis to pack her first Story Time To Go pack.	Discussed processes and future packs.
9/30/26	Attended Recreation Economy for Rural Communities program follow up call #1.	*See RERC note.
	Presented book talk in the 5 th grade with Corinne Mathis.	
	Attended Bilingual Language Class.	
10/1/26	Vacation	
10/2/26	Vacation	
10/5/26	Vacation	
10/6/26	Vacation	
10/7/26	Met with Sarah Yancey, a volunteer from the United Way's Women United group in Manitowoc.	Women United is hoping to install a StoryWalk® at the Lincoln Park Zoo.

Other noteworthy items:

- Discussed changes to two employees' individual workspaces in the back-work area. Both employees agreed that they do not regularly use the spaces, and that the space could be better utilized as part of the planned remodeling of the back-work area. The management team is planning to create one shared workspace for employees who need to work away from their desks. The space will include a computer, phone, and scanner. The area is already wired for all needed equipment.

November 1 is the deadline for staff to remove personal items from the back-work area. Staff are also planning a work weekend to clear out items so we can get a better understanding of what is currently stored there and determine how the space can be reorganized to better support workflows and storage.

- **Spanish Translations:** Our Spanish-speaking employee, Enedelia Martel, has agreed to translate several key library materials into Spanish. She will complete the work at home and track her hours. We will begin with the Welcome Brochure, parent letter, and Youth Brochure. While we do not anticipate translating everything the library produces into Spanish, having these basic materials available will help staff better communicate library procedures and services to our Spanish-speaking patrons.
- **Behind the curtain:** We are often asked, "How long does it take to put up a new play center?" While staff worked on individual pieces behind the scenes throughout August as time allowed, the bulk of the installation happens in a very short window. Staff worked from 8 AM–9 PM Friday putting up the new dramatic play center, with help from several family members. We were back at it Saturday morning, working from 8 AM–5 PM to finish the space. This year's installation went a little quicker thanks to having a few more hands on deck.
- **Youth Services Coordinator Update:** Corinne Mathis has begun shadowing Tami Feuerstein during Story Time and Babygarten, both of which recently began their fall sessions. Corinne and Tami will lead both programs together for the remainder of the fall, with Corinne participating in planning, set-up, implementation, and clean-up.

Corinne also planned and implemented two first-grade field trips with Tami and began conducting book talks this month. For the initial visits with each grade level, I will model the book talks alongside Corinne. This will provide an opportunity for her to become familiar with the schools, teachers, and format before taking over book talks independently in November.

- **City Council Meeting:** Attended the September 21 City Council meeting, where new Library Board member Kelly Gerros was appointed to fill the remainder of Ned Guyette's term. She was introduced to the Council, and the appointment was approved. The Council also approved an ordinance updating Section 2-5-8 of the Two Rivers City Code governing the Library Board. The revisions clarify the Board's powers, appointment process, terms of office, and membership requirements. The changes align the City Code with the Library Board bylaws approved in September and bring the Board's governing provisions into compliance with Wisconsin statutes. An additional board member is still needed to fulfill requirements.
- **Super User:** This month marked the beginning of the First Grade Super User program, which brings Two Rivers Public School first graders to the library for a field trip. Students learn about library services, receive—most for the first time—their own library card, enjoy a special story time, and have a chance to play in the library's dramatic play center.

The program continues throughout the school year with special first-grade activity nights in November and December. Students also earn a stamp each time they visit the library for a library-related activity. Those who collect 10 stamps throughout the year receive a free book for their home library, encouraging both continued library use and reading at home. This is our first major push to ensure every child in Two Rivers has a library card. Corinne Mathis and Tami Feuerstein led the two days of field trips with Magee and Koenig students. One little girl entered the story time room, looked about and exclaimed, "I just love this!"

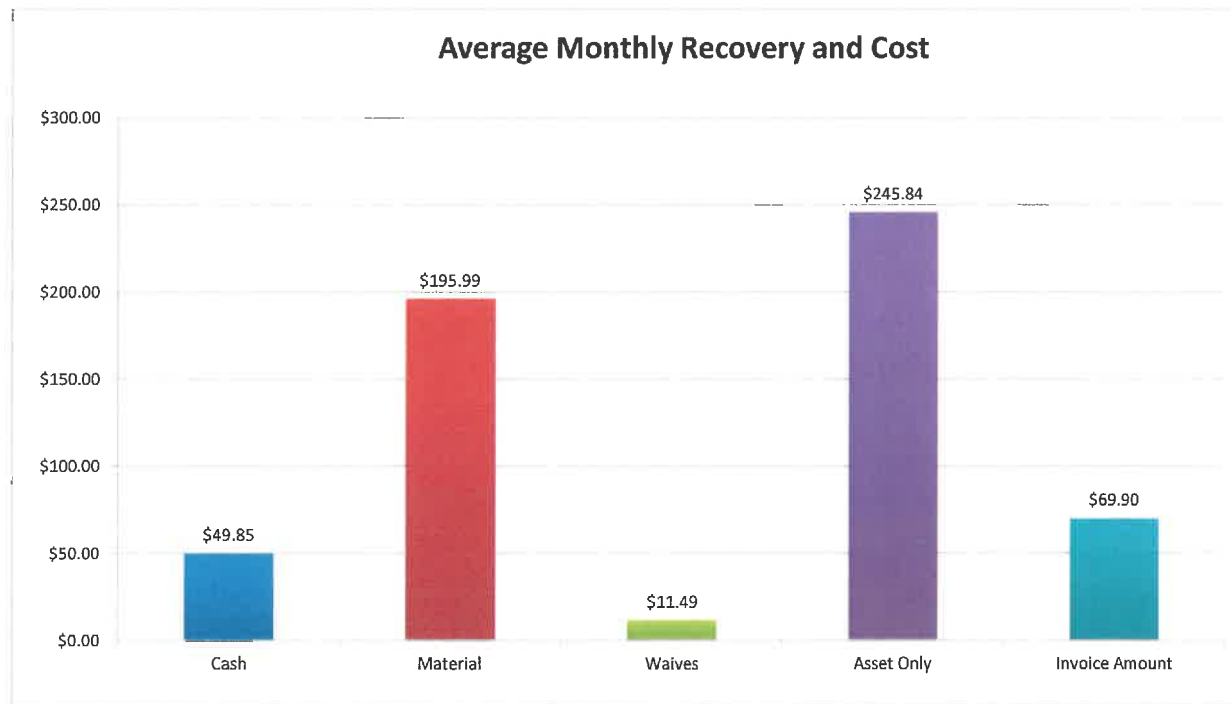
- **Book talk:** While I'm happy to answer any Book Talk program questions for new Board members, I wanted to share a moment from our first Book Talk of the year with the sixth graders. As a new student was heading to check out a book, he told his teacher, "**This is great! We didn't do this at my old school. I think I might actually like reading this year.**" We were able to give him a library card application, and I have no doubt it will come back next month so he can start checking out books. This is *exactly* what the Book Talk program is all about—connecting kids with books and helping them see themselves as readers.
- **Bulletin Board:** Received updated color swatches to replace the original selections, as the product has been upgraded since we began the project. Confirmed our choices with Tiffanie Curran from EBI and requested an updated quote. As a new customer, EBI requires a 50% deposit before materials can be ordered. Once the updated quote is received, the check will be issued and sent so the materials can be ordered and installation can move forward.
- **Photo:** Measured available wall space for the upcoming photo project and did some initial research into available print sizes and general costs. There is space for one photo in the Youth Room and seven in the adult area. The largest size I found available for online printing is 40" x 60", at approximately \$250 per print. Staff will make an initial selection from the Flickr collection, focusing on winter and spring photos and narrowing each session to 20 choices. Once selected, we'll create poster boards for the public to vote on their favorites. I also spoke with the photographer about the project, and he was very touched by the idea.
- **RERC:** Participated in the September 1–2 in-person workshop focused on developing an action plan for strengthening Two Rivers' recreation economy. Three follow-up calls this fall will continue the work begun at the workshop and move the group toward a completed action plan.
- **Material Recovery Report (attached):** Since October 2025, our collection agency, Unique Management has recovered \$2,950.02 in materials and other assets at a cost of \$838.80, representing a return of approximately \$4 for every \$1 spent. The report also includes fines that were waived.



Monthly Recovery Statistics: Lester Public Library

10/2025 Through 9/2026

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-26	\$56.94	\$330.32	\$24.00	\$411.26	\$387.26	\$93.20
August-26	\$145.38	\$167.02	\$10.95	\$323.35	\$312.40	\$139.80
July-26	\$12.00	\$196.77	\$0.00	\$208.77	\$208.77	\$104.85
June-26	\$50.00	\$43.99	\$0.00	\$93.99	\$93.99	\$34.95
May-26	\$55.19	\$156.86	\$0.00	\$212.05	\$212.05	\$116.50
April-26	\$17.75	\$233.89	\$0.00	\$251.64	\$251.64	\$58.25
March-26	\$40.99	\$336.14	\$0.00	\$377.13	\$377.13	\$23.30
February-26	\$58.19	\$311.77	\$47.95	\$417.91	\$369.96	\$23.30
January-26	\$57.80	\$124.89	\$44.95	\$227.64	\$182.69	\$81.55
December-25	\$0.00	\$97.96	\$0.00	\$97.96	\$97.96	\$46.60
November-25	\$28.96	\$49.95	\$0.00	\$78.91	\$78.91	\$23.30
October-25	\$75.00	\$302.26	\$10.00	\$387.26	\$377.26	\$93.20
Total	\$598.20	\$2,351.82	\$137.85	\$3,087.87	\$2,950.02	\$838.80
Average	\$49.85	\$195.99	\$11.49	\$257.32	\$245.84	\$69.90
Total ROI: \$4:1						



Lester Public Library Statistical Report—Sept 26

Circulation											
	Sept 2026		Sept 2025		%Chng		2026 YTD		2025 YTD		%Chng
Circulation Total	8,320		8,391		-1%		76,604		79,956		-4%
Total Visitors	5,797		5,828		-1%		53,941		52,775		2%
Users	Total	%Circ	Total	%Circ			Total	%Circ	Total	%Circ	
Children (0-11)	729	9%	593	7%	23%		6,777	9%	4,968	6%	36%
Young Adult (11-17)	208	3%	282	3%	-26%		2,462	3%	2,465	3%	0%
Adult (18+)	7,099	85%	6,992	83%	2%		63,761	83%	66,859	84%	-5%
Outreach	105	1%	51	1%	106%		654	1%	1,552	2%	-58%
School	61	1%	58	1%	5%		762	1%	908	1%	-16%
ALL OTHERS	118	1%	415	5%	-72%		2,188	3%	3,204	4%	-32%
Item Type	Total	%Circ	Total	%Circ			Total	%Circ	Total	%Circ	
Adult	4,924	59%	5,073	60%	-3%		46,027	60%	49,139	61%	-6%
Youth	3,396	41%	3,318	40%	2%		30,577	40%	30,817	39%	-1%
	Total	%Circ	Total	%Circ			Total	%Circ	Total	%Circ	
Self-check use	2,503	30%	2,716	32%	-8%		23,813	31%	25,267	32%	-6%
Drive Through Use	301	4%	349	4%	-14%		3,058	4%	4,091	5%	-25%
LARS ACTIVITY											
Sent to LARS	2,754		2,581		7%		23,783		23,637		1%
Rec from LARS	1,448		1,355		7%		12,685		12,337		3%
NEW REGISTRATIONS											
Total	95		153		-38%		364		439		-17%
OVERDRIVE EBooks & EAudiobooks											
Total	1906		1952		-2%		17,972		17,037		5%

Lester Public Library Statistical Report—Sept 26

Information Services

	Sept 2026	Sept 2025	%Chng	2026 YTD	2025 YTD	%Chng
Walk-in	1,188	995	19%	12,721	7,897	61%
Phone	265	240	10%	2,121	2,046	4%
Electronic	412	160	158%	2,776	1,445	92%
Reference Total	1,865	1,395	34%	17,618	11,388	55%
PC Internet Use # of Users	529	451	17%	5,000	4702	6%
PC Internet Use (Hours)	451	307	47%	3,761	3021	24%
Computer Use Total	980	758	29%	8,761	7723	13%

Children's Programming

In-house Programs	18	15	20%	184	161	14%
In-house Attendance	1,577	1,058	49%	15,418	13,305	16%
Outreach Programs	3	7	-57%	54	65	-17%
Outreach Attendance	250	613	-59%	4,295	5,651	-24%

Young Adult Programs

In-house Programs	3	3	0%	36	23	57%
In-house Attendance	34	42	-19%	663	564	18%

Adult Programs

In-house Programs	15	13	15%	137	102	34%
In-house Attendance	233	322	-28%	1,111	1,999	-44%

Reference Monthly Statistical Summary

September 2026

Reference Questions

Adult Walk In	1188
Adult Phone	265
Adult Email	412
Reference Total	1865

Computer Usage

# of Users	529
Internet Hours	451

Email Requests

*Adult Requests	347
*Youth Requests	65
	412

Website*

Unique Visits	2,751
Visits	3,236
Pageviews	4,818
Unique Pageviews	4,069

# Books Checked Out	136
New Library Cards	67

Dramatic Play

# times counted	59
# of patrons	446

Youth Programs

In House	18
Attendance	1577
Outreach	3
Attendance	250

Young Adult Programs

In House	3
Attendance	34

Adult Programs

Attendance

Strictly Fiction	7
Book Discussion	9
LPL Flix	27
Draw Your Breath	5
International Film	17
Adult Craft	20
Book It	4
Rotary Build	9
Bilingual Class	83
Genealogy	6
Adult Day Program	4
Crafting Calm	10
ADRC	4
Estate Planning	12
Plant Swap	16

Total # Programs	15
Total Attendance	233

Family w/ STEAM	192
Art to Go / 2	125
Story Time To Go / 1	68
Scavenger Hunt	168
Dramatic Play	446
Family Game Night	8
Story Time AM / 3	169
Pokemon	25
Movers & Shakers AM	22
Movers & Shakers PM	38
Koenig 1st Grade	33
Magee 1st Grade	65
Babygarten AM	54
Babygarten PM	101
Robotics Meeting	63
	1577

6th Grade LBC	98
Koenig 3rd	46
5th Grade LBC	106
	250

Anime Club	20
High School Field Trip	14
	34

*Pageviews measure how many times content is seen, visits measure how many times someone engages with the site, and unique visits measure the overall audience.

OCTOBER 2026 @ THE LESTER PUBLIC LIBRARY

LIBRARY LINKS



What Big Teeth...

WHERE DID I PUT MY KEYS? SHOULD I WORRY?

Thursday, Oct 15 • 6:00 PM

Learn how to recognize the difference between normal memory changes and signs of Alzheimer's—in yourself or someone you care about—with Bonnie Nuttkinson, research program coordinator with UW School of Medicine & Public Health's Alzheimer's Disease Research Center.

Following the presentation, the Lester Public Library and Rotary Club of Two Rivers introduce Memory Kits, thoughtfully curated collections designed to support people living with dementia and their caregivers.

Created for use across the stages of dementia, the kits offer opportunities for memory, conversation, sensory exploration, hands-on engagement and simple moments of comfort and joy.

Rotary



Club of Two Rivers, WI

DUGOUT STORIES: SHORELAND BASEBALL LEAGUE & THE TWO RIVERS POLAR BEARS

Thursday, Oct 8 • 6:00 PM

Step up to the plate for a lively look at the northeastern Wisconsin amateur baseball league that includes Two Rivers' hometown team. League Co-president Kevin Konkol and Polar Bears General Manager AJ Lorrigan talk great players, big moments, and stories from seasons past to today.

HOURS

Mon-Thu	10:00-8:00
Friday	10:00-5:30
Saturday	10:00-2:00
Sunday	Closed



FALL USED BOOK SALE

Thursday, Friday & Saturday, Oct 8-10

Thursday: Books, music CDs, audiobooks & DVDs—\$1.

Friday: BOGO! Buy one, get one free.

Saturday: Fill a bag! \$1—paper sack; \$2—get a reusable bag to fill with all that fits.

Sale held during regular library hours by the fireplace.



FABRIC EXCHANGE

Tuesday, Oct 13 • 5:00-8:00 PM

It's eco-friendly, free and fun! Bring clean items—fat quarters, cut fabric, thread, yarn, pattern books, sewing notions and knitting paraphernalia—and place them on tables in the Webster Room. Browse what others have brought and take what you need.

Sign up for updates on all things crafty at the library! Send name & email to lesref@lesterlibrary.org.



Healthy human population.



Vibrant quality of life.



Thriving species.



Protected and restored habitats.



Clean air and water.

OUR LAND. OUR WATER. OUR FUTURE.

Nature-based practices to build a resilient community

HOW TO IDENTIFY AND MANAGE COMMON INVASIVE SPECIES

Thursday, Oct 29 • 6:00 PM

Woodland Dunes Land Manager Max Kornetzke talks about plants that don't belong on our properties! Learn identifying features of invasives, habitats they commonly invade and strategies to mitigate their impact.

Sponsored by the Two Rivers Environmental Advisory Board.



FILM SCREENING

Thursday, Oct 22 • 6:00 PM

Watch and discuss a documentary that explores the culture wars surrounding American motherhood, and why labels like "girl boss" and "trad wife" divide us and ultimately distract from the issue of lack of support for families. Scan the QR and let us know you are coming!



BILINGUAL CLASSES

Wednesdays thru Nov 18 • 6:00-7:30 PM

A welcoming class for Spanish and English speakers who want to learn or improve skills in the other language. Instruction is based on the sandwich technique of pronunciation, conversation and grammar. No registration required. *Presented by Woods Outreach.*

MOVIES

Bring a beverage and we'll furnish the popcorn. Ages 18+

LPL FLIX

THE SHEEP DETECTIVES

Friday, Oct 2 • 1:00 PM

George Hardy is a shepherd who loves to read murder mysteries to his sheep, never suspecting that they can understand him. When George is found dead under mysterious circumstances, the sheep decide to solve the crime themselves, even if it means leaving their meadow for the first time and facing the fact that the human world isn't as simple as it appears in books.

Rated PG. Runtime 1:50.



INTERNATIONAL FILM

DECISION TO LEAVE

Tuesday, Oct 27 • 6:00 PM

A detective investigating a man's death in the mountains ends up meeting and developing feelings for the dead man's mysterious wife in the course of his dogged sleuthing.

As the investigation unfolds, suspicion and attraction become increasingly tangled, blurring the line between duty and desire.

Runtime 2:18.



SPOOKY MACRAME CRITTERS



**Saturday, Oct 17
10:30 AM-12:30 PM**

Use basic knots to weave creepy-cute characters.

*Call 920.793.8888 to register.
Ages 18+*

SIT'N'STITCH

Saturday, Oct 10 • 10:00 AM-2:00 PM

A companionable meetup for cross stitch enthusiasts. Bring a current project and enjoy your craft the second Saturday of each month near the library's fireplace. Folks are welcome to bring beverages and snacks.

GENEALOGY CLUB

Thursday, Oct 1 • 10:15 AM-noon

Research expert Alan Wambold shows best practices for uncovering family stories. Learn valuable techniques for research, organization, and solving historical mysteries. Meetings are held the first Thursday of each month. New members are always welcome.

ONE-ON-ONE TECH HELP

By appointment

Maribeth Wester, a retired technology professional with more than 40 years of experience, can fluently address issues from simple to complex on whatever device you use—phone, tablet, or computer.

Email mbwester@watchingandlistening.org to make an appointment at the library that works with your schedule.

YARNED & DANGEROUS

Thursdays • 5:00-7:00 PM

Knitters and crocheters: Convene weekly for convivial crafting! Adults (and teens) can bring their own projects, supplies and beverages for a pleasant evening together at the fireplace.

READING CHALLENGES

Use *Beanstack*, a web and mobile app, to participate in reading challenges. *Beanstack* makes it easy to register, track reading, and earn incentives.

Our reading challenges are in full swing and whether you're chasing **Above Average Reader** glory by topping the national average, sleuthing through subgenres as a **Mystery Maven**, or swooning your way through **In It 4 Love**, there's a patch waiting to celebrate your success.

Check out challenges for young readers: **Babies Bloom** encourages families to share 100 books by age one, **1,000 Books Before K** offers free books at every milestone, and **500 Books Before Middle School** rewards independent readers with badges, charms and books. The following are new challenges in 2026:

Once Upon a Time...

Fall Reading Challenges begin Oct 1!

Ages 15+: Log the number of days you read. When you hit 10 days, claim a deluxe apple cider mix; at 25 days, an equally deluxe cinnamon stick; at 40 days, dried apple pieces to complete the concoction (no evil stepmothers here, so no worries about apple safety); and at 55 days, collect your orange-and-pearl campfire mug from which to sip the apple cider and other favorite autumnal beverages.

Read on My Own • Ages 6-14: Not by the hair on your chinny-chin-chin will you be caught NOT reading! Log the days you read to earn prizes, including FREE BOOKS for you to choose and keep! No huffing or puffing required.

Read to Me • Ages 0-5: Find a chair or bed (or couch or hammock) that's JUST RIGHT as a favorite person reads to you. Log the days you listen to earn fun prizes and FREE BOOKS to live with happily ever after.

Myth & Magic Genre Challenge • Ages 18+

Follow the call of magic into stories filled with brave heroes, curious creatures, eerie enchantments, and fairy-tale twists. Wander through beloved subgenres and award-winning epics as you shape your own reading adventure. Complete the challenge to earn a heroic patch worthy of any adventurer.

200 Books Before High School • Ages 11-14

Keep your reading momentum going with the **200 Books Before High School** challenge! Celebrate your inner book nerd as you dive into the books you love—ebooks, audiobooks, graphic novels, and even titles you're reading for school can all count toward your goal. Along the way, earn reading-themed prizes, stickers, and of course, FREE BOOKS for your own library.

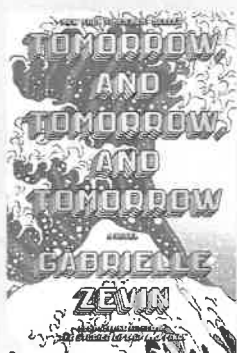
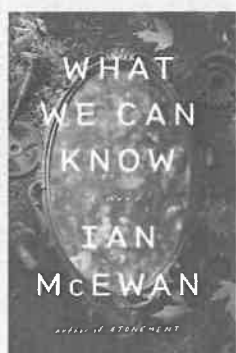
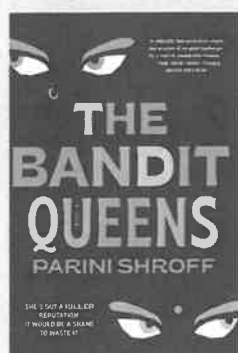


STRICTLY FICTION

Monday, Oct 5 • 6:30 PM

***The Bandit Queens* by Parini Shroff** (thriller)

For years, Geeta's neighbors in her small Indian village have whispered that she killed her husband, who disappeared five years ago. It isn't true, but the rumor has its perks—giving her a freedom few women enjoy. Then other women start coming to her for advice on how to get rid of their own no-good husbands, and Geeta's quiet life spins out of control. As plans go awry and friendships deepen, Geeta discovers the most dangerous thing a woman can do is reclaim her power.



BOOK DISCUSSION GROUP

Wednesday, Oct 7 • 4:00 PM

***What We Can Know* by Ian McEwan**

In 2014, poet Francis Blundy reads a new poem, *A Corona for Vivien*, at a birthday dinner. Over a century later, much of the western world has been flooded following a nuclear catastrophe. Thomas Metcalfe, a scholar living in the submerged remains of southern England, becomes fascinated by the poem and the lives of those who created it. As he follows clues to its origins, he uncovers a story of love, betrayal, and a brutal crime that challenges his assumptions about the past.

BOOK CLUBS

Pick up current selections at the front desk.
New members always welcome! Ages 18+

Find a full list of this year's selections on our readers' page online.

BOOK TO ART CLUB

Saturday, Oct 24 • 11:00 AM

***Tomorrow, Tomorrow, and Tomorrow* by Gabrielle Zevin**

Sam and Sadie meet as children in a hospital game room, where a shared love of video games sparks a lifelong connection. They reunite as students at Harvard and MIT, create a hit game, and launch their own studio. As they build worlds for others, their partnership is tested by ambition, loss, and creative conflict, yet they continually find their way back to each other.

SERIAL CEREAL CLUB

Saturday, Oct 3 • 10:30 AM • Grades 4-6

Sink your teeth into hilarious, spooky and downright monstrous stories featuring creatures big, small, silly and strange. Share your favorites and discover brand-new tales over a bowl of cereal—if you dare!

Then create your own one-of-a-kind monster magnet, perfect for adding a little frightful fun to your fridge.

Grownup sidekicks are free to stay or explore the library during the program.

Try a book subscription service and let us prepare a custom bundle just for you! *Library card required.*

BOOK IT! (18+)

Looking for your next great read? Our expert staff will handpick 2–3 books each month based on your favorite genres, authors, or whatever vibe you're feeling. Fill out a request form at the front desk by the 15th to receive your customized bundle the following month. No commitment—sign up monthly or whenever you like.

LPL PAGES (GRADES 8-12)

Scan the QR code to answer a few questions, then pick up your box at the front desk and start reading. Each box includes two great books and some fun surprises. Issued every other month. If not already subscribed, sign up by Oct. 15 to receive the October edition.



EARLY LITERACY

FALL BABYGARTEN (BIRTH TO 18 MONTHS)

Wednesdays through Oct 7 • 6:15-7:15 PM

Thursdays through Oct 8 • 10:15-11:15 AM

For babies 0-18 months and their caregivers. Share nursery rhymes, songs and books. Discover loving, joyful ways to support growing brains! Each class concludes with free time for play. Registration required; call 920.793.8888.

FALL MOVERS & SHAKERS (18 MONTHS TO AGE 3)

Wednesdays, Oct 14-Nov 18 • 10:15-11:15 AM & 6:15-7:15 PM

Movin', groovin' and learnin' for children 18 months-3 years along with their caregivers. Toddlers need to MOVE to learn! Active storytelling, engaging play, music and more. Registration required; call 920.793.8888.

STORY TIME TO GO (GEARED FOR AGES 0-6)

New packs monthly! Thursday, Oct 1: *Hello Fall!*

Books, music suggestions, finger plays, and math, science and art activities that reinforce the five vital early literacy practices: read, sing, talk, play and write. Geared for ages 0-6. One per family per week while supplies last. Library card required to check out books that accompany packs.

EVENING STORY TIME (ALL AGES)

Mondays, Oct 5, 12, 19 & 26 • 6:15-7:15 PM

Stories, music, movement, and FUN! Enjoy 30 minutes of active storytelling and songs followed by 30 minutes of open exploration at hands-on stations like the sensory table, noodle stacker, and wind tunnel. Rooted in the five early literacy practices, this play-based program is geared for preschoolers but welcoming to all ages. No registration required.

STORY TIME (ALL AGES)

Tuesdays, Oct 6, 13, 20 & 27 • 10:15 AM

Stories, movement, music and FUN! Play-based learning leads to success in school and life. Activities embrace the five early literacy practices: read, sing, play, talk and write. Geared for preschoolers but children of all ages welcome. After Story Time, engage in process art and other hands-on activities



KIDS & FAMILIES

POKEMON CLUB (AGES 8-12)

Friday, Oct 16 • 4:00-5:15 PM

Get ready to level up your skills! Trainers—whether seasoned battlers or just getting started—are invited to join our monthly Pokémon Club. Play the card game, enjoy snacks, meet fellow fans, and dive into fun themed activities. Come catch the excitement! No registration required. For ages 8-12.

ART TO GO

Available Mondays, Oct 12 & 26

Packs contain all the supplies needed for fun art projects geared for school-age children. Pick up while supplies last. No library card required.

FAMILIES W/ STEAM PACK

Available Thursday, Oct 1!

Help the Three Bears keep Goldilocks out! Design and build a working latch for their door that will hold it securely shut—but still allow the bears to open it again. Pick up a pack at the front desk while supplies last—no library card required. All supplies are included. Geared for school-age children and their families.

SCIENCE IN A BAG

Available Oct 15-25

As part of the Wisconsin Science Festival, free take-home STEAM kits bring hands-on science and discovery to curious K-12 learners. Each drawstring backpack contains 10-12 experiments and activities, plus access to an online portal with even more ways to explore. Pick up at the front desk while supplies last!



FAMILY GAME NIGHTS

Mondays • 6:00-7:30 PM

We have all your favorite board and card games; bring the family or meet up with friends. FREE popcorn! Bring drinks, select your games, and find a spot anywhere in the library to play.



TEEN ANIME CLUB

Tuesdays, Oct 6 & 20 • 5:30-7:30 PM

Anime and manga fans: Watch anime, talk about favorite series, do creative projects—and SNACK of course! Action, romance, slice-of-life...there's something for everyone. For teens in grades 6-12.

ONCE UPON A TIME

New Dramatic Play Center is open!

The stories you know come to life! Trip-trap across the bridge with the Three Billy Goats Gruff, wind your way through the forest to Grandma's house, help the Three Little Pigs outsmart the Big Bad Wolf, and make a batch of porridge that's *just right*.

Search the room for hidden clues from fairy tales and nursery rhymes—can you name the story they belong to? And keep an eye out: the princess's pea has rolled away! Play, imagine, talk, and become part of the story as you step into a world where fairy tales unfold, imaginations soar and every day at the library ends *happily ever after*.



NEW STORYWALKS®

Outdoor storybooks! Read *Rubia and the Three Osos* by Susan Middleton Elya along the lovely library path, then **TRIP TRAP** along with *The Three Billy Goats Gruff* by Rachael Mortimer at Zander Park (1406 Parkway Blvd).



OCTOBER

Community Baby Shower

Friday, Oct 2 • 4-6:30 PM @ TR Community House

A free event for those expecting babies, and families with at least one child who is three or younger. Have fun in the Kids Play Zone (look for Ms. Corinne!), take family photos, and find resources and support on topics like potty training, breastfeeding, and safe sleep. Raffle prizes and giveaways, including free books for little learners.

Hosted by Healthiest Manitowoc County Investing Early.

THU

1
Fall Reading Challenges begin!
NEW Families w/ STEAM & Story Time To Go packs
10:15-noon
Genealogy Club
10:15 Babygarten
5-7:00 Yarned & Dangerous

FRI

2
1:00 LPL Flix
4:00-6:30
Community Baby Shower @ TR Community House

SAT

3
10:30 Serial Cereal Club

MON

5
6-7:30 Family Game Night
6:15 Story Time
6:30 Strictly Fiction

TUE

6
10:15 Story Time
5:30-7:30
Teen Anime Club

WED

7
4:00 Book Discussion Group
6-7:30 Bilingual Language Class
6:15 Babygarten

8
BOOK SALE
10:15 Babygarten
5-7:00 Yarned & Dangerous
6:00 Dugout Stories

9
BOOK SALE

10
BOOK SALE
10-2 Sit'n'Stitch

12
New Art to Go Pack
6-7:30 Family Game Night
6:15 Story Time

13
10:15 Story Time
5:00-8:00 Fabric Exchange
6:00 Library Board Meeting

14
10:15 & 6:15 Movers & Shakers
6-7:30 Bilingual Language Class

15
5-7:00 Yarned & Dangerous
6:00 Where Did I Put My Keys? Should I Worry?

16
4-5:15
Pokémon Club

17
10:30-12:30
Spooky Macramé Critters

19
6-7:30 Family Game Night
6:15 Story Time

20
10:15 Story Time
5:30-7:30
Teen Anime Club

21
10:15 & 6:15 Movers & Shakers
6-7:30 Bilingual Language Class

22
5-7:00 Yarned & Dangerous
6:00 Film Screening: No Countries for Mothers

23
1:00-3:00
Crafting Calm

24
11:00 Book to Art

26
New Art to Go Pack
6-7:30 Family Game Night
6:15 Story Time

27
10:15 Story Time
6:00 International Film

28
10:15 & 6:15 Movers & Shakers
6-7:30 Bilingual Language Class

29
5-7:00 Yarned & Dangerous
6:00 How to Identify and Manage Invasive Species

Crafting Calm

Friday, Oct 23

1:00-3:00 PM • 16+

Pamper yourself with a little peace. Gather to enjoy music while indulging in a simple, calming activity like coloring, painting, dot-to-dot drawing, sticker mosaics or diamond painting. All supplies are furnished; just bring yourself and a beverage.



BOOKS EVERYWHERE

By: **Lester Public Library**

Building a Home Library

We want you and your children in the Lester Public Library building as often as possible, of course. But there's another piece of the literacy puzzle that's just as important: **building a home library.**

Research consistently finds that children who grow up with books in their homes tend to read more, enjoy reading more and have stronger reading skills. And new research is giving us an even clearer picture of why access matters. A 2026 study found that simply increasing children's access to books at home led to measurable gains in reading achievement, with the greatest benefits seen among children who received books consistently over several years.

In other words, **books at home matter.** Not because children need to be forced to read them, but because having books around makes reading a natural part of everyday life. A child can pick up a favorite story for the hundredth time, flip through a picture book while waiting for dinner, find a book about dinosaurs after becoming fascinated by fossils or discover a new favorite author simply because a book is there.

It doesn't have to be fancy. It doesn't have to fill a room. It can be a basket of board books beside the changing table, a shelf in the living room, a stack beside the bed or a collection that grows until books seem to be everywhere. The goal is simple: **make books easy to see, easy to reach and easy to enjoy.**

And you can build a home library to keep your child surrounded with books without spending a penny.

Reach Out and Read. Our community is already helping families build home libraries from the very beginning through Reach Out and Read, a nationwide program that incorporates books and literacy guidance into pediatric care. Endorsed by the American Academy of Pediatrics, the program provides children with a new, developmentally appropriate book at well-child visits, along with guidance for parents and caregivers about the importance of reading together.

Here at home, Reach Out and Read clinicians at Aurora Health Centers (on Memorial and in Two Rivers), Froedtert & MCW HFM Michigan Avenue Campus Pediatrics, and Prevea Manitowoc Health Center put books directly into chil-

dren's hands—and homes. Babies and children through age eight receive books at well-child visits, building a collection that grows right along with them. By the time a child reaches kindergarten, those books have become the beginnings of a very personal home library—books that belong to that child, are always there to enjoy and can be read again and again.

Dolly Parton's Imagination Library. Through United Way Manitowoc County, a program partner, children from birth to age five can register to receive a free book in the mail every month!

Library reading challenges are designed to do more than encourage children to read: they help children build a library of their very own.

- **Babies Bloom: 100 Books by Age One.** For every 25 books read along the way, participants receive a new book for their home library.
- **1,000 Books Before Kindergarten.** For every 100 books read, children receive a free book to keep.
- **500 Books Before Middle School.** Children earn six free books along the way—at 50, 100, 200, 300, 400 and 500 books.
- **200 Books Before High School.** Two free books to choose for the home collection.
- And our **seasonal reading challenges**—summer, fall and winter—always include free books as incentives for children and teens to choose and keep.

A home library isn't about having a certain number of books. It's about creating a home where books belong. Books in the baby's hands. Books on the nightstand. Books in the backpack. Books in the car. Books borrowed from the library and books that are yours forever. Books for rainy afternoons, bedtime snuggles, curious questions and quiet moments.

Books everywhere—all the time.

The library will always be here to keep the shelves fresh, surprising and full; check out armloads. But don't forget those home libraries. Our hope is that every child grows up knowing that books are not just something you check out or something you read for school—they're something that belongs in your life.



CITY OF TWO RIVERS

ORDINANCE

An Ordinance amending Section 2-5-8 of the Municipal Code of the City of Two Rivers, Wisconsin, regarding changes to the Library Board bylaws, based on the recommendations of the City Manager and the Library Board:

The Council of the City of Two Rivers, Wisconsin, ordains as follows:

SECTION 1. Section 2-5-8 of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended to read as follows:

Sec. 2-5-8 B. Appointment and Terms of Office.

(1) Appointment. The Library Board shall consist of nine members, three of whom shall be appointed annually for three-year terms by the City Manager, subject to city council confirmation, together with any additional members appointed under Wis. Stat. § 43.60(3).

(2) Council membership. Not more than one member of the Council shall be a member of the Library Board at any one time.

(3) School district representative. The City Manager shall appoint, and the Council confirm, as one of the members the school district administrator, or the administrator's representative, to represent the public school district or districts in which the public library is located, as provided in Wis. Stat. § 43.54(1)(c).

(4) County appointments. The County Chairperson, with the approval of the County Board, may appoint from among the residents of the County additional members to the Library Board in accordance with Wis. Stat. § 43.60(3). The number of additional members and the terms of those members shall be governed by that subsection.

(a) If the annual sum appropriated by the county to the public library is equal to at least one-sixth, but less than one-third, of the annual sum appropriated to the public library by the City during the preceding fiscal year, one additional member.

(b) If the annual sum appropriated by the county to the public library is equal to at least one-third, but less than one-half, of the annual sum appropriated to the public library by the City, 2 additional members.

(c) If the annual sum appropriated by the county to the public library is equal to at least one-half, but less than two-thirds, of the annual sum appropriated to the public library by the City, 3 additional members.

(d) If the annual sum appropriated by the county to the public library is equal to at least two-thirds, but less than the annual sum appropriated to the public library by the City, 4 additional members.

(e) If the annual sum appropriated by the county to the public library is equal to at least the annual sum appropriated to the public library by the City, 5 additional members.

Sec. 2-5-8 C. Vacancies

Unchanged.

Sec. 2-5-8 D. Limit on Terms.

No person appointed by the City Manager and confirmed by the Council after the effective date of this ordinance may serve more than three consecutive three-year terms on the Library Board. Service on the Library Board before the effective date of this ordinance shall not be counted toward this limit. This limit applies only to members appointed by the City Manager and confirmed by the Council.

SECTION 2. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, that invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance that can be given effect without the invalid or unconstitutional provision or application.

SECTION 3. Publication and Effective Date. This ordinance shall be published as required by law and shall take effect and be in force on the day following its publication.

Adopted by the Council of the City of Two Rivers, Manitowoc County, Wisconsin, this 22 day of September, 2026.

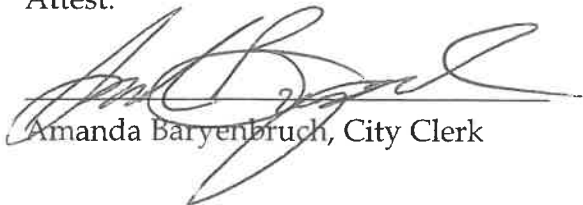


Scott Stechmesser, City Council President



Kyle Kordell, City Manager

Attest:



Amanda Baryenbruch, City Clerk

Approved as to form and legality:



Sean P. Griffin, City Attorney

(d) If the annual sum appropriated by the county to the public library is equal to at least two-thirds, but less than the annual sum appropriated to the public library by the City, 4 additional members.

(e) If the annual sum appropriated by the county to the public library is equal to at least the annual sum appropriated to the public library by the City, 5 additional members.

Sec. 2-5-8 C. Vacancies

Unchanged.

Sec. 2-5-8 D. Limit on Terms.

No person appointed by the City Manager and confirmed by the Council after the effective date of this ordinance may serve more than three consecutive three-year terms on the Library Board. Service on the Library Board before the effective date of this ordinance shall not be counted toward this limit. This limit applies only to members appointed by the City Manager and confirmed by the Council.

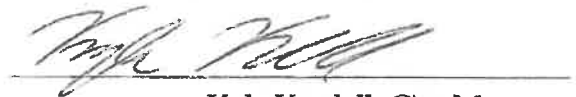
SECTION 2. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, that invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance that can be given effect without the invalid or unconstitutional provision or application.

SECTION 3. Publication and Effective Date. This ordinance shall be published as required by law and shall take effect and be in force on the day following its publication.

Adopted by the Council of the City of Two Rivers, Manitowoc County, Wisconsin, this 22 day of September, 2026.



Scott Stechmesser, City Council President

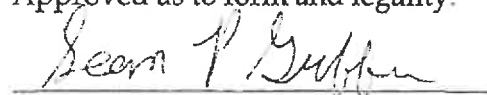


Kyle Kordell, City Manager

Attest:


Amanda Baryenbruch, City Clerk

Approved as to form and legality:


Sean P. Griffin, City Attorney

LESTER PUBLIC LIBRARY
BOARD OF TRUSTEES
2026-2027

Kate Gadd – President 2nd Term Expires – 5/2027 2401 Jefferson Street Two Rivers, WI 54241 Phone: 920-645-1811 Email: katieg919@gmail.com	Jack Powalisz – Vice President 1st Term Expires – 5/2028 414 Highland Court Two Rivers, WI 54241 Phone: 920-973-1882 Email: jackpowalisz@yahoo.com
Don Weiss – County Representative 1813 28th Street Two Rivers, WI 54241 Phone: 920-905-5921 Email: donweiss@manitowocountywi.gov	Bonnie Shimulunas – County Representative 2018 14th Street Two Rivers, WI 54241 Phone: 920-794-4479 Email: bonnieshimulunas@manitowocountywi.gov
Shannon Derby – City Council Representative 1713 24th Street Two Rivers WI 54241 Phone: 920-973-6054 Email: sderby@two-rivers.org	Mary Glaser – School Representative 12526 Lakeshore Road Two Rivers, WI 54241 Phone: 920-755-2756 Email: mary.glaser@trschoools.k12.wi.us
Kelly Gerros Term Expires – 5/2028 2524 Riverhills Road Two Rivers, WI 54241 Phone: 314-397-5935 Email: gerrosfitness@gmail.com	Katie Stone 1st Term Expires – 5/2027 1101 Monroe Street #9 Two Rivers WI 54241 Phone: 920-737-1465 Email: kattsch.ruby@gmail.com
Lisa Steinhauer 1st Term Expires – 5/2029 3209 49th Street Two Rivers, WI 54241 Phone: 920-901-0032 Email: slsteiny@yahoo.com	Laura Waalkens 1st Term Expires - 5/2029 1822 29th Street Two Rivers, WI 54241 Phone: 920-645-5539 Email: LBookwalter@gmail.com

Director Six-Month Priorities Progress

Administrative Transition and Municipal Relations

- ✓ 6/29/26: Met with Tammy Lawlor, ---to learn Casella Budgeting Software
- ✓ 7/8/26: Attended City Department Heads Meeting
- ✓ 7/20/26: Met with MCTS Director Becky Scherer for new Director's training
- ✓ 7/23/26: Met with Kassie Paider, City Finance Director to discuss gift funds and how donated money is allocated when received.
- ✓ 7/27/26: Met with Amanda Baryenbrach, City Clerk to discuss PA forms for new hires and other human resources matters.
- ✓ 8/10/26: Attended Wisconsin Library Law webinar.
- ✓ 8/13/26: Attended All Playing in the Same Orchestra: Collaborating for Community Success webinar
- ✓ 8/17/26: Applied for Public Librarian Certification through WI DPI.
- ✓ 8/19/26: Began meeting individual staff members to discuss transition.
- ✓ 8/31/26: Received 5 year Public Librarian license. (exp. 8/2031)
- ✓ 9/15/26: Attended *AI with Heart: Serving People in a Digital Age* Webinar.
- ✓ 9/16/26: Attended City Department Heads Meeting.
- ✓ 9/21/26: Attended City Council Meeting.

Development of the 2027 Library Budget

- ✓ 7/23/26: Met with Kassie Paider, City Finance Director to discuss how donated funds will be handled moving forward.
- ✓ 7/24/26: Make Data Work for Your Library: Getting Started with WI Public Library Dashboards webinar that talked about data driven storytelling.
- ✓ 8/13/26: Filled in initial numbers for the 2027 Budget
- ✓ 8/25/26: Met with City Finance Director Kassie Paider. She walked me through the budget line by line, answering my questions about 2027 and the future.
- ✓ 8/26/26: Met with Library Board President Kate Gadd to discuss timeline for budget presentation to the library board
- ✓ 8/26/26: Met with library management team to discuss possible changes to the budget for 2027
- ✓ 9/8/26: Presented preliminary budget to the Library Board of Trustees.
- ✓ 9/14/26: Presented budget to City Manager, Kyle Kordell and City Finance Director, Kassie Paider.

New Youth Staff Transition Planning

- ✓ 7/29/26: Spoke with Corinne Mathis about attending the Recreation Economy Strategic Planning Workshops scheduled for September 1 and 2 and moving first day at the library to September 3.
- ✓ 8/8/26: Met with Corinne Mathis and Tami Feuerstein to begin planning for fall youth programming
- ✓ 8/6/26: Met with Corinne Mathis and Tami Feuerstein to continue fall youth program planning
- ✓ 8/11/26: Corinne observed Story Time prep, Story Time and clean up with Tami
- ✓ 8/31/26: Developed first month training schedule
- ✓ 9/5/26-9/12/26: Worked with Corinne Mathis on creating first play center.
- ✓ 9/8/26: Met with Corinne Mathis and Kimberlina Seim to discuss teen programming and transitioning to Corinne's role as Kimberlina's direct supervisor.
- ✓ 9/10/26: Corinne Mathis began assisting Tami Feuerstein with Babygarten. She will continue to do so for this entire fall session.
- ✓ 9/15/26: Corinne Mathis began assisting Tami Feuerstein with Story Time. She will continue to do so for this entire fall session.
- ✓ 9/15/26: Met with Corinne Mathis to plan book talk schedule and next steps for the program.
- ✓ 9/16/26: Trained Corinne Mathis on how to create new StoryWalks® and steps for installation.

- ✓ 9/18/26: Put up new StoryWalk® with Corinne Mathis at the library.
- ✓ 9/22/26: Attended Healthiest Manitowoc County: Investing Early meeting with Corinne Mathis.
- ✓ 9/24/26: Presented first book talk of the year in the 6th grade with Corinne Mathis.
- ✓ 9/25/26: Worked with Corinne Mathis to pack her first Families w/ STEAM and Art to Go pack.
- ✓ 9/29/26: Worked with Corinne Mathis to pack her first Story Time To Go pack.

Review of Library-Related City Ordinances

- ✓ 7/24/26: Met with MCLS Director Becky Scherer to discuss and ensure accuracy
- ✓ 7/27/26: Met with Kyle Kordell, City Manager about proposed amendments
- ✓ 7/28/26: Emailed with MCLS Director Becky Scherer to ensure compliance with suggested amendments.
- ✓ 7/29/26: Discussed additional amendments needed with MCLS Director Becky Scherer
- ✓ 9/8/26: Passed amended bylaws at Library Board of Trustee meeting.
- ✓ 9/10/26: Submitted amended bylaws to City Manager, Kyle Kordell.
- ✓ 9/16/26: Ordinance for Library Bylaws added to City Council Agenda for September 21, 2026 meeting.
- ✓ 9/17/26: Received amended city ordinance that aligns with library bylaws.
- ✓ 9/21/26: City Council approved an ordinance updating Section 2-5-8 of the Two Rivers City Code governing the Library Board. The changes align the City Code with the Library Board bylaws approved in September and bring the Board's governing provisions into compliance with Wisconsin statutes.

Completion and Expansion of the Community Bulletin Board Project

- ✓ 9/21/26: Spoke with Tiffanie Curran from EBI: Emmons Business Interiors about the status of the bulletin board project.
- ✓ 9/25/26: Received updated color swatches to replace the original selections, as the product has been upgraded since we began the project. Confirmed our choices with the company and requested an updated quote.

Reclaiming and Reorganizing Staff Workspaces

- ✓ Examined files in the director's office and reorganized their location- freeing up space for new files.
- ✓ Completed the cleaning and reorganization of the Youth Services Coordinator's workspace, clearing out 28 years of accumulated materials to prepare the space for our new coordinator
- ✓ 9/9/26: Finished discussion with Toni Pierce and Alan Wambold about removing their individual desk spaces in preparation of new shared work space in back.

Celebrating Two Rivers Through Photos

- ✓ 9/23/26: Spoke with Jeff Dawson about the idea for the project. He loved the idea.
- ✓ 9/25/26: Counted and measured spaces for photos: 1 Youth Room, 3 Adult area along front windows, 4 Adult area along fireplace wall.

Website Accessibility and ADA Compliance

- ✓ 7/8/26: Attended Library Compliance with the ADA Title II WCAG Rule Webinar

Completion of the 2026 Annual Report

- ✓ 7/20/26: Met with MCLS Director Becky Scherer to discuss report deadlines and system responsibilities.

Account Number	Account Title	12/31/24 Prior year Actual	12/31/25 Prior year Actual	12/31/26 Cur Year Budget	06/30/26 Year-to-date Actual	Proj YE	2027 Budget	Change from Prev Budget	Percent Change
LIBRARY FUND									
REVENUES									
280-41110	GENERAL PROPERTY TAX	\$ 681,790	\$ 681,790	\$ 695,425	\$ 695,425	\$ 695,425	\$ 709,334	\$ 13,909	2.00%
Total TAXES:		\$ 681,790	\$ 681,790	\$ 695,425	\$ 695,425	\$ 695,425	\$ 709,334	\$ 13,909	2.00%
280-43519	COVID ROUTES TO RECOVERY	\$ -	\$ -	\$ -	\$ -				
280-43571	STATE W/LSCA GRANT	\$ -	\$ -	\$ -	\$ -				
280-43720	COUNTY FUNDS	\$ 192,519	\$ 226,860	\$ 246,309	\$ 246,309	\$ 246,309	\$ 259,483	\$ 13,174	5.35%
Total INTERGOVERNMENTAL REVENUE:		\$ 192,519	\$ 226,860	\$ 246,309	\$ 246,309	\$ 246,309	\$ 259,483	\$ 13,174	5.35%
280-45300	LIBRARY BOOK FINES	\$ 2,721	\$ 2,561	\$ 3,400	\$ 752	\$ 2,300	\$ 2,534	\$ (866)	-25.47%
Total FINES & FORFEITURES:		\$ 2,721	\$ 2,561	\$ 3,400	\$ 752	\$ 2,300	\$ 2,582	\$ (818)	-24.06%
280-46712	COPIER SERVICE FEES	\$ 7,256	\$ 7,066	\$ 9,000	\$ 4,907	\$ 9,814	\$ 9,838	\$ (838)	-9.31%
Total CHARGES FOR SERVICE:		\$ 7,256	\$ 7,066	\$ 9,000	\$ 4,907	\$ 9,814	\$ 9,838	\$ (838)	-9.31%
280-48200	RENT-CITY PROPERTY	\$ -	\$ -	\$ -	\$ -				
280-48300	SALE OF PROP & EQUIP	\$ 2,569	\$ 2,463	\$ 4,563	\$ 1,653	\$ 4,200	\$ 4,500	\$ (63)	-1.38%
280-48400	REFUND FOR PRIOR YEARS	\$ -	\$ -	\$ -	\$ -				
280-48440	INSURANCE CLAIMS	\$ -	\$ -	\$ -	\$ -				
280-48500	DONATIONS	\$ 71,483	\$ 76,709	\$ 75,000	\$ 12	\$ 79,942	\$ 80,000	\$ 5,000	6.67%
280-48900	OTHER REVENUES	\$ 3,866	\$ 4,515	\$ 3,800	\$ 2,501	\$ 5,002	\$ 4,000	\$ 200	5.26%
Total MISCELLANEOUS REVENUE:		\$ 77,918	\$ 83,687	\$ 83,363	\$ 4,167	\$ 89,144	\$ 88,500	\$ 5,137	6.16%
280-49110	PROCEEDS FROM DEBT	\$ -	\$ -	\$ -	\$ -				
280-49210	TRANSFER FROM GEN FUND	\$ -	\$ -	\$ -	\$ -				
280-49223	TRANS FROM OTHER FUNDS	\$ 4,000	\$ -	\$ -	\$ -				
280-49300	ENCUMBRANCES-PRIOR YEARS	\$ -	\$ -	\$ -	\$ -				
280-49310	REAPPROPRIATED SURPLUS	\$ -	\$ -	\$ -	\$ -				
Total OTHER FINANCING SOURCES:		\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -		
Total REVENUE:		\$ 966,204	\$ 1,001,964	\$ 1,037,497	\$ 951,560	\$ 1,042,992	\$ 1,069,737	\$ 32,240	3.11%

EXPENDITURES

LIBRARY ADMINISTRATION

PERSONNEL SERVICES

280-55110-1100	FULLTIME ADMINISTRATION	\$ 312,096	\$ 328,863	\$ 337,879	\$ 169,053	\$ 335,570	\$ 328,773	\$ (9,106)	-2.70%
280-55110-1200	WAGES - FULLTIME	\$ 365	\$ 1,466	\$ -	\$ 430	\$ 430			
280-55110-1220	WAGES - FULLTIME	\$ 41,186	\$ 34,842	\$ 43,491	\$ 21,584	\$ 35,127	\$ 49,858	\$ 6,367	14.64%
280-55110-1230	WAGES - PART TIME	\$ -	\$ 10,643	\$ -	\$ 7,691	\$ 7,691			
280-55110-1240	WAGES - PART TIME	\$ -	\$ -	\$ -	\$ -				
280-55110-1270	WAGES - PART TIME	\$ 160,173	\$ 155,453	\$ 160,992	\$ 76,912	\$ 155,554	\$ 186,332	\$ 25,340	15.74%
280-55110-1280	WAGES-LONGEVITY PAY	\$ 7,902	\$ 8,139	\$ 8,384	\$ -	\$ 8,384	\$ 9,518	\$ 1,134	13.53%
280-55110-1290	WAGES-OVERTIME	\$ -	\$ -	\$ 502	\$ -		\$ 575	\$ 73	14.54%
280-55110-1310	WI RETIREMENT	\$ 28,495	\$ 29,689	\$ 32,322	\$ 15,642	\$ 33,797	\$ 32,553	\$ 231	0.71%
280-55110-1320	FICA	\$ 37,965	\$ 39,250	\$ 42,553	\$ 20,335	\$ 35,910	\$ 44,374	\$ 1,821	4.28%
280-55110-1330	HEALTH INSURANCE	\$ 97,763	\$ 101,950	\$ 111,576	\$ 55,028	\$ 98,165	\$ 87,116	\$ (24,460)	-21.92%
280-55110-1333	HEALTH SAVINGS ACCT EXPENSE	\$ -	\$ -	\$ -	\$ -				
280-55110-1334	HEALTH INSURANCE OPT-OUT	\$ 3,308	\$ 5,000	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	0.00%
280-55110-1340	LIFE INSURANCE	\$ 1,585	\$ 1,858	\$ 1,725	\$ 1,034	\$ 1,861	\$ 2,229	\$ 504	29.22%
280-55110-1350	OTHER BENEFITS	\$ 978	\$ 1,047	\$ -	\$ -				
280-55110-1361	SICK LEAVE PAYOUT	\$ 467	\$ 1,320	\$ 1,300	\$ 2,233	\$ 2,233	\$ -	#VALUE!	0.08%
	TOTAL	\$ 692,283	\$ 719,519	\$ 745,724	\$ 372,443	\$ 719,722	\$ 746,328	\$ 604	

CONTRACTUAL SERVICES

280-55110-2100	PROF SERV - CITY SERVICES	\$ 53,856	\$ 55,228	\$ 59,750	\$ 29,905	\$ 59,750	\$ 61,543	\$ 1,793	3.00%
280-55110-2130	PROFESSIONAL SERVICES	\$ 6,308	\$ 6,631	\$ 9,000	\$ 3,854	\$ 11,308	\$ 9,500	\$ 500	5.56%
280-55110-2200	TELEPHONE EXPENSE	\$ 1,064	\$ 1,071	\$ 1,000	\$ 564	\$ 1,280	\$ 1,100	\$ 100	10.00%
280-55110-2210	ELECTRICITY	\$ 23,801	\$ 25,652	\$ 25,000	\$ 9,859	\$ 23,678	\$ 26,250	\$ 1,250	5.00%
280-55110-2220	NATURAL GAS/HEAT	\$ 8,820	\$ 10,742	\$ 13,500	\$ 9,415	\$ 17,159	\$ 17,000	\$ 3,500	25.93%
280-55110-2230	WATER EXPENSE	\$ 2,187	\$ 2,178	\$ 2,160	\$ 1,063	\$ 2,126	\$ 2,100	\$ (60)	-2.78%
280-55110-2240	SEWER EXPENSE	\$ 816	\$ 809	\$ 890	\$ 1,078	\$ 2,000	\$ 2,000	\$ 1,110	124.72%
280-55110-2250	STORMWATER EXPENSE	\$ 959	\$ 959	\$ 960	\$ 480	\$ 960	\$ 960	\$ -	0.00%
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	\$ 33,445	\$ 25,409	\$ 25,000	\$ 11,580	\$ 25,000	\$ 26,200	\$ 1,200	4.80%
280-55110-2430	EQUIPMENT REPAIRS	\$ -	\$ -	\$ -	\$ -				
280-55110-2450	EQUIPMENT NEW	\$ 967	\$ 6,736	\$ 7,500	\$ -	\$ 7,500	\$ 9,610	\$ 2,110	28.13%
280-55110-2900	OTHER SERVICES	\$ -	\$ -	\$ -	\$ -				
280-55110-2910	PRINTING/ADVERTISING	\$ 854	\$ 137	\$ 350	\$ 50	\$ 50	\$ 350	\$ -	0.00%
280-55110-2930	TECHNOLOGY	\$ 15,739	\$ 16,430	\$ 16,000	\$ 7,619	\$ 15,300	\$ 16,000	\$ -	0.00%
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	\$ -	\$ -	\$ -	\$ -				
280-55110-2970	TRANSFER TO DEBT SERVICE	\$ -	\$ -	\$ -	\$ -				
	TOTAL	\$ 148,816	\$ 151,981	\$ 161,110	\$ 75,466	\$ 166,111	\$ 172,613	\$ 11,503	7.14%

OPERATING SUPPLIES/EXPENSES

280-55110-3100	OFFICE SUPPLIES	\$ 5,565	\$ 6,241	\$ 6,000	\$ 2,310	\$ 6,000	\$ 7,200	\$ 1,200	20.00%
280-55110-3110	POSTAGE	\$ 631	\$ 412	\$ 450	\$ 304	\$ 500	\$ 500	\$ 50	11.11%
280-55110-3300	TRAVEL	\$ 1,200	\$ 1,660	\$ 2,500	\$ 330	\$ 2,500	\$ 5,000	\$ 2,500	100.00%
280-55110-3560	LANDSCAPING	\$ 22,628	\$ 17,867	\$ 19,000	\$ 5,378	\$ 19,000	\$ 19,000	\$ -	0.00%
280-55110-3960	TECH PROC SUPPLIES	\$ 52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ 30,076	\$ 26,180	\$ 27,950	\$ 8,322	\$ 28,000	\$ 31,700	\$ 3,750	13.42%

FIXED CHARGES

280-55110-5200	INSURANCES	\$ 15,777	\$ 17,168	\$ 17,000	\$ 7,935	\$ 17,000	\$ 17,850	\$ 850	5.00%
280-55110-5950	TRANSFER TO CAP PROJ FND	\$ 2,034	\$ 3,894	\$ 3,300	\$ 3,300	\$ 3,300	\$ 8,600	\$ 5,300	160.61%
280-55110-5970	TRANSFER TO DEBT SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ 17,811	\$ 21,062	\$ 20,300	\$ 11,235	\$ 20,300	\$ 26,450	\$ 6,150	30.30%

CAPITAL OUTLAY

280-55110-8150	CO-MACHINERY/EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
280-55110-8170	CO - OTHER IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
280-55110-8190	ACCOUNTING SOFTWARE PURCHASE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Total LIBRARY ADMINISTRATION:

\$ 888,986	\$ 918,742	\$ 955,084	\$ 467,465	\$ 934,133	\$ 977,091	\$ 22,007	2.30%
-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	------------------	--------------

ADULT SERVICES

280-55111-3230	PERIODICALS	\$ 3,550	\$ 3,639	\$ 2,900	\$ 3,176	\$ 3,176	\$ 3,600	\$ 700	24.14%
280-55111-3400	NON-FICTION BOOKS	\$ 14,319	\$ 14,537	\$ 14,000	\$ 5,149	\$ 13,724	\$ 14,100	\$ 100	0.71%
280-55111-3420	FICTION BOOKS	\$ 15,475	\$ 14,097	\$ 14,000	\$ 6,353	\$ 13,887	\$ 14,500	\$ 500	3.57%
280-55111-3430	LARGE PRINT BOOKS	\$ 10,494	\$ 10,022	\$ 10,000	\$ 6,011	\$ 10,000	\$ 10,000	\$ -	0.00%
280-55111-3450	MOVIES	\$ 2,856	\$ 3,129	\$ 1,900	\$ 1,338	\$ 1,900	\$ 2,500	\$ 600	31.58%
280-55111-3470	AUDIOBOOKS	\$ 2,631	\$ 3,336	\$ 3,200	\$ 1,018	\$ 3,200	\$ 4,000	\$ 800	25.00%
280-55111-3480	MUSIC CD'S	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
280-55111-3510	PROGRAMS	\$ 2,087	\$ 1,577	\$ 2,000	\$ 882	\$ 2,000	\$ 5,046	\$ 3,046	152.30%
Total ADULT SERVICES:		\$ 51,411	\$ 50,337	\$ 48,000	\$ 23,928	\$ 47,887	\$ 53,746	\$ 5,746	11.97%

CHILDREN'S SERVICES

280-55112-3230	PERIODICALS	\$ 476	\$ 338	\$ 300	\$ 318	\$ 318	\$ 350	\$ 50	16.67%
280-55112-3400	NON-FICTION BOOKS	\$ 6,120	\$ 5,761	\$ 6,000	\$ 2,730	\$ 6,000	\$ 6,000	\$ -	0.00%
280-55112-3420	FICTION BOOKS	\$ 3,913	\$ 4,967	\$ 3,500	\$ 1,687	\$ 4,532	\$ 4,500	\$ 1,000	28.57%
280-55112-3440	PAPERBACKS	\$ 909	\$ 634	\$ 700	\$ -	\$ -	\$ 700	\$ -	0.00%

280-55112-3450	MOVIES	\$	525	\$	382	\$	600	\$	111	\$	250	\$	600	\$	-	0.00%
280-55112-3470	AUDIOBOOKS	\$	102	\$	700	\$	700	\$	-	\$	700	\$	1,000	\$	300	42.86%
280-55112-3510	PROGRAMS	\$	9,922	\$	10,102	\$	9,500	\$	2,422	\$	9,500	\$	9,500	\$	-	0.00%
280-55112-3530	JE BOOKS	\$	5,222	\$	4,503	\$	6,000	\$	1,533	\$	6,000	\$	6,250	\$	250	4.17%
Total CHILDREN'S SERVICES:		\$	27,188	\$	27,387	\$	27,300	\$	8,801	\$	27,300	\$	28,900	\$	1,600	5.86%

REFERENCE		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
280-55114-3400	NON-FICTION BOOKS	\$	1,800	\$	1,875	\$	1,875	\$	1,988	\$	1,988	\$	4,000	\$	2,125	113.33%
280-55114-3490	MICROFILM	\$	1,800	\$	1,875	\$	1,875	\$	1,988	\$	1,988	\$	4,000	\$	2,125	113.33%

YOUNG ADULT SERVICES		\$	-	\$	-	\$	200	\$	-	\$	-	\$	200	\$	-	0.00%
280-55115-3230	PERIODICALS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
280-55115-3400	NON-FICTION BOOKS	\$	4,149	\$	4,507	\$	4,538	\$	2,093	\$	4,238	\$	4,800	\$	262	5.77%
280-55115-3420	FICTION BOOKS	\$	1,071	\$	805	\$	500	\$	-	\$	1,000	\$	1,000	\$	500	100.00%
280-55115-3470	AUDIOBOOKS	\$	(500)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
280-55115-3510	PROGRAMS	\$	4,720	\$	5,311	\$	5,238	\$	2,093	\$	5,238	\$	6,000	\$	762	14.55%
Total YOUNG ADULT SERVICES:		\$	974,104	\$	1,003,651	\$	1,037,497	\$	504,275	\$	1,016,546	\$	1,069,737	\$	32,240	3.11%

Total LIBRARY EXPENSES		\$	974,104	\$	1,003,651	\$	1,037,497	\$	504,275	\$	1,016,546	\$	1,069,737	\$	32,240	3.11%
Net Total LIBRARY FUND:		\$	(7,901)	\$	(1,688)	\$	-	\$	447,285	\$	26,446	\$	-	\$	-	0.00%

280-34100	BEGINNING FUND BALANCE	\$	7,681	\$	(220)	\$	(1,907.51)	\$	(1,908)	\$	(1,908)	\$	24,538	\$	26,446	-1386.41%
	ENDING FUND BALANCE	\$	(220)	\$	(1,908)	\$	(1,908)	\$	445,378	\$	24,538	\$	24,538	\$	26,446	-1386.41%

Account Number	Account Title	12/31/24 Prior year Actual	12/31/25 Prior year Actual	12/31/26 Cur Year Budget	06/30/26 Year-to-date Actual	Proj YE	2027 Budget	Change from Prev Budget	Percent Change
LIBRARY GIFT FUND									
REVENUES									
282-43580	GRANT PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Total INTERGOVERNMENTAL REVENUE:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
INTEREST INCOME									
282-48100	INTEREST ON INVESTMENTS	\$ 366	\$ 24	\$ -	\$ 46	\$ 50			
282-48110	DONATIONS	\$ 6,308	\$ 9,391	\$ 6,500	\$ 3,346	\$ 6,692	\$ 6,500	\$ -	0.00%
282-48500	FOUNDATION DONATION	\$ 6,627	\$ 13,557	\$ 7,000	\$ 2,774	\$ 5,500	\$ 7,000	\$ -	0.00%
282-48510	REFUND	\$ -	\$ -	\$ -	\$ -				
282-48610	TRANSFER FROM OTHER FUNDS	\$ -	\$ -	\$ -	\$ -				
282-49223	Total MISCELLANEOUS REVENUE:	\$ 13,301	\$ 22,972	\$ 13,500	\$ 6,166	\$ 12,242	\$ 13,500	\$ -	0.00%
	Total REVENUES:	\$ 13,301	\$ 22,972	\$ 13,500	\$ 6,166	\$ 12,242	\$ 13,500	\$ -	0.00%
EXPENDITURES									
CONTRACTUAL SERVICES									
282-55110-2410	MAINTENANCE EQUIPMENT/VEH	\$ -	\$ -	\$ -					
282-55110-2910	PRINTING/ADVERTISING	\$ -	\$ -	\$ -	\$ -				
282-55110-2920	TRAINING	\$ -	\$ -	\$ -	\$ -				
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
OPERATING SUPPLIES/EXPENSES									
282-55110-3210	MEMBERSHIP & DUES	\$ -	\$ -	\$ -	\$ -				
282-55110-3300	TRAVEL	\$ -	\$ -	\$ -	\$ -				
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
FIXED CHARGES									
282-55110-5900	CONTRIBUTION TO LIBRARY FOUNDATION	\$ -	\$ -	\$ -	\$ -				
282-55110-5970	TRANSFER TO OTHER FUNDS	\$ 4,000	\$ -	\$ -	\$ -				
282-55110-7001	ADMIN FOUNDATION	\$ -	\$ -	\$ -	\$ -				
282-55110-7002	BLDG & GROUNDS FOUNDATION	\$ -	\$ -	\$ -	\$ -				
282-55110-7003	ADULT FOUNDATION	\$ 15	\$ -	\$ -	\$ -				
282-55110-7004	ADULT GIFT	\$ 6,100	\$ 3,072	\$ 5,000	\$ 2,788	\$ 5,000	\$ 5,000	\$ -	0.00%
282-55110-7005	MEYER FOUNDATION	\$ 1,094	\$ 1,255	\$ 500	\$ 100	\$ 500	\$ 500	\$ -	0.00%
282-55110-7006	ADULT GRANT	\$ -	\$ -	\$ -	\$ -				
282-55110-7007	YOUTH FOUNDATION	\$ -	\$ -	\$ -	\$ -				

282-55110-7008	YOUTH GIFT	\$	15,466	\$	3,726	\$	5,000	\$	4,450	\$	5,000	\$	5,000	\$	-	0.00%
282-55110-7009	YOUTH GRANT	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
Total FIXED CHARGES:		\$	26,674	\$	8,052	\$	10,500	\$	7,338	\$	10,500	\$	10,500	\$	-	0.00%
CHILDREN SERVICES																
282-55111-3230	PERIODICALS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
282-55112-3260	CHILD PROGRAMS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
TOTAL		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Total LIBRARY GIFT FUND EXPENDITURES:		\$	26,674	\$	8,052	\$	10,500	\$	7,338	\$	10,500	\$	10,500	\$	-	0.00%
REVENUES OVER/(UNDER) EXPENDITURES:		\$	(13,373)	\$	14,920	\$	3,000	\$	(1,173)	\$	1,742	\$	3,000	\$	-	0.00%
282-34100	BEGINNING FUND BALANCE	\$	95,513	\$	82,140	\$	97,060	\$	97,060	\$	97,060	\$	98,802	\$	98,802	
	ENDING FUND BALANCE	\$	82,140	\$	97,060	\$	100,060	\$	95,887	\$	98,802	\$	101,802	\$	101,802	

Account Number	Account Title	12/31/24 Prior year Actual	12/31/25 Prior year Actual	12/31/26 Cur Year Budget	06/30/26 Year-to-date Actual	Proj YE	2027 Budget	Change from Prev Budget	Percent Change
LIBRARY GIFT FUND									
REVENUES									
456-48100	INTEREST ON INVESTMENTS	\$ -	\$ -	\$ -	\$ -				
456-48500	DONATIONS	\$ 11,429	\$ 1,931	\$ -	\$ 10,000	\$ 10,000			
456-48900	OTHER REVENUES	\$ -	\$ -	\$ -	\$ -				
456-49110	PROCEEDS FROM DEBT	\$ -	\$ -	\$ -	\$ -				
456-49210	TRANSFER FROM OTHER FUNDS	\$ -	\$ -	\$ -	\$ -		\$ 5,000	\$ 5,000	
	Total MISCELLANEOUS REVENUE:	\$ 11,429	\$ 1,931	\$ -	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	
	Total REVENUES:	\$ 11,429	\$ 1,931	\$ -	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	
EXPENDITURES									
CONTRACTUAL SERVICES									
456-51600-2100	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -				
456-51600-2200	TELEPHONE EXPENSE	\$ -	\$ -	\$ -	\$ -				
456-51600-2410	MAINTENANCE EQUIPMENT/VEH	\$ -	\$ -	\$ -	\$ -				
456-51600-2450	EQUIPMENT NEW	\$ -	\$ -	\$ -	\$ -				
456-51600-2900	OTHER SERVICES	\$ -	\$ -	\$ -	\$ -				
456-51600-2950	DEBT ISSUANCE COSTS	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OPERATING SUPPLIES/EXPENSES									
456-51600-3420	FICTION BOOKS	\$ -	\$ -	\$ -	\$ -				
456-51600-3900	OTHER SUPPLIES	\$ -	\$ -	\$ -	\$ -				
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FIXED CHARGES									
456-51600-5970	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	\$ -				
456-51600-5990	CONTINGENCIES	\$ -	\$ -	\$ -	\$ -				
	Total FIXED CHARGES:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CHILDREN SERVICES									
456-51600-8170	CO - OTHER IMPROVEMENTS	\$ 6,025	\$ -	\$ -	\$ -				
	TOTAL	\$ 6,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total LIBRARY GIFT FUND EXPENDITURES:	\$ 6,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
REVENUES OVER/(UNDER) EXPENDITURES:									
		\$ 5,404	\$ 1,931	\$ -	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	
456-34100	BEGINNING FUND BALANCE	\$ 3,689	\$ 9,094	\$ 11,025	\$ 11,025	\$ 11,025	\$ 21,025	\$ 21,025	
	ENDING FUND BALANCE	\$ 9,094	\$ 11,025	\$ 11,025	\$ 21,025	\$ 21,025	\$ 26,025	\$ 26,025	

**Title 2:
Chapter 1:**

**Services
Collection Development**

02-01-01 Philosophy

- a) The Board of Trustees delegates the responsibility for the selection of library materials to its staff whose education and experience prepare them for this important function. As such, it is the responsibility of the Director to establish a collection that is diverse in content and form limited only by the interests of the Two Rivers' community and financial constraints.

Library collections shall be developed that promote a free exchange of information and ideas. Every attempt will be made to balance opposing viewpoints on controversial issues. No person or group will be allowed to impose his or her personal philosophy or prejudices on collection development. Neither shall the philosophy of the majority of Two Rivers citizens impinge on the rights of a minority to free access to information.

- b) All library collections will be open to use by all citizens of the community regardless of age, gender, ethnicity, or socio-economic background. The staff of the library cannot serve in *loco parentis*. While the library recognizes the rights of parents and legal guardians to be involved in their children's education and reading, the library also recognizes the rights of youth to free access to information. To that end, the library encourages parents to establish open communication with their children and to be aware of the reading/viewing/listening habits of their children.
- c) The ultimate responsibility for collection development rests with the Director. He/she may delegate responsibility for selection to appropriate staff such as the Adult Services Coordinator and the Youth Services Coordinator.

02-01-02 Selection

- a) The Lester Public Library selects, acquires, organizes, and preserves library materials both of current interest and of permanent value. Selection of materials is based on the principles described in this policy. Selection of any item does not constitute endorsement of the author's viewpoint, nor does the library endorse particular beliefs or views.
- b) Content, quality of writing and readability are major considerations. Each of the following criteria is provided as a general guideline for consideration in purchasing all materials. Included in the collections are books, periodicals, DVDs, music CDs, audiobooks and e-content.
- c) While a single standard cannot be applied to each work the following general criteria are used in selecting materials for purchase by the Lester Public Library:

- 1) Importance and value to the collection

- 2) Reputation, credibility and /or authoritativeness of the author, artist, publisher or producer
 - 3) Current appeal, popular demand and timeliness
 - 4) Significance of the subject matter
 - 5) Local interest
 - 6) Availability or scarcity of materials on the subject
 - 7) Cost
 - 8) Level of difficulty and specialization
 - 9) Reviews, summaries and descriptions of materials
 - 10) Format suitability
 - 11) Accessibility to materials elsewhere in area libraries
 - 12) Physical quality and level of durability
 - 13) Ability to collect and maintain complete series
- d) The Director shall approve the individual selection tools used by selectors. In general, they would include both professional journals published for librarians as well as any media used by the general public to make their personal reading/viewing/listening choices.
- e) The library may purchase or accept donations of self-published books if they are positively reviewed in professional journals, or if they highlight unique local information or Two Rivers/Manitowoc area writing talent and meet the standard of professional, high quality content.

02-01-03 Gifts

- a) Gifts of books and other materials to the library are welcome. Gifts of books will be subject to the same selection criteria applied to purchased material. Gift books will be evaluated by either the Adult Services Coordinator or the Youth Services Coordinator. All gifts of materials are considered unrestricted; the library reserves the right to use or dispose of any material in any way deemed to be in the best interests of the library and the community.
- b) Gifts of money for collection development purposes are welcome. The Director may refuse gift money with specific restrictions attached that are judged not to be in the best interest of the library and community. Any refusal may be appealed in writing to the Board of Trustees. Appeals must be received by the Director at least 10 days prior to the regular monthly meeting at which the matter will be discussed.
- c) Appraisal of books and other materials for tax purposes is the responsibility of donors. Library staff cannot assign a monetary value to donated items.

02-01-04 Deaccessioning Library Collections

- a) Systematic removal of materials is essential in order to maintain the quality, health, currency and purpose of Library collections. Factors considered in the examination of materials for removal

include:

- Accuracy: if it is now misleading or inaccurate
- Physical condition: if it is in poor condition and not repairable
- Dated: if it is superseded by a new edition or by newer and better information on the subject
- Significance: if it is of no discernable merit
- Usage and relevancy: if it lacks usage and is irrelevant
- Circulation: if it has not circulated or been used for a long time in accordance to a given collection.

b) Withdrawn items may be given to the Library Foundation for resale.

02-01-05 Reconsideration of Library Material

- a) Two Rivers residents with a library card in good standing may make a request to the Director for reconsideration of any library material. Such requests must be made in writing on an official reconsideration form. If there is more than one title being submitted for review, each title needs to be submitted on a separate form. Forms are available at the help desk.
- b) Upon receipt of both a written request for reconsideration and the item in question, the Director shall provide a written response to the complainant within 21 days, including the Director's decision as to the removal of the item. In the process of framing a response, the Director may consult reviews of the material as well as the opinions of other library staff.
- c) If the complainant is not satisfied with the Director's response, they may appeal the request to the Library Board within 45 days. Such appeals must be made in writing and attached to the complainant's original request for reconsideration. Such appeals must be made 10 days prior to the monthly Board meeting at which the request will be considered.
- d) The Board shall decide by a majority vote of the members present during a regular meeting whether it wishes to consider further, and possibly act on, a request to remove an item from the library. If the Board agrees to further consider the request for reconsideration, the possible action shall be placed on the agenda of the next regular Board meeting.
- e) If, by a majority vote of the full Board, it is determined that a mistake has been made in including an item in a collection, that item may be removed or reclassified as recommended by the Board.
- f) Decisions made by the Board are binding for the life of the material within the library.

12/13/94; modified 1/13/98; modified 9/11/12; reviewed with no modifications 10/13/20;
modified 3/8/22; modified and Board approved 10/11/22