



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, February 08, 2022 at 6:00 PM

Community Room - Lester Public Library
1006 Adams Street, Two Rivers, WI 54241

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
Board Members: Kathryn Gadd, Stanley Palmer, David Pennefeather, Sharon Sleger, Larry Thomas, Thomas VanHorn, Tracey Koach, Kristin Sleger, Rick Henrickson
3. **PUBLIC COMMENT**
4. **GUEST - DOUG DEVRIES, EDWARD JONES**
5. **APPROVAL OF BOARD MEETING MINUTES**
Last Meeting Date: January 11, 2022
6. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Date: January, 2022
7. **BOARD MEMBER COMMENT**
8. **DIRECTOR'S REPORT**
9. **COMMUNICATIONS**
 - A. **Library eLinks - Library's Monthly Online Newsletter**
 - B. **Seehafer Article**
10. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
11. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**
12. **REPORT FROM COUNTY REPRESENTATIVE**
13. **UNFINISHED BUSINESS**
 - A. **COVID-19 Update**
14. **NEW BUSINESS**
 - A. **Annual Report Approval**
 - B. **Review End of Year Financials**

C. Appoint a Nominating Committee

D. Board Terms Review

15. BOARD EDUCATION - None

16. CLOSED EXECUTIVE SESSION

The Library Board of Trustees reserves the right to enter into Closed Session, per 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. None

17. ADJOURNMENT

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.

LESTER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, January 11, 2022 6:00 PM
Community Room, Lester Public Library, Two Rivers, Wisconsin

Call to Order –President Larry Thomas called the meeting to order at 6:00 PM.

Roll Call – Members Present: Kate Gadd, Kirsten Sleger, David Pennefeather, Larry Thomas, Ned Guyette, Tom Van Horn, Stanley Palmer and Sharon Sleger. Absent and excused: Rick Henrickson. Also present: Jeff Dawson, Director and Chris Hamburg, Adult Services Coordinator.

Public Comment – None

Approval of Minutes – Motion to approve the minutes of the December 14, 2021 meeting, made by Kirsten Sleger, second made by Palmer. Voice vote carried unanimously.

Expenditures & Financial Reports – Motion to receive and file the December, 2021 financial reports, made by Pennefeather, second made by Guyette. Voice vote carried unanimously.

Board Member Comment – None

Director's Report – Dawson provided an update on a proposed roofing project. Motion to proceed with the project with Great Lakes Roofing made by Pennefeather, second made by Gadd. Voice vote carried unanimously. Motion to apply for a West Foundation grant in the amount of \$50,000 and provide funds from the Library Gift Fund and donor funds to round out overall funding of the project, made by Van Horn, second made by Guyette. Voice vote carried unanimously.

Communications

- A. December Library eLinks – Lester Public Library's Monthly Online Newsletter
- B. Seehafer Article

Report from City Council Representative – Working on traffic issues near LB Clark middle school; High Lift Coffee Shop going in at Madison and 12th Streets; City Council slate of candidates is set; an equity/diversity City Committee will be set up in the near future; All Energy Management groundbreaking; and a new ice rink in Washington Park.

Report from School District Representative – This Friday is a second vaccine and booster vaccine clinic; new school calendar for the fall is set; new courses introduced at the high school; and the District is following masking recommendations from the CDC and Manitowoc County Health Service.

Report from County Representative – No Report

Ned Guyette was excused at 6:45 pm.

Unfinished Business

- A. COVID – 19 updates were discussed

- B. Motion to approve the updated Meeting Room Policy made by Pennefeather, second made by Sharon Sleger. Voice vote carried 6 to 1, with one nay from Van Horn.

New Business

- A. Reviewed the Strategic Plan updates.

Board Education – None

Closed Executive Session – None

- A. Motion to adjourn made by Kirsten Sleger, second made by Palmer. Voice vote carried unanimously. Meeting adjourned at 6:50 pm.

Respectfully submitted, Jeff Dawson, Director

CITY OF TWO RIVERS

Balance Sheet
January 31, 2022

LIBRARY FUND 280

ASSETS

280-11100	CASH	576,119.24	
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	576,569.24	

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	.00	
280-21911	UNUSED COMP TIME	1,887.26	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	.00	
280-25200	DUE TO OTHER FUNDS	28.57	
280-26100	DEFERRED TAX RLL CLLCTNS	.00	
280-26910	DESIGNATED FR SUBSEQ YEAR	.00	
280-29410	SALES TAX COLLECTN PYBLE	24.52	
	Total Liabilities	1,940.35	

FUND EQUITY

Unappropriated Fund Balance:			
280-34100	FUND BALANCE UNRESERVED	(20,250.57)	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	Revenue over Expenditures - YTD	594,879.46	
	Total Fund Equity	574,628.89	
	Total Liabilities and Equity	576,569.24	

CITY OF TWO RIVERS

BALANCE SHEET

JANUARY 31, 2022

LIBRARY GIFT FUND 282

<u>ASSETS</u>			
282-11100	CASH		
282-11301	SAVINGS ACCOUNT - BFN	(4,809.75)
282-11302	GENERAL FUND INVESTMENT		.00
282-13800	OTHER ACCOUNTS RECEIVABLE		150,357.00
			<u>.00</u>
	TOTAL ASSETS		<u>145,547.25</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
282-21100	ACCOUNTS PAYABLE		.00
	TOTAL LIABILITIES		<u>.00</u>
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
282-34100	FUND BALANCE UNRESERVED	144,392.48	
282-34110	ENCUMBRANCE-PRIOR YEARS		.00
	REVENUE OVER EXPENDITURES - YTD		<u>1,154.77</u>
	TOTAL FUND EQUITY		<u>145,547.25</u>
	TOTAL LIABILITIES AND EQUITY		<u>145,547.25</u>

CITY OF TWO RIVERS

BALANCE SHEET

JANUARY 31, 2022

LIBRARY BLDING & GROUNDS FUND 456

ASSETS

456-11100	CASH	(25,354.01)	
456-11301	INVESTMENTS	.00	
456-13800	OTHER ACCOUNTS RECEIVABLE	.00	
	TOTAL ASSETS		(25,354.01)

LIABILITIES AND EQUITY

LIABILITIES

456-21100	ACCOUNTS PAYABLE	.00	
	TOTAL LIABILITIES		.00

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
456-34100	FUND BALANCE UNRESERVED	36,261.26	
456-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	REVENUE OVER EXPENDITURES - YTD	(61,615.27)	
	TOTAL FUND EQUITY		(25,354.01)
	TOTAL LIABILITIES AND EQUITY		(25,354.01)

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

LIBRARY FUND DETAIL

	PERIOD ACT	BUDGET	YTD ACTUAL	OV(UN)BUD	% OF BDGT	PR YTD ACT
<u>TAXES</u>						
280-41110 GENERAL PROPERTY TAX	631,287	631,287	631,287	0	100.00	607,007
TOTAL TAXES	631,287	631,287	631,287	0	100.00	607,007
<u>INTERGOVERNMENTAL REVENUE</u>						
280-43519 COVID ROUTES TO RECOVERY	0	0	0	0	.00	0
280-43720 COUNTY FUNDS	0	171,579	0	(171,579)	.00	0
TOTAL INTERGOVERNMENTAL REVE	0	171,579	0	(171,579)	.00	0
<u>FINES & FORFEITURES</u>						
280-45300 LIBRARY BOOK FINES	128	2,000	128	(1,872)	6.40	176
TOTAL FINES & FORFEITURES	128	2,000	128	(1,872)	6.40	176
<u>CHARGES FOR SERVICE</u>						
280-46712 COPIER SERVICE FEES	360	6,500	360	(6,140)	5.53	0
TOTAL CHARGES FOR SERVICE	360	6,500	360	(6,140)	5.53	0
<u>MISCELLANEOUS REVENUE</u>						
280-48300 SALE OF PROP & EQUIP	141	2,500	141	(2,359)	5.66	0
280-48500 DONATIONS	0	48,845	0	(48,845)	.00	0
280-48900 OTHER REVENUES	0	2,000	0	(2,000)	.00	323
TOTAL MISCELLANEOUS REVENUE	141	53,345	141	(53,204)	.27	323
<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	631,916	864,711	631,916	(232,795)	73.08	607,507

CITY OF TWO RIVERS
2022 MONTHLY GENERAL FUND REPORT
JANUARY 31, 2022 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>LESTER LIBRARY</u>						
LIBRARY ADMINISTRATION						
<i>PERSONNEL SERVICES</i>						
280-55110-1100	FULLTIME ADMINISTRATION	15,797	263,910	15,797 (248,113)	5.99	21,235
280-55110-1220	WAGES - FULLTIME	2,065	34,341	2,065 (32,276)	6.01	2,833
280-55110-1270	WAGES - PART TIME	7,339	129,272	7,339 (121,933)	5.68	8,818
280-55110-1280	WAGES-LONGEVITY PAY	0	6,427	0 (6,427)	.00	0
280-55110-1290	WAGES-OVERTIME	0	495	0 (495)	.00	77
280-55110-1310	WI RETIREMENT	1,324	22,962	1,324 (21,638)	5.76	1,882
280-55110-1320	FICA	1,874	33,618	1,874 (31,744)	5.57	2,448
280-55110-1330	HEALTH INSURANCE	4,585	55,020	4,585 (50,435)	8.33	5,103
280-55110-1333	HEALTH SAVINGS ACCT EXPENSE	0	0	0	.00	0
280-55110-1334	HEALTH INSURANCE OPT-OUT	769	10,000	769 (9,231)	7.69	615
280-55110-1340	LIFE INSURANCE	109	1,337	109 (1,228)	8.15	95
280-55110-1350	OTHER BENEFITS	0	0	0	.00	0
280-55110-1361	SICK LEAVE PAYOUT	0	0	0	.00	0
TOTAL PERSONNEL SERVICES		33,861	557,382	33,861 (523,521)	6.08	43,107
<i>CONTRACTUAL SERVICES</i>						
280-55110-2100	PROF SERV - CITY SERVICES	629	47,484	629 (46,855)	1.32	3,776
280-55110-2130	PROFESSIONAL SERVICES	45	6,000	45 (5,955)	.75	3
280-55110-2200	TELEPHONE EXPENSE	0	1,200	0 (1,200)	.00	109
280-55110-2210	ELECTRICITY	1,429	22,000	1,429 (20,571)	6.50	1,421
280-55110-2220	NATURAL GAS/HEAT	0	8,500	0 (8,500)	.00	1,130
280-55110-2230	WATER EXPENSE	161	2,000	161 (1,839)	8.07	149
280-55110-2240	SEWER EXPENSE	54	750	54 (696)	7.23	37
280-55110-2250	STORMWATER EXPENSE	80	960	80 (880)	8.33	80
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	0	24,993	0 (24,993)	.00	184
280-55110-2450	EQUIPMENT NEW	0	10,800	0 (10,800)	.00	0
280-55110-2910	PRINTING/ADVERTISING	0	1,500	0 (1,500)	.00	0
280-55110-2930	TECHNOLOGY	0	21,000	0 (21,000)	.00	8,987
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	0	12,908	0 (12,908)	.00	1,076
TOTAL CONTRACTUAL SERVICES		2,399	160,095	2,399 (157,696)	1.50	16,951
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55110-3100	OFFICE SUPPLIES	0	5,000	0 (5,000)	.00	0
280-55110-3110	POSTAGE	32	450	32 (418)	7.14	23
280-55110-3300	TRAVEL	46	2,284	46 (2,238)	2.04	0
280-55110-3560	LANDSCAPING	0	14,500	0 (14,500)	.00	0
280-55110-3960	TECH PROC SUPPLIES	0	0	0	.00	0
TOTAL OP SUPPLIES/EXP		79	22,234	79 (22,155)	.35	23

CITY OF TWO RIVERS
2022 MONTHLY GENERAL FUND REPORT
JANUARY 31, 2022 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>FIXED CHARGES</u>						
280-55110-5200 INSURANCES	0	13,400	0	(13,400)	.00	1,135
280-55110-5950 TRANSFER TO CAP PROJ FNDS	0	1,080	0	(1,080)	.00	1,080
TOTAL FIXED CHARGES	0	14,480	0	(14,480)	.00	2,215
TOTAL LIBRARY ADMINISTRATION	36,339	754,191	36,339	(717,852)	4.82	62,297
ADULT SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55111-3230 PERIODICALS	0	4,600	0	(4,600)	.00	0
280-55111-3400 NON-FICTION BOOKS	0	17,000	0	(17,000)	.00	0
280-55111-3420 FICTION BOOKS	0	17,000	0	(17,000)	.00	0
280-55111-3430 LARGE PRINT BOOKS	325	12,000	325	(11,675)	2.71	430
280-55111-3450 MOVIES	0	4,500	0	(4,500)	.00	0
280-55111-3470 AUDIOBOOKS	0	4,400	0	(4,400)	.00	0
280-55111-3480 MUSIC CD'S	0	500	0	(500)	.00	0
280-55111-3510 PROGRAMS	0	3,000	0	(3,000)	.00	0
TOTAL OP SUPPLIES/EXP	325	63,000	325	(62,675)	.52	430
TOTAL ADULT SERVICES	325	63,000	325	(62,675)	.52	430

CITY OF TWO RIVERS
2022 MONTHLY GENERAL FUND REPORT
JANUARY 31, 2022 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
CHILDREN'S SERVICES						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55112-3230 PERIODICALS	0	540	0	(540)	.00	0
280-55112-3400 NON-FICTION BOOKS	0	7,000	0	(7,000)	.00	132
280-55112-3420 FICTION BOOKS	171	3,800	171	(3,629)	4.51	78
280-55112-3440 PAPERBACKS	0	1,600	0	(1,600)	.00	0
280-55112-3450 MOVIES	0	2,500	0	(2,500)	.00	0
280-55112-3470 AUDIOBOOKS	0	1,700	0	(1,700)	.00	0
280-55112-3510 PROGRAMS	0	11,980	0	(11,980)	.00	0
280-55112-3530 JE BOOKS	201	6,000	201	(5,799)	3.35	116
TOTAL OP SUPPLIES/EXP	372	35,120	372	(34,748)	1.06	326
TOTAL CHILDREN'S SERVICES	372	35,120	372	(34,748)	1.06	326
REFERENCE						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55114-3400 NON-FICTION BOOKS	0	1,800	0	(1,800)	.00	0
280-55114-3490 MICROFILM	0	4,100	0	(4,100)	.00	0
TOTAL OP SUPPLIES/EXP	0	5,900	0	(5,900)	.00	0
TOTAL REFERENCE	0	5,900	0	(5,900)	.00	0

CITY OF TWO RIVERS
2022 MONTHLY GENERAL FUND REPORT
JANUARY 31, 2022 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
YOUNG ADULT SERVICES						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55115-3230 PERIODICALS	0	200	0	(200)	.00	0
280-55115-3420 FICTION BOOKS	0	5,300	0	(5,300)	.00	0
280-55115-3470 AUDIOBOOKS	0	1,000	0	(1,000)	.00	0
280-55115-3510 PROGRAMS	0	0	0	0	.00	0
TOTAL OP SUPPLIES/EXP	0	6,500	0	(6,500)	.00	0
TOTAL YOUNG ADULT SERVICES	0	6,500	0	(6,500)	.00	0
TOTAL LESTER LIBRARY EXP	37,037	864,711	37,037	(827,674)	4.28	63,052
NET REV OVER EXP	594,879	0	594,879	594,879	.00	544,455

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-11100 CASH					
		01/01/2022 (00/22) Balance			1,835.84-
01/31/2022	CA	Cash Allocation - Created: 01/06/22 9:10 AM	631,404.88		
01/31/2022	CA	Cash Allocation - Created: 01/10/22 3:06 PM		-7,198.74	
01/31/2022	CA	Cash Allocation - Created: 02/01/22 10:46 AM		-46,251.06	
		01/31/2022 (01/22) Period Totals and Balance	631,404.88 *	-53,449.80 *	576,119.24
280-11800 PETTY CASH ADVANCES					
		01/01/2022 (00/22) Balance			450.00
		01/31/2022 (01/22) Period Totals and Balance	.00 *	.00 *	450.00
280-15800 DUE FROM TAX FUND					
		01/01/2022 (00/22) Balance			631,287.00
01/04/2022	JE	City Tax Settlement Entry		-631,287.00	
		01/31/2022 (01/22) Period Totals and Balance	.00 *	-631,287.00 *	.00
280-21100 ACCOUNTS PAYABLE					
		01/01/2022 (00/22) Balance			9,210.86-
01/06/2022	CDA	Lester Public Library Foundation	78.93		
01/06/2022	CDA	Marco	271.34		
01/06/2022	CDA	ProQuest LLC	4,405.80		
01/06/2022	CDA	US Alliance Fire Protection Inc.	225.00		
01/06/2022	CDA	Value Line	1,142.00		
01/06/2022	CDA	WPPI Energy	1,075.67		
01/13/2022	CDA	Cretton Enterprises Inc	262.50		
01/13/2022	CDA	Schaus Roofing/Mechanical	1,536.00		
01/13/2022	CDA	Unique	35.80		
01/20/2022	CDA	Door County Polar Bear Press	77.82		
01/20/2022	CDA	Royal Publishing	100.00		
01/21/2022	CDA	Municipal Elec Utilities of WI	629.13		
01/21/2022	CDA	Wisc Dept Of Revenue-DEBITMEMO	32.27		
01/27/2022	CDA	4 K's Pest Control LLC	45.00		
01/27/2022	CDA	Center Point Large Print	325.38		
01/27/2022	CDA	Penworthy Company LLC, The	372.24		
01/31/2022	AP	Summary Transactions from AP System		-661.40	
01/31/2022	AP	Summary Transactions from AP System		-718.65	
01/31/2022	AP	Summary Transactions from AP System		-23.97	
		01/31/2022 (01/22) Period Totals and Balance	10,614.88 *	-1,404.02 *	.00
280-21110 PAYROLL PAYABLE					
		01/01/2022 (00/22) Balance			7,710.53-
01/19/2022	JE	Reverse Month End Wage Accrual-December	7,710.53		
		01/31/2022 (01/22) Period Totals and Balance	7,710.53 *	.00 *	.00
280-21910 UNUSED SICK LEAVE CREDITS					
		01/01/2022 (00/22) Balance			1,887.26-
		01/31/2022 (01/22) Period Totals and Balance	.00 *	.00 *	1,887.26-
280-23105 OTHER DEPOSITS					
		01/01/2022 (00/22) Balance			23.81-
01/17/2022	CR	LIBRARY-DUE TO OTHERS - LESTER PUBLIC		-4.76	
		Description: LIBRARY-DUE TO OTHERS - LESTER PUBLIC LIBRARY			
		01/31/2022 (01/22) Period Totals and Balance	.00 *	-4.76 *	28.57-
280-26100 DEFERRED TAX RLL CLLCTNS					

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
		01/01/2022 (00/22) Balance			631,287.00-
01/04/2022	JE	2021 Tax Roll Collected in 2022	631,287.00		
		01/31/2022 (01/22) Period Totals and Balance	631,287.00 *	.00 *	.00

280-29410 SALES TAX COLLECTN PYBLE

		01/01/2022 (00/22) Balance			32.27-
01/04/2022	CR	LIBRARY - SALES TAX		-4.63	
		Description: LIBRARY - SALES TAX			
01/10/2022	CR	LIBRARY - SALES TAX		-5.37	
		Description: LIBRARY - SALES TAX			
01/17/2022	AP	Wisc Dept Of Revenue-DEBITMEMO	32.27		
		**Desc: Dec 2021 Sales Tax			
01/17/2022	CR	LIBRARY - SALES TAX		-5.16	
		Description: LIBRARY - SALES TAX			
01/24/2022	CR	LIBRARY - SALES TAX		-5.54	
		Description: LIBRARY - SALES TAX			
01/31/2022	CR	LIBRARY - SALES TAX		-3.82	
		Description: LIBRARY - SALES TAX			
		01/31/2022 (01/22) Period Totals and Balance	32.27 *	-24.52 *	24.52-

280-34100 FUND BALANCE UNRESERVED

		01/01/2022 (00/22) Balance			20,250.57
		01/31/2022 (01/22) Period Totals and Balance	.00 *	.00 *	20,250.57

280-41110 GENERAL PROPERTY TAX

		01/01/2022 (00/22) Balance			.00	
01/04/2022	JE	2021 Tax Roll Collected in 2022		-631,287.00		
		01/31/2022 (01/22) Period Totals and Balance	.00 *	-631,287.00 *	631,287.00-	
YTD Encumbrance	.00	YTD Actual	631,287.00- Total	631,287.00- YTD Budget	631,287.00- Unearned	.00

280-45300 LIBRARY BOOK FINES

		01/01/2022 (00/22) Balance			.00	
01/04/2022	CR	LIBRARY - LIBRARY BOOK FINES		-5.20		
		Description: LIBRARY - LIBRARY BOOK FINES				
01/10/2022	CR	LIBRARY - LIBRARY BOOK FINES		-40		
		Description: LIBRARY - LIBRARY BOOK FINES				
01/17/2022	CR	LIBRARY - LIBRARY BOOK FINES		-3.00		
		Description: LIBRARY - LIBRARY BOOK FINES				
01/24/2022	CR	LIBRARY - LIBRARY BOOK FINES		-95.01		
		Description: LIBRARY - LIBRARY BOOK FINES				
01/31/2022	CR	LIBRARY - LIBRARY BOOK FINES		-24.33		
		Description: LIBRARY - LIBRARY BOOK FINES				
		01/31/2022 (01/22) Period Totals and Balance	.00 *	-127.94 *	127.94-	
YTD Encumbrance	.00	YTD Actual	127.94- Total	127.94- YTD Budget	2,000.00- Unearned	1,872.06

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
280-46712 COPIER SERVICE FEES						
		01/01/2022 (00/22) Balance			.00	
01/04/2022	CR	LIBRARY - LIBRARY SERVICE FEE		-63.77		
		Description: LIBRARY - LIBRARY SERVICE FEE				
01/10/2022	CR	LIBRARY - LIBRARY SERVICE FEE		-88.67		
		Description: LIBRARY - LIBRARY SERVICE FEE				
01/17/2022	CR	LIBRARY - LIBRARY SERVICE FEE		-52.90		
		Description: LIBRARY - LIBRARY SERVICE FEE				
01/24/2022	CR	LIBRARY - LIBRARY SERVICE FEE		-94.57		
		Description: LIBRARY - LIBRARY SERVICE FEE				
01/31/2022	CR	LIBRARY - LIBRARY SERVICE FEE		-59.71		
		Description: LIBRARY - LIBRARY SERVICE FEE				
		01/31/2022 (01/22) Period Totals and Balance	.00 *	-359.62 *	359.62-	
YTD Encumbrance	.00	YTD Actual	359.62- Total	359.62- YTD Budget	6,500.00- Unearned	6,140.38

280-48300 SALE OF PROP & EQUIP						
		01/01/2022 (00/22) Balance			.00	
01/04/2022	CR	LIBRARY - SALE-CITY PROPERTY		-44.28		
		Description: LIBRARY - SALE-CITY PROPERTY				
01/10/2022	CR	LIBRARY - SALE-CITY PROPERTY		-18.86		
		Description: LIBRARY - SALE-CITY PROPERTY				
01/17/2022	CR	LIBRARY - SALE-CITY PROPERTY		-45.43		
		Description: LIBRARY - SALE-CITY PROPERTY				
01/24/2022	CR	LIBRARY - SALE-CITY PROPERTY		-16.19		
		Description: LIBRARY - SALE-CITY PROPERTY				
01/31/2022	CR	LIBRARY - SALE-CITY PROPERTY		-16.67		
		Description: LIBRARY - SALE-CITY PROPERTY				
		01/31/2022 (01/22) Period Totals and Balance	.00 *	-141.43 *	141.43-	
YTD Encumbrance	.00	YTD Actual	141.43- Total	141.43- YTD Budget	2,500.00- Unearned	2,358.57

280-55110-1100 FULLTIME ADMINISTRATION						
		01/01/2022 (00/22) Balance			.00	
01/14/2022	PC	PAYROLL TRANS FOR 1/8/2022 PAY PERIOD	9,881.20			
01/19/2022	JE	Reverse Month End Wage Accrual-December		-4,234.80		
01/28/2022	PC	PAYROLL TRANS FOR 1/22/2022 PAY PERIOD	10,150.40			
		01/31/2022 (01/22) Period Totals and Balance	20,031.60 *	-4,234.80 *	15,796.80	
YTD Encumbrance	.00	YTD Actual	15,796.80 Total	15,796.80 YTD Budget	263,910.00 Unearned	248,113.20-

280-55110-1220 WAGES - FULLTIME						
		01/01/2022 (00/22) Balance			.00	
01/14/2022	PC	PAYROLL TRANS FOR 1/8/2022 PAY PERIOD	1,301.60			
01/19/2022	JE	Reverse Month End Wage Accrual-December		-557.83		
01/28/2022	PC	PAYROLL TRANS FOR 1/22/2022 PAY PERIOD	1,320.80			
		01/31/2022 (01/22) Period Totals and Balance	2,622.40 *	-557.83 *	2,064.57	
YTD Encumbrance	.00	YTD Actual	2,064.57 Total	2,064.57 YTD Budget	34,341.00 Unearned	32,276.43-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1270 WAGES - PART TIME					
		01/01/2022 (00/22) Balance			.00
01/14/2022	PC	PAYROLL TRANS FOR 1/8/2022 PAY PERIOD	4,784.15		
01/19/2022	JE	Reverse Month End Wage Accrual-December		-2,050.35	
01/28/2022	PC	PAYROLL TRANS FOR 1/22/2022 PAY PERIOD	4,605.27		
		01/31/2022 (01/22) Period Totals and Balance	9,389.42 *	-2,050.35 *	7,339.07
YTD Encumbrance	.00	YTD Actual 7,339.07 Total	7,339.07	YTD Budget 129,272.00 Unearned	121,932.93-
280-55110-1310 WI RETIREMENT					
		01/01/2022 (00/22) Balance			.00
01/14/2022	PB	PAYROLL TRANS FOR 1/8/2022 PAY PERIOD	839.51		
01/19/2022	JE	Reverse Month End Wage Accrual-December		-359.79	
01/28/2022	PB	PAYROLL TRANS FOR 1/22/2022 PAY PERIOD	843.86		
		01/31/2022 (01/22) Period Totals and Balance	1,683.37 *	-359.79 *	1,323.58
YTD Encumbrance	.00	YTD Actual 1,323.58 Total	1,323.58	YTD Budget 22,962.00 Unearned	21,638.42-
280-55110-1320 FICA					
		01/01/2022 (00/22) Balance			.00
01/14/2022	PB	PAYROLL TRANS FOR 1/8/2022 PAY PERIOD	1,184.77		
01/19/2022	JE	Reverse Month End Wage Accrual-December		-507.76	
01/28/2022	PB	PAYROLL TRANS FOR 1/22/2022 PAY PERIOD	1,197.06		
		01/31/2022 (01/22) Period Totals and Balance	2,381.83 *	-507.76 *	1,874.07
YTD Encumbrance	.00	YTD Actual 1,874.07 Total	1,874.07	YTD Budget 33,618.00 Unearned	31,743.93-
280-55110-1330 HEALTH INSURANCE					
		01/01/2022 (00/22) Balance			.00
01/14/2022	PB	PAYROLL TRANS FOR 1/8/2022 PAY PERIOD	2,292.48		
01/28/2022	PB	PAYROLL TRANS FOR 1/22/2022 PAY PERIOD	2,292.48		
		01/31/2022 (01/22) Period Totals and Balance	4,584.96 *	.00 *	4,584.96
YTD Encumbrance	.00	YTD Actual 4,584.96 Total	4,584.96	YTD Budget 55,020.00 Unearned	50,435.04-
280-55110-1334 HEALTH INSURANCE OPT-OUT					
		01/01/2022 (00/22) Balance			.00
01/14/2022	PC	PAYROLL TRANS FOR 1/8/2022 PAY PERIOD	384.62		
01/28/2022	PC	PAYROLL TRANS FOR 1/22/2022 PAY PERIOD	384.62		
		01/31/2022 (01/22) Period Totals and Balance	769.24 *	.00 *	769.24
YTD Encumbrance	.00	YTD Actual 769.24 Total	769.24	YTD Budget 10,000.00 Unearned	9,230.76-
280-55110-1340 LIFE INSURANCE					
		01/01/2022 (00/22) Balance			.00
01/14/2022	PB	PAYROLL TRANS FOR 1/8/2022 PAY PERIOD	109.00		
		01/31/2022 (01/22) Period Totals and Balance	109.00 *	.00 *	109.00
YTD Encumbrance	.00	YTD Actual 109.00 Total	109.00	YTD Budget 1,337.00 Unearned	1,228.00-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
280-55110-2100 PROF SERV - CITY SERVICES						
		01/01/2022 (00/22) Balance			.00	
01/15/2022	AP	Municipal Elec Utilities of WI	629.13			
		**Desc: Regional Safety Program - Q1 2022 Program Fees				
		01/31/2022 (01/22) Period Totals and Balance	629.13 *	.00 *	629.13	
YTD Encumbrance	.00	YTD Actual	629.13 Total	629.13 YTD Budget	47,484.00 Unearned	46,854.87-
280-55110-2130 PROFESSIONAL SERVICES						
		01/01/2022 (00/22) Balance			.00	
01/21/2022	AP	4 K's Pest Control LLC	45.00			
		**Desc: Pest control - Library				
		01/31/2022 (01/22) Period Totals and Balance	45.00 *	.00 *	45.00	
YTD Encumbrance	.00	YTD Actual	45.00 Total	45.00 YTD Budget	6,000.00 Unearned	5,955.00-
280-55110-2210 ELECTRICITY						
		01/01/2022 (00/22) Balance			.00	
01/14/2022	HJ	Harris Journal Entry	1,429.38			
		01/31/2022 (01/22) Period Totals and Balance	1,429.38 *	.00 *	1,429.38	
YTD Encumbrance	.00	YTD Actual	1,429.38 Total	1,429.38 YTD Budget	22,000.00 Unearned	20,570.62-
280-55110-2230 WATER EXPENSE						
		01/01/2022 (00/22) Balance			.00	
01/14/2022	HJ	Harris Journal Entry	161.35			
		01/31/2022 (01/22) Period Totals and Balance	161.35 *	.00 *	161.35	
YTD Encumbrance	.00	YTD Actual	161.35 Total	161.35 YTD Budget	2,000.00 Unearned	1,838.65-
280-55110-2240 SEWER EXPENSE						
		01/01/2022 (00/22) Balance			.00	
01/14/2022	HJ	Harris Journal Entry	54.20			
		01/31/2022 (01/22) Period Totals and Balance	54.20 *	.00 *	54.20	
YTD Encumbrance	.00	YTD Actual	54.20 Total	54.20 YTD Budget	750.00 Unearned	695.80-
280-55110-2250 STORMWATER EXPENSE						
		01/01/2022 (00/22) Balance			.00	
01/14/2022	HJ	Harris Journal Entry	79.93			
		01/31/2022 (01/22) Period Totals and Balance	79.93 *	.00 *	79.93	
YTD Encumbrance	.00	YTD Actual	79.93 Total	79.93 YTD Budget	960.00 Unearned	880.07-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
280-55110-3110 POSTAGE						
		01/01/2022 (00/22) Balance			.00	
01/31/2022	JE	Postage Allocation - Jan 2022	32.15			
		01/31/2022 (01/22) Period Totals and Balance	32.15 *	.00 *	32.15	
YTD Encumbrance	.00	YTD Actual	32.15 Total	32.15 YTD Budget	450.00 Unearned	417.85-
280-55110-3300 TRAVEL						
		01/01/2022 (00/22) Balance			.00	
01/14/2022	PC	PAYROLL TRANS FOR 1/8/2022 PAY PERIOD	46.48			
		01/31/2022 (01/22) Period Totals and Balance	46.48 *	.00 *	46.48	
YTD Encumbrance	.00	YTD Actual	46.48 Total	46.48 YTD Budget	2,284.00 Unearned	2,237.52-
280-55111-3430 LARGE PRINT BOOKS						
		01/01/2022 (00/22) Balance			.00	
01/01/2022	AP	Center Point Large Print	43.74			
		**Desc: Alp-Lib				
01/03/2022	AP	Center Point Large Print	257.67			
		**Desc: Alp-Lib				
01/03/2022	AP	Center Point Large Print	23.97			
		**Desc: Alp-Lib				
		01/31/2022 (01/22) Period Totals and Balance	325.38 *	.00 *	325.38	
YTD Encumbrance	.00	YTD Actual	325.38 Total	325.38 YTD Budget	12,000.00 Unearned	11,674.62-
280-55112-3420 FICTION BOOKS						
		01/01/2022 (00/22) Balance			.00	
01/06/2022	AP	Penworthy Company LLC, The	171.41			
		**Desc: JFic - Lib				
		01/31/2022 (01/22) Period Totals and Balance	171.41 *	.00 *	171.41	
YTD Encumbrance	.00	YTD Actual	171.41 Total	171.41 YTD Budget	3,800.00 Unearned	3,628.59-
280-55112-3530 JE BOOKS						
		01/01/2022 (00/22) Balance			.00	
01/06/2022	AP	Penworthy Company LLC, The	200.83			
		**Desc: Jef-Lib				
		01/31/2022 (01/22) Period Totals and Balance	200.83 *	.00 *	200.83	
YTD Encumbrance	.00	YTD Actual	200.83 Total	200.83 YTD Budget	6,000.00 Unearned	5,799.17-
Number of transactions: 81			Number of accounts: 33			
			Debit	Credit	Proof	
Total LIBRARY FUND:			1,325,796.62	-1,325,796.62	.00	

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
282-11100 CASH						
		01/01/2022 (00/22) Balance			5,964.52-	
01/31/2022	CA	Cash Allocation - Created: 01/06/22 9:10 AM	.77			
01/31/2022	CA	Cash Allocation - Created: 02/01/22 10:46 AM	1,154.00			
		01/31/2022 (01/22) Period Totals and Balance	1,154.77 *	.00 *	4,809.75-	
282-11302 GENERAL FUND INVESTMENT						
		01/01/2022 (00/22) Balance			150,357.00	
		01/31/2022 (01/22) Period Totals and Balance	.00 *	.00 *	150,357.00	
282-34100 FUND BALANCE UNRESERVED						
		01/01/2022 (00/22) Balance			144,392.48-	
		01/31/2022 (01/22) Period Totals and Balance	.00 *	.00 *	144,392.48-	
282-48500 DONATIONS						
		01/01/2022 (00/22) Balance			.00	
01/04/2022	CR	LIBRARY - DONATIONS-GIFT FUND		-.77		
		Description: LIBRARY - DONATIONS-GIFT FUND				
01/17/2022	CR	LIBRARY - DONATIONS-GIFT FUND		-1,000.00		
		Description: LIBRARY - DONATIONS-GIFT FUND				
01/24/2022	CR	LIBRARY - DONATIONS-GIFT FUND		-54.00		
		Description: LIBRARY - DONATIONS-GIFT FUND				
01/31/2022	CR	LIBRARY - DONATIONS-GIFT FUND		-100.00		
		Description: LIBRARY - DONATIONS-GIFT FUND				
		01/31/2022 (01/22) Period Totals and Balance	.00 *	-1,154.77 *	1,154.77-	
YTD Encumbrance	.00	YTD Actual	1,154.77- Total	1,154.77- YTD Budget	5,000.00- Unearned	3,845.23
Number of transactions: 6			Number of accounts: 4			
			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>	
Total LIBRARY GIFT FUND:			1,154.77	-1,154.77	.00	

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
456-11100 CASH						
		01/01/2022 (00/22) Balance			36,261.26	
01/31/2022	CA	Cash Allocation - Created: 01/06/22 9:10 AM	7.00			
01/31/2022	CA	Cash Allocation - Created: 02/01/22 10:46 AM		-61,622.27		
		01/31/2022 (01/22) Period Totals and Balance	7.00 *	-61,622.27 *	25,354.01-	
456-21100 ACCOUNTS PAYABLE						
		01/01/2022 (00/22) Balance			.00	
01/27/2022	CDA	Great Lakes Roofing Corp	61,666.67			
01/31/2022	AP	Summary Transactions from AP System		-61,666.67		
		01/31/2022 (01/22) Period Totals and Balance	61,666.67 *	-61,666.67 *	.00	
456-34100 FUND BALANCE UNRESERVED						
		01/01/2022 (00/22) Balance			36,261.26-	
		01/31/2022 (01/22) Period Totals and Balance	.00 *	.00 *	36,261.26-	
456-48500 DONATIONS						
		01/01/2022 (00/22) Balance			.00	
01/04/2022	CR	LIBRARY - DONATIONS-BUILDING FUNDS		-7.00		
		Description: LIBRARY - DONATIONS-BUILDING FUNDS				
01/10/2022	CR	LIBRARY - DONATIONS-BUILDING FUNDS		-14.40		
		Description: LIBRARY - DONATIONS-BUILDING FUNDS				
01/31/2022	CR	LIBRARY - DONATIONS-BUILDING FUNDS		-30.00		
		Description: LIBRARY - DONATIONS-BUILDING FUNDS				
		01/31/2022 (01/22) Period Totals and Balance	.00 *	-51.40 *	51.40-	
YTD Encumbrance	.00	YTD Actual	51.40- Total	51.40- YTD Budget	.00 Unearned	51.40-
456-51600-8170 CO - OTHER IMPROVEMENTS						
		01/01/2022 (00/22) Balance			.00	
01/19/2022	AP	Great Lakes Roofing Corp	61,666.67			
		**Desc: Roof System - Downpayment - Lib				
		01/31/2022 (01/22) Period Totals and Balance	61,666.67 *	.00 *	61,666.67	
YTD Encumbrance	.00	YTD Actual	61,666.67 Total	61,666.67 YTD Budget	.00 Unearned	61,666.67
Number of transactions: 8 Number of accounts: 5			Debit	Credit	Proof	
Total LIBRARY BLDING & GROUNDS FUND:			123,340.34	-123,340.34	.00	
Number of transactions: 95 Number of accounts: 230			Debit	Credit	Proof	
Grand Totals:			1,450,291.73	-1,450,291.73	.00	

Report Criteria:

Actual amounts

Accounts with balances or activity

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

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

Securely share your tax forms with your tax preparer

With Online Access you can conveniently share your Edward Jones tax forms electronically with your tax professional. Simply sign in, indicate the tax forms to share from the Documents screen and click Send to Tax Preparer. Your Edward Jones team can also share your tax forms at your instruction, using the same secure electronic system. To learn more, contact your Edward Jones office.

Association - Advisory Solutions Fund Model

Portfolio Objective - Account: Balanced Growth and Income

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

Account Value

\$143,850.11

1 Month Ago	\$150,357.17
1 Year Ago	\$323,251.17
3 Years Ago	\$261,014.38
5 Years Ago	\$281,592.99

Value Summary

	This Period	This Year
Beginning value	\$150,357.17	\$150,357.17
Assets added to account	0.00	0.00
Assets withdrawn from account	0.00	0.00
Fees and charges	-147.77	-147.77
Change in value	-6,359.29	-6,359.29
Ending Value	\$143,850.11	

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

Asset Details (as of Jan 28, 2022)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

Exchange Traded & Closed End Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
iShares S&P SC 600 Value ETF	98.19	28	1,431.08	1,318.24	\$2,749.32
Vanguard FTSE All-World Ex US	123.21	22	2,759.90	-49.28	2,710.62
Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Artisan INTL Small-Mid I	18.04	69.487	1,190.67	62.88	1,253.55
Bridge Builder Core Bond	10.20	2,711.448	27,670.44	-13.67	27,656.77
Bridge Builder Core Plus Bond	10.10	3,467.785	35,186.96	-162.33	35,024.63
Bridge Builder INTL Equity	12.65	1,438.719	16,262.19	1,937.61	18,199.80
Bridge Builder Large Growth	21.12	737.221	11,486.03	4,084.08	15,570.11

Asset Details (continued)

Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Bridge Builder Large Value	16.92	1,186.66	14,467.38	5,610.91	20,078.29
Bridge Builder Small/Mid Grw	14.06	272.383	3,870.87	-41.17	3,829.70
Bridge Builder Small/Mid Value	13.96	530.676	5,791.85	1,616.39	7,408.24
JPM U.S. Govt Mny Mkt Capital	1.00	2,036.96	---	---	2,036.96
MainStay Mackay High Yd Cp R6	5.48	1,337.978	7,379.26	-47.14	7,332.12
Total Account Value					\$143,850.11

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.

Investment and Other Activity by Date

Date	Description	Quantity	Amount
1/03	Dividend on JPM U.S. Govt Mny Mkt Capital on 2,184.68 Shares at Daily Accrual Rate		\$0.05
1/03	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	0.05	-0.05
1/03	Dividend on Bridge Builder Core Bond on 2,706.423 Shares at Daily Accrual Rate		52.36
1/03	Reinvestment into Bridge Builder Core Bond @ 10.42	5.025	-52.36
1/03	Dividend on Bridge Builder Large Value on 1,181.696 Shares @ 0.072		85.93
1/03	Reinvestment into Bridge Builder Large Value @ 17.31	4.964	-85.93
1/03	Dividend on Bridge Builder Core Plus Bond on 3,461.763 Shares at Daily Accrual Rate		62.15
1/03	Reinvestment into Bridge Builder Core Plus Bond @ 10.32	6.022	-62.15
1/12	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-147.77	147.77
1/12	Program & Portfolio Strat Fees		-147.77

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



Account Holder(s) City of Two Rivers
Account Number 649-14911-1-1
Financial Advisor Douglas K. De Vries, 920-793-4055
1601 Washington St, Two Rivers, WI 54241

Statement Date Jan 1 - Jan 28, 2022

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About Edward Jones

Edward D. Jones & Co., L.P., is dually registered with the Securities and Exchange Commission (SEC) as a broker-dealer and an investment adviser. Edward Jones is also a member of Financial Industry Regulatory Authority (FINRA).

Statement of Financial Condition — Edward Jones' Statement of Financial Condition is available at edwardjones.com/about/financial-reports.html, your local office or by mail upon written request.

About Your Account

Account Information – Your account agreement(s) contain the conditions that govern your account. Contact your financial advisor if you have any changes to your financial situation, contact information or investment objectives.

Account Accuracy – If you believe there are errors on your account, promptly notify your financial advisor or Client Relations. To further protect your rights, including rights under the Securities Investor Protection Act (SIPA), re-confirm any oral communication by sending us a letter within 30 days. If you think there is an error with, or you have a question about, your electronic transfers, contact Client Relations.

Complaints about Your Account – If you have a complaint, call Client Relations or send a letter to Edward Jones, Attn: Complaints Investigations, 12555 Manchester Rd., St. Louis, MO 63131 or send an email to complaints@edwardjones.com

Pricing – For the most current prices of your investments, contact your financial advisor or visit Online Access. While we believe our pricing information is reliable, some information is provided by third parties and we cannot guarantee its accuracy.

Systematic and Money Market Transactions – Additional transaction details may be available upon written request to Edward Jones, Attn: Trade Operations Dept.

Fair Market Value for Individual Retirement Accounts – Your account's fair market value as of Dec. 31 will be reported to the Internal Revenue Service (IRS) as required by law.

Withholding on Distributions or Withdrawals – Federal law requires Edward Jones to withhold income tax on distribution(s) from your retirement accounts and other plans, unless you elect not to have withholding apply by completing the appropriate form and returning it to the address specified on the form. Your election will remain in effect until you change or revoke it by completing and returning a new form. If you elect not to have withholding or do not have enough income tax withheld from your distributions, or if payments of estimated taxes are not sufficient, you may be responsible for payments of estimated taxes and/or incur penalties as a result. State withholding, if applicable, is subject to the state's withholding requirements.

Fees and Charges – The "Fees and Charges" amount shown in your Value Summary includes the following:








- Account fees (e.g., advisory program asset-based fees and retirement account fees);
- Fees and charges for services (e.g., check reorders and wire transfers); and
- Margin loan interest

This amount does not include transaction-based fees and charges on the purchase or sale of a security or other product (e.g., systematic investing fees, commissions, sales charges, and markups/ markdowns). These fees and charges are shown in the activity section(s) of your statement or on your trade confirmations. For more information, contact your financial advisor.

Rights to Your Money Market Fund, Bank Deposit and Free Credit Balances – The uninvested cash in your account ("Free Credit Balance") is payable on demand. You may instruct us to liquidate your Insured Bank Deposit or Money Market fund balance(s). We will disburse the proceeds to you or place them in your accounts. Your instructions must be made during normal business hours and are subject to the terms and conditions of the account agreement(s).

To learn more about fees and costs, revenue sharing, and the compensation received by Edward Jones and your financial advisor, please talk with your financial advisor or visit edwardjones.com/disclosures.

CONTACT INFORMATION

Client Relations		Online Access	Other Contacts
 Toll Free Phone 800-441-2357	Monday – Friday 7 a.m. – 7 p.m. CT	 edwardjones.com/access	 Edward Jones Personal MasterCard® 866-874-6711
 201 Progress Parkway Maryland Heights, MO 63043		 Edward Jones Online Support 800-441-5203	 Edward Jones Business MasterCard® 866-874-6712
			 Edward Jones VISA® Debit Card 888-289-6635

S1EDJ001 Rev 11/21

**Lester Public Library
Director's Report
January 2022**

News

- The City has a new agenda and minutes system that replaces Granicus, the new software is called Municode Meetings. The library is received training through January and the system is currently up and running.
- Marie Bonde, Customer Service Coordinator, applied for and received a seat on the BadgerLink Advisory Group. The BadgerLink Advisory Group is operated by the Wisconsin Department of Public Instruction. The BadgerLink Advisory Group seeks to improve the ability of all Wisconsin residents to access and effectively use the high-quality licensed resources provided by BadgerLink, and the ability to expand service visibility and build stronger relationships between the service and stakeholders. Marie will serve a 2-year term on the committee through 2024. It is always good for LPL to be influencing at the State level.
- The Manitowoc Calumet Library System (MCLS) received \$36,000 in additional state aid allocated for 2022 and will be used to enhance system/library services by investing in the following item that will save Lester Public Library \$4792 in 2022 – MCLS will fully fund the WPLC Overdrive e-book, e-audiobook, and e-magazine buying pool contribution of \$20,766. LPL will use most of these savings to purchase additional e-content for our library patrons.
- Jeff Dawson, Director, was re-elected the Chair of Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council at their January meeting. The consortium membership is made up of librarians from the member libraries of the Manitowoc Calumet Library System. Matters concerning shared resources, databases and mainly the online catalog, are discussed and voted upon. Jeff has been chair of the consortium since 2008.

Library Foundation

- The Foundation pledged \$15,000 towards the Library Roof Project at the January 18, 2022 meeting.
- The estimated payment to the library for 2022 is 47,286.48; the actual payment in 2021 was \$37,844.84.

Library Legislation - No Report

Activities

01/11/22 – City of Two Rivers Room Tax Commission Meeting
01/11/22 – Lester Public Library Board Meeting
01/12/22 – Lester Public Library All Staff Meeting
01/12/22 – Municode Meetings Training Session
01/12/22 – City Department Heads Meeting

01/12/22 – Educational Horizons Foundation Board Meeting
01/14/22 – Virtual Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting
01/14/22 – Virtual Manitowoc Calumet Library System Directors Meeting
01/17/22 – Two Rivers City Council Meeting
01/18/22 – Lester Public Library Foundation Board Meeting
01/20/22 – Municode Meetings Training Session
01/20/22 – Lester Public Library Management Team Meeting
01/21/22 – Met with Josey Allington, an eighth-grade student, interested in what it takes to be a librarian.
01/24/22 – Municode Meetings Training Session
01/25/22 – Presented a Library Update to Two Rivers Rotary Club
01/26/22 – City of Two Rivers Safety Committee Meeting
01/26/22 – City Department Heads Meeting for a Personnel Policy Review
01/26/22 – Manitowoc Calumet Library System Board Virtual Meeting
01/27/22 – Lester Public Library Management Team Meeting
01/27/22 – Met with Lester Public Library Board of Trustees President, Larry Thomas
01/28/22 – Met with City Manager, Greg Buckley
01/31/22 – City of Two Rivers Room Tax Commission Meeting

Jeff Dawson, Director, Lester Public Library 02/01/2022

Lester Public Library Statistical Report

Jan-22

Circulation

	Jan 2022	Jan 2021	%Chng	2022 YTD	2021 YTD	%Chng
Circulation Total	9,312	5,826	60%	9,312	5,826	60%
Total Visitors	3,482	0	#DIV/0!	3,482	0	#DIV/0!
Users	Total %Circ	Total %Circ	#DIV/0!	Total %Circ	Total %Circ	#DIV/0!
Children (0-11)	450 5%	179 3%	151%	450 5%	179 3%	151%
Young Adult (11-17)	144 2%	127 2%	13%	144 2%	127 2%	13%
Adult (18+)	7,570 81%	4,920 84%	54%	7,570 81%	4,920 84%	54%
Outreach	278 3%	38 1%	632%	278 3%	38 1%	632%
School	273 3%	276 5%	-1%	273 3%	276 5%	-1%
ALL OTHERS	597 6%	486 8%	23%	597 6%	486 8%	23%
Item Type	Total %Circ	Total %Circ		Total %Circ	Total %Circ	
Adult	6,144 66%	3,895 67%	58%	6,144 66%	3,895 67%	58%
Youth	3,168 34%	1,931 33%	64%	3,168 34%	1,931 33%	64%
	Total %Circ	Total %Circ		Total %Circ	Total %Circ	
Self-check use	2,168 23%	0 0%	#DIV/0!	2,168 23%	0 0%	#DIV/0!
Drive Through Use	909 10%	0 0%	#DIV/0!	909 10%	0 0%	#DIV/0!

LARS ACTIVITY

Sent to LARS	2,560	3,034	-16%	2,560	3,034	-16%
Rec from LARS	1,522	2,102	-28%	1,522	2,102	-28%
NEW REGISTRATIONS						
Total	27	9	200%	27	9	200%
OVERDRIVE EBooks & Eaudiobooks						
Total	1697	1607	6%	1,697	1,607	6%

Information Services

	Jan 2022	Jan 2021	%Chng	2022 YTD	2021 YTD	%Chng
Walk-in	748	0	#DIV/0!	748	0	#DIV/0!
Phone	541	1744	-69%	541	1744	-69%
Mail	0	0	0%	0	0	#DIV/0!
Electronic	165	228	-28%	165	228	-28%
Reference Total	1454	1972	-26%	1454	1972	-26%
Internet Use (Hours)	221	0	#DIV/0!	221	0	#DIV/0!
Computer Use Total	221	0	#DIV/0!	221	0	#DIV/0!

Children's Programming

In-house Programs	7	3	133%	7	3	133%
In-house Attendance	569	225	153%	569	225	153%
Outreach Programs	5	2	150%	5	2	150%
Outreach Attendance	582	42	1286%	582	42	1286%

Young Adult Programs

In-house Programs	0	0	#DIV/0!	0	0	#DIV/0!
In-house Attendance	0	0	#DIV/0!	0	0	#DIV/0!

Adult Programs

In-house Programs	2	1	100%	2	1	100%
In-house Attendance	16	21	-24%	16	21	-24%

Meeting Room Use

Bookings	0	0	0%	0	0	0%
Attendance	0	0	0%	0	0	0%

Lester Public Library February 2022 eNews
tehle@lesterlibrary.org | MON JAN 31 7:20 PM | 19 min read



Very Cold Neshotah Beach [See more>](#)

LIBRARY eLINKS

Lester Public Library Read. Discover. Connect. Enrich. February 2022

Find your spot at the library!

Have you utilized our self-service tablet station? It's here to enhance patrons' comfort, convenience and privacy as you work, study, learn or relax here in the library. There are still 11 public PCs, but the tablets offer benefits you may like: you don't have to sit next to strangers; social distance to your heart's content; and gain digital access in comfortable seating with a lake view, or at one of the spacious tables located throughout the library.



Find the docking station next to the Help Desk. Scan your MCLS library card, enter your PIN, and the station automatically releases one of six tablets. Find your spot anywhere within the building for up to two hours' use.

Access what you need. Each tablet is preloaded with shortcuts to a wide range of digital content, from newspapers to eBooks, games and apps. Kids and parents will find highly-rated interactive educational apps like *Endless Alphabet* and *Endless Numbers*.

Use one of the study rooms to engage in Zoom meetings. Print from the device directly to the library's printer with the new *PrinterOn* app. The tablets are available to help you conduct business on-the-go.

When you return the tablet to the station, all data and browsing history from your session is instantly deleted from the device. Comfort, convenience and privacy. Check out a tablet and find your spot!

A new dramatic play scenario debuts





There are so many benefits of dramatic play—it supports language development, self-regulation, conflict resolution, and the acquisition of math and literacy skills! Which is why we love to create interesting scenarios to present in our youth area.

Our winter theme: **Sweets Bakery!** Mixing bowls, muffin tins, utensils, trays, and, of course, all sorts of delectable delights to prepare, package, display, buy and sell. Come in and play; there's no better way for your child to learn!

Ms. Terry & Ms. Tami show off sweets crafted by Kathy McDonald and Marie Bonde.

Are you an *above average* reader?



According to the Pew Research Center, American adults read an average of 12 books per year, with half reading four or fewer. Do you find yourself ranking below average?! We challenge you to **step up your game!** Earn a digital badge each month when you read at least two books. Become a member of “the better half” when you log book #5 (you’re still below average, but you’re *less* below average than half of America!).

Upon completing your 13th book, you become an **ABOVE AVERAGE** reader and, as such, will receive a congratulatory canvas tote. Continue reading to achieve **SUPERIOR READER** status; if you log 52 books in 2022, receive an exclusive patch for your tote.

This is your opportunity to shine! Bragging rights are at stake.

We conduct our reading challenges via *Beanstack*, a web and mobile app. Participants log the books they read to earn digital badges, actual prizes and automatic entries into prize drawings. Consider registering for a challenge! Download the *Beanstack* app or access it [here](#).

Join a book club; new members welcome!



Book Discussion Group
Wednesday, Feb 2 4:00 PM

Meet to discuss a great book! Pick up the current selection at the front desk or drive-thru. Adults 18+

Selection: *Everyday Bias* by Howard J. Ross

To be human is to be biased. From this simple truth, nationally recognized diversity expert Howard J. Ross explores the biases we each carry within us. Incorporating anecdotes from today's headlines alongside case studies from over 30 years of diversity consulting, Ross helps readers understand how unconscious bias impacts our day-to-day lives and, particularly, our daily work lives. And he responds to the question “What can I do about it?” by providing examples of behaviors that the reader can engage in to disengage the impact

of their own biases.

March 2 selection: *The Personal Librarian* by Marie Benedict

ZOOM Strictly Fiction Book Club Monday, Feb 7 6:00 PM

Meet via Zoom to discuss *The Pull of the Stars*, set during the 1918 influenza pandemic, by Emma Donoghue.

Pick up the selection at the front desk or drive-thru. Email chamburg@lesterlibrary.org for the meeting link.



New packs every week!

Fun and educational Story Time packs for you to take home! Each contains books, music suggestions, finger plays, math and science activities, and an art project. Materials reinforce the five vital early literacy practices: *Read, Sing, Talk, Play* and *Write!* An adult library card is required. One per family per week while supplies last. Pick up at the front desk or drive-thru. (Geared for ages six and younger)

Youth Art To Go

New packs available February 7 & 21

Packs contain all the supplies you need for fun art projects. A new project every other week. Pick up at the front desk or drive-thru while supplies last. No library card required.

February Family Activity Pack: Family Time Capsule

New packs available the first of each month

Supplies to compile a mini-capsule to capture this moment in your family's history! List your favorite things. Make predictions for the future! Collaborate about current events. Do an art project reflecting the current size of little fingers. Include a couple of mementos and place it all in the small container. Tuck it away on a shelf or in the back of a kitchen cabinet to revisit sometime in the future! Obtain packs at the front desk or drive-thru while supplies last. No library card required.



Begins February 7

For babies birth to 18 months and their caregivers. We've curated a take-home pack containing songs and chants to do again and again with your baby to help build that little brain! The packs also contain supplies for six projects including a sensory bag, a pop-up spoon puppet and ankle bells. See videos featuring Terry, Toni and Tami as they demonstrate the projects and offer ways to sing, chant and move with your baby. To register, call (920)793-7114. Pick up packs at the Help Desk or drive-thru.



Raiders vs. Kiel Varsity Boys Basketball @ TRHS
Friday, Feb 4 • 7:00 PM • FREE for TR students • All Ages

Snow Ball sponsored by Octagon Club @ TRHS
Saturday, Feb 12 • 8-11:00 PM • \$5 • 9th-12th Grades

Pizza & Paint @ Lester Public Library
Friday, Feb 25 • 7-9:00 PM • 9th-12th Grades • FREE
Follow instructions to paint a rainbow-hued tree scene on canvas. Snack on pizza! Space limited to 20. Call (920)793-8888 to register. Masks required.



Utilize our drive-thru! Use it when you've been notified that your requested items are ready, and to pick up to-go packs and book club selections.

It's easy:

1. Enter the book drop/staff parking lot and drive around to the window.
2. Ring the bell.
3. Present your library card and staff will check out items.
4. Walkers and cyclists are welcome.

Is drive-thru pick-up your usual preference? Select the **Lester Public Library Drive-Thru** location when you reserve items online. If you *call* to request materials, let us know that you'd like drive-thru service.

Even if you requested inside pick-up, you can always change your mind when you get here; if it's snowing, your feet hurt, or your babies are asleep in the back seat, we can deliver at the window!

PrinterOn mobile printing



Print from home or on the go!

Send documents to the library's printers from *any* device. Submit documents for printing, then visit the Help Desk to obtain them. 10¢ per page for black-ink-only and 25¢ per page

 or color.

Stop by the library for printed instructions or call us at (920)793-8888 and we'll walk you through the process—or just download the PrinterOn app to your mobile device!

Reading challenges for ALL ages!



Register now on [Beanstack!](#)

Winter challenges run thru April 30.

Read to Me | Ages 0-7

Log each book you read. Earn a Reading Badge and a fun wintry prize for every five books. Pick up prizes at the Help Desk or call ahead to pick up at the drive-thru. Read 50 books to complete the challenge and receive a FREE BOOK.

Read on My Own | Ages 8-17

Log each book you read. Earn a Reading Badge and a prize for each book. Pick up prizes at the Help Desk or call ahead to pick up at the drive-thru. Read five books to complete the challenge—and pick out a FREE BOOK from our fabulous WALL OF BOOKS!

Adult Reading Challenge | Ages 18+

Register on [Beanstack](#) and log each book read. Read just one book to receive a handy ice scraper. For each additional book read (up to nine), earn a raffle entry into a drawing for \$25 in Chamber Bucks.



Discover diverse books, log activities, and READ WOKE.

Woke (slang): *Aware of and actively attentive to important facts and issues (especially issues of racial and social justice)* Source: Merriam-Webster

What is Read Woke? *It's a feeling. A form of education. A call to action, and our right as lifelong learners. It means arming yourself with knowledge to better protect your rights. Learning about others so you treat people with respect and dignity, no matter their religion, race, creed, or color. —Cicely Lewis*

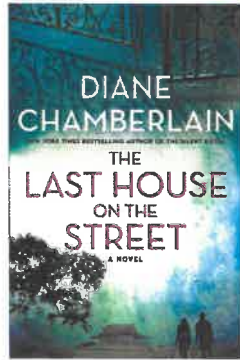
The Read Woke movement was created by Lewis, *School Library Journal* 2020 Librarian of the Year. To be included as suggested titles, the books must:

- Challenge a social norm

- Give voice to the voiceless
- Provide information about a group that has been disenfranchised
- Seek to challenge the status quo
- Have a protagonist from an underrepresented or oppressed group

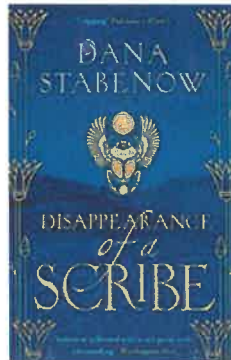
Register for the challenge on [Beanstack](#). Or simply call (920)793-7114, email lesref@lesterlibrary.org, or stop by the Help Desk for reading suggestions for all ages.

NEW Fiction Book Browse



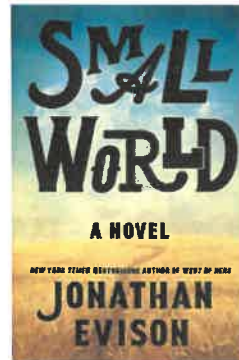
The Last House on the Street
by Diane Chamberlain

[Place hold >](#)



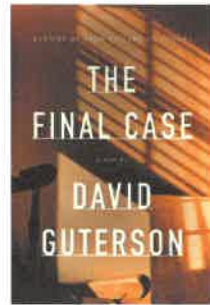
Disappearance of a Scribe
by Dana Stabenow

[Place hold >](#)



Small World
by Jonathan Evison

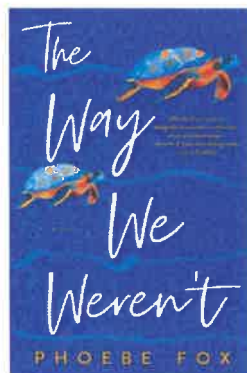
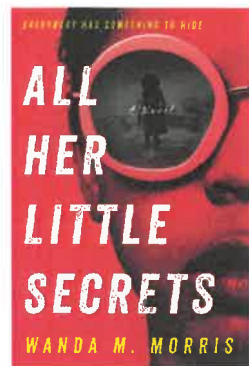
[Place hold >](#)



The Final Case
by David Guterson

In a small town outside Seattle, an Ethiopian girl adopted by a white fundamentalist Christian family is found dead of hypothermia in her own backyard. How does it feel to be a child taken into a family that doesn't share her background, her religion, or the color of her skin? What does it mean to be a mother on trial for murder? Royal, a criminal attorney in his 80s, chooses to defend this woman as his final case. His son drives Royal every day from his office to the town where the tragedy took place, and narrates the trial as it unfolds.

[Place hold >](#)



All Her Little Secrets
by Wanda M. Morris

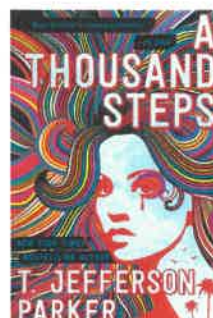
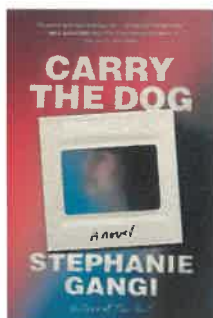
The Way We Weren't
by Phoebe Fox

Five Strangers
by E.V. Adamson

[Place hold >](#)

[Place hold >](#)

[Place hold >](#)



Without a Hitch
by Mary Hollis Huddleston

Carry the Dog
by Stephanie Gangi

A Thousand Steps
by T. Jefferson Parker

[Place hold >](#)

[Place hold >](#)

[Place hold >](#)

Digital books, audiobooks & magazines



Browse, borrow & read on your favorite device

You'll need your library card and PIN (last four digits of your phone number) to get started. Download the Libby app (Kindle users, please use the Overdrive app) and follow the prompts.

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A collection of popular titles is available with *no waiting required!* Seven-day loan period for ebooks and 14-day loan period for audiobooks.

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Visit the library for free access to the world's largest online family history resource. Log into your library account to find the link.

[\[Click here\]](#)



Local and state history

Find births, deaths, news and more. Powerful search tools help you find who or what you're looking for in Wisconsin newspaper archives. Log into your library account and look for the link.

NEWSLETTER
ARCHIVE

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Before you purchase



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[\[Click here\]](#)

[Sign up for a reading challenge this winter!](#)

Lester Public Library | 1001 Adams St., Two Rivers, WI 54241

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Lester Public Library Introduces New Tablet Station

Jan 22, 2022 | 8:00 AM

[Local News](#)



The following article was submitted by the Lester Public Library.

Lester Public Library recently upgraded the carpet, ran electrical thread for far more power accessibility, and purchased shelving on wheels so that staff can easily reconfigure spaces to accommodate programming in the library. These were all facets of what the library referred to as the "Magic Carpet Project." The project also included the acquisition of a self-service tablet station.

The station is a new resource that's designed to enhance patrons' comfort, convenience and privacy as they work, study, learn or relax in the library. There are still 11 public PCs, but the tablets offer benefits you may like: No need to sit next to strangers; social distance to your heart's content; and gain digital access in comfortable seating with a lake view, or at one of the spacious tables located throughout the library.

Find the self-service docking station next to the Help Desk. Simply scan your MCLS library card, enter your PIN, and the station automatically releases one of six tablets. Find a comfortable spot anywhere within the building for up to two hours' use. Nearby Help Desk staff are ready to assist you.

Access what you need. Each tablet is pre-loaded with shortcuts to a wide range of digital content, from newspapers to eBooks, games and apps. Kids and parents will find highly-rated interactive educational apps like Endless Alphabet and Endless Numbers.

Use one of the study rooms to engage in Zoom meetings. Print from the device directly to the library's printer with the new PrinterOn app. The tablets are available to help you conduct business on-the-go.

When you return the tablet to the station, all data and browsing history from your session is instantly deleted from the device. If a tablet leaves the building, it automatically shuts down and won't restart until it's returned to the library.

Keep the Lester Public Library and this new service in mind. It's a convenient and comfortable way to access the digital content you need.

Submit a News Tip or Typo Here

Search...





Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION

1. Name of Library Lester Public Library		2. Public Library System Manitowoc-Calumet Library System			
3a. Head Librarian First Name Jeffrey	3b. Head Librarian Last Name Dawson	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 04/30/2022
6a. Street Address 1001 Adams St.	6b. Mailing Address or PO Box 1001 Adams St.	7. City / Village / Town Two Rivers	8a. ZIP 54241	8b. ZIP4 3544	9. County Manitowoc
10. Library Phone Number 9207938888	11. Fax Number (920)793-7150	12. Library E-mail Address of Director jdawson@lesterlibrary.org			
13. Library Website URL www.lesterlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does the library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 25,000	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year?			22. DUNS Number <i>Nine digits</i> 084324875	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	52		
19b. Number of Winter Weeks	26		
19c. Summer Hours Open per Week	52		
19d. Number of Summer Weeks	26		
19e. Total Weeks per Year	52		
19f. Total Hours per year for this location	2,704		

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	16,222
1b. providing reference service	Yes	4,958
1bi. reference service provided via email	Yes	1,443
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	9,821
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content		
1d. offering curbside pickup	Yes	
1e. offering drive-thru circulation of physical materials	Yes	5,829
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	Yes	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	Yes	
1ii. describe "other services": virtual book discussion group; virtual book talks with school district; Beanstack book challenges; e-newsletter; Overdrive Advantage;		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?		
	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	
2e. augmenting the public's ability to use electronic materials in another way	No	
2f. describe "augmenting in another way":		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?	
	Yes / No
3. Electronic Library Cards Issued During COVID-19	No
4. External Wi-Fi Access Added During COVID-19	Yes
5. External Wi-Fi Access Increased During COVID-19	Yes
6. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	2020-03-03
First date reopened following initial COVID-19 closure	2021-05-03
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	80,929	6,316
2. Electronic Books <i>E-books</i>	167,999	
3. Audio Materials	8,940	153
4. Electronic Audio Materials <i>Downloadable</i>	64,931	
5. Video Materials	8,070	345
6. Electronic Video Materials <i>Downloadable</i>	575	
7. Other Materials Owned 0	444	
8a. Electronic Collections <i>Locally owned or leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	5	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	68	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	106	

III. LIBRARY SERVICES

1. Circulation Transactions						
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)				
93,439	34,731	0				
2. Interlibrary Loans (ILL)						
Method for Counting ILL Transactions						
Categorized ILL Transactions						
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)						
		Items Loaned to Other Libraries Provided to		Items Borrowed from Other Libraries Received from		
Integrated Library System (ILS)		30,080		19,888		
WISCAT		1,007		1,334		
Other (includes OCLC, manual tracking, or other methods)						
Total		31,087		21,222		
3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count
3,361	1,470	4,831	Actual Count	16,222	Actual Count	25,185
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	c. Method	d. Annual Count	a. Method	b. Annual Count	
16	11	Actual Count	1,205	Did Not Collect		
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals		
-1	-1	3,190	1,904			
10. Uses of Electronic Materials by Library Users						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials		
10,189	7,495	12	17,696	1,087		


LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance


Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	23	10	14	0	47
Total Program Attendance	1,127	1,267	107	0	2,501
Describe the library's programs					


In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs		d Program Attendance		I Count
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	
Number of Programs	15	8	14	0	37
Total Program Attendance	868	1,246	107	0	2,221
Describe the library's in-person programs:	Programs taking place in the library continued to be limited during 2021. Art programs with limited attendance were held outdoors in the library gardens. Book clubs for adults were also held outdoors or masked indoors. 				

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	8	2	0	0	10
Total Live Virtual Program Attendance	259	21			280
Total Views of Live Programs Recorded for Asynchronous Viewing	-1	-1			0
Which platforms does the library use to host the library's live, virtual programs:	Zoom, Google Forms				
Describe the library's live, virtual programs:	The library conducted virtual story times for two 4k classroom family nights, a community story time for St. Patrick's Day and monthly virtual story times for a community organization utilizing ZOOM. For teens, the 				

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	23	19	4	46
Total Pre-recorded Program Views	1,140	1,675	37	2,852
Which platforms does the library use to host the library's pre-recorded programs:	YouTube, Google Slides			
Describe the library's pre-recorded programs:	The library created monthly virtual libraries for three age levels utilizing recorded book talks on YouTube, Google slides with links and Google forms for ordering library materials. These virtual libraries were utilized 			

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Larry	Thomas	1007 18th Street	Two Rivers	54241	slaptastic79@hotmail.com
2. Stanley	Palmer	331 23rd Street	Two Rivers	54241	spalmer@uta.edu
3. David	Pennefeather	1809 21st Street	Two Rivers	54241	dappy66@yahoo.com
4. Kirsten	Sleger	6595 Highway 147	Two Rivers	54241	kirsten.sleger@trschools.k12.wi.us
5. Rick	Henrickson	4117 Clover Street	Two Rivers	54241	rickhenrickson@co.manitowoc.wi.us
6. Kate	Gadd	2401 Jefferson Street	Two Rivers	54241	katieg919@gmail.com
7. Ned	Guyette	2501 Washington Street	Two Rivers	54241	guyetted@gmail.com
8. Sharon	Sleger	3625 Tannery Road	Two Rivers	54241	sharonsleger@gmail.com
9. Tom	Van Horn	2004 Garfield Street	Two Rivers	54241	6308vat@gmail.com
10.					
11.					
12.					

Number of Library Board Members
Include vacancies in this count

9

V. LIBRARY OPERATING REVENUE

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

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

Municipality Type	Name	Amount
City	Two Rivers	\$607,007

Subtotal 1 \$607,007

2. County

a. Home County Appropriation for Library Service

Subtotal 2a \$166,378

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Brown	\$1,528		
Kewaunee	\$4,194		
Sheboygan	\$239		

Subtotal 2b \$5,961

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3 \$0

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

Program or Project	Amount
Reimbursement of LSTA funds (refund)	\$49

Subtotal 4 \$49

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

Name	Amount	Name	Amount
	\$0		

Subtotal 5 \$0

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

\$7,791

7. All Other Operating Income

\$84,245

8. Total Operating Income *Add 1 through 7*

\$871,431

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$631,287

10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>		
\$408,053		\$124,900		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
\$75,658	\$0	\$12,795	\$0	\$88,453
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>				
Provider		Amount	Provider	
OCLC Connexion		\$2,000	OverDrive Magazine	
SIRSI Maintenance		\$1,447	Ancestry.com	
WPLC Member Share		\$1,351	Talking Tech Support	
WPLC eBook Buying Pool		\$4,392	Psuedo Library Configuration Setup	
Envisionware		\$1,061	Spectrum Internet	
Reference USA Database		\$1,385	Newspaper Archive Subscription	
			Subtotal 4	
			\$18,047	
5. Other Operating Expenditures				
\$231,978				
6. Total Operating Expenditures <i>Add 1 through 5</i>				
\$871,431				
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income. <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>			
Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other	New furnishings and new equipment	\$25,920	\$25,920
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$25,920	\$25,920

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

IX. TRUST FUNDS

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. <i>Wis. Stat. s. 43.58(6)(a)</i>	1. Total Amount of Other Funds at End of Year	1. Total Amount of Trust Funds Held by the Library Board at End of Year
	\$146,426	\$0

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$87,984	40.00		Other		
Adult Services Coordinator	MLS (ALA)	\$58,822	40.00		Other		
Youth Services Coordinator	MLS (ALA)	\$58,822	40.00				
Customer Service Coordinator	Librn. no-MLS	\$44,283	40.00				
Reference Associate Youth	Librn. no-MLS	\$26,870	25.00				
Reference Associate Adult	Librn. no-MLS	\$16,928	20.00				
Reference Associate Adult	Librn. no-MLS	\$16,928	20.00				
Early Literacy Specialist	Librn. no-MLS	\$17,875	25.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Custodian	Other	\$33,342	40.00				
Customer Service Clerk	Other	\$11,246	22.00				
PR Specialist	Other	\$7,745	15.00				
Page	Other	\$5,625	11.00				
	Other						

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

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

4.00

Other Persons Holding the Title of Librarian (FTE)

2.25

Subtotal 2a

6.25

b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security

4.15

c. Total Library Staff (FTE)

10.40

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents
See instructions for definition of nonresident

32,257

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	11,820	18,119	29,939
3. Circulation to Nonresidents Living in Another County in the Library System	297	32	329
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	526	619	1,145
5. Circulation to All Other Wisconsin Residents 417	6. Circulation to Persons from Out of the State 427		

7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?
---	--	---

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Brown	154	f.	
b. Sheboygan	7	g.	
c. Kewaunee	458	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access? Yes	2. Library type of Internet connection <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
--	--	--

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

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	92	11	5	108
	Total Self-directed Activity Participation	6,507	286	325	7,118

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Terry	b. Last Name Ehle	c. Email Address tehle@lesterlibrary.org
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Chris	b. Last Name Hamburg	c. Email Address chamburg@lesterlibrary.org
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

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

President, Library Board of Trustees Signature <i>or designee</i> ➤	Name of President or Designee <i>Print or type</i> Larry Thomas	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i> Jeffrey Dawson	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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

County
Manitowoc

The Lester Public Library Board of Trustees hereby states that in 2020 the Manitowoc-Calumet Library System
Name of Public Library Name of Public Library System / Service

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

Indicate with an X one of the above two statements.


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

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

CERTIFICATION

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

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

President, Library Board of Trustees Signature or designee	Name of President or Designee <i>Print or type</i>	Date Signed
	Larry Thomas	

COMMENTS

DRAFT

END OF YEAR 2021 REPORT

If there are changes, they will be minimal as of February 3, 2022

Year to date actual expenses: \$871, 431

Year to date Income (before funds transfer: \$851,431

Over budget: \$19,592

Utilize funds brought forward from 2020: \$7791

Transfer from Gift Fund for 2021: \$11,801

Transfer from Gift Fund for 2021 is \$760 over budget.

Attached are the year-end 2021 revenue and expense reports. While not finalized as of February 3, 2022, the City finance director doesn't think the numbers will change much, if at all.

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

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	607,007	607,007	0	100.00	619,007
TOTAL TAXES	0	607,007	607,007	0	100.00	619,007
<u>INTERGOVERNMENTAL REVENUE</u>						
280-43519 COVID ROUTES TO RECOVERY	0	0	0	0	.00	10,649
280-43720 COUNTY FUNDS	0	175,191	172,339	(2,852)	98.37	168,893
TOTAL INTERGOVERNMENTAL REVE	0	175,191	172,339	(2,852)	98.37	179,542
<u>FINES & FORFEITURES</u>						
280-45300 LIBRARY BOOK FINES	0	6,000	1,905	(4,095)	31.76	2,991
TOTAL FINES & FORFEITURES	0	6,000	1,905	(4,095)	31.76	2,991
<u>CHARGES FOR SERVICE</u>						
280-46712 COPIER SERVICE FEES	0	5,600	2,793	(2,807)	49.87	1,498
TOTAL CHARGES FOR SERVICE	0	5,600	2,793	(2,807)	49.87	1,498
<u>MISCELLANEOUS REVENUE</u>						
280-48300 SALE OF PROP & EQUIP	0	2,000	2,118	118	105.90	553
280-48440 INSURANCE CLAIMS	0	0	0	0	.00	0
280-48500 DONATIONS	0	43,000	47,882	4,882	111.35	43,462
280-48900 OTHER REVENUES	0	2,000	1,545	(455)	77.26	851
TOTAL MISCELLANEOUS REVENUE	0	47,000	51,546	4,546	109.67	44,866
<u>OTHER FINANCING SOURCES</u>						
280-49223 TRANS FROM OTHER FUNDS	0	11,041	0	(11,041)	.00	0
TOTAL OTHER FINANCING SOURCES	0	11,041	0	(11,041)	.00	0
TOTAL FUND REVENUE	0	851,839	835,590	(16,249)	98.09	847,905

CITY OF TWO RIVERS
2021 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2021 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2021 BUDGET	2021 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>LESTER LIBRARY</u>						
LIBRARY ADMINISTRATION						
<i><u>PERSONNEL SERVICES</u></i>						
280-55110-1100	0	249,912	250,666	754	100.30	244,939
280-55110-1220	0	33,342	33,436	94	100.28	34,366
280-55110-1240	0	0	0	0	.00	0
280-55110-1270	0	137,713	117,787	(19,926)	85.53	118,939
280-55110-1280	0	5,882	5,882	0	100.00	5,768
280-55110-1290	0	481	282	(199)	58.54	130
280-55110-1310	0	22,675	22,415	(260)	98.85	21,899
280-55110-1320	0	33,073	30,186	(2,887)	91.27	30,253
280-55110-1330	0	61,236	61,235	(1)	100.00	61,235
280-55110-1333	0	0	0	0	.00	4,200
280-55110-1334	0	5,000	8,000	3,000	160.00	8,115
280-55110-1340	0	1,200	1,222	22	101.85	967
280-55110-1350	0	0	1,531	1,531	.00	356
280-55110-1361	0	0	311	311	.00	0
<i>TOTAL PERSONNEL SERVICES</i>	0	550,514	532,954	(17,560)	96.81	531,166
<i><u>CONTRACTUAL SERVICES</u></i>						
280-55110-2100	0	46,157	45,973	(184)	99.60	44,825
280-55110-2130	0	6,000	7,522	1,522	125.37	6,807
280-55110-2200	0	1,250	1,175	(75)	93.99	1,327
280-55110-2210	0	22,000	23,149	1,149	105.22	17,180
280-55110-2220	0	9,200	7,626	(1,574)	82.89	6,662
280-55110-2230	0	2,600	1,843	(757)	70.89	1,911
280-55110-2240	0	850	522	(328)	61.36	547
280-55110-2250	0	960	959	(1)	99.91	959
280-55110-2410	0	19,000	55,257	36,257	290.83	36,519
280-55110-2430	0	0	0	0	.00	4,750
280-55110-2450	0	15,000	18,086	3,086	120.57	17,560
280-55110-2910	0	2,000	2,330	330	116.49	2,564
280-55110-2930	0	18,000	19,031	1,031	105.73	17,175
280-55110-2950	0	12,908	13,984	1,076	108.33	12,908
<i>TOTAL CONTRACTUAL SERVICES</i>	0	155,925	197,456	41,531	126.63	171,695

CITY OF TWO RIVERS
2021 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2021 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2021 BUDGET	2021 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL	
<u>OPERATING SUPPLIES/EXPENSES</u>							
280-55110-3100	OFFICE SUPPLIES	0	3,000	1,698 (1,302)	56.59	1,444	
280-55110-3110	POSTAGE	0	700	291 (409)	41.59	396	
280-55110-3300	TRAVEL	0	2,500	782 (1,718)	31.28	2,690	
280-55110-3560	LANDSCAPING	0	13,000	16,664 3,664	128.18	14,774	
280-55110-3960	TECH PROC SUPPLIES	0	5,000	4,955 (45)	99.10	5,800	
	TOTAL OP SUPPLIES/EXP	0	24,200	24,390	190	100.78	25,103
<u>FIXED CHARGES</u>							
280-55110-5200	INSURANCES	0	12,600	12,837 237	101.88	11,107	
280-55110-5950	TRANSFER TO CAP PROJ FNDS	0	1,080	1,080 0	100.00	1,080	
	TOTAL FIXED CHARGES	0	13,680	13,917	237	101.73	12,187
	TOTAL LIBRARY ADMINISTRATION	0	744,319	768,716	24,397	103.28	740,150
ADULT SERVICES							
<u>OPERATING SUPPLIES/EXPENSES</u>							
280-55111-3230	PERIODICALS	0	4,600	5,023 423	109.20	2,862	
280-55111-3400	NON-FICTION BOOKS	0	17,000	12,801 (4,199)	75.30	18,596	
280-55111-3420	FICTION BOOKS	0	17,000	16,486 (514)	96.97	14,480	
280-55111-3430	LARGE PRINT BOOKS	0	12,000	12,864 864	107.20	8,929	
280-55111-3450	MOVIES	0	3,000	4,045 1,045	134.84	2,952	
280-55111-3470	AUDIOBOOKS	0	4,400	2,759 (1,641)	62.71	2,685	
280-55111-3480	MUSIC CD'S	0	500	85 (415)	17.09	195	
280-55111-3510	PROGRAMS	0	3,000	1,795 (1,205)	59.83	1,392	
	TOTAL OP SUPPLIES/EXP	0	61,500	55,858	(5,642)	90.83	52,092
	TOTAL ADULT SERVICES	0	61,500	55,858	(5,642)	90.83	52,092

CITY OF TWO RIVERS
2021 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2021 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2021 BUDGET	2021 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
CHILDREN'S SERVICES						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55112-3230	PERIODICALS	0	540	317 (223)	58.68	326
280-55112-3400	NON-FICTION BOOKS	0	7,000	5,617 (1,383)	80.24	6,932
280-55112-3420	FICTION BOOKS	0	3,800	6,027	158.62	4,493
280-55112-3440	PAPERBACKS	0	1,600	960 (640)	59.98	871
280-55112-3450	MOVIES	0	1,000	497 (503)	49.75	936
280-55112-3470	AUDIOBOOKS	0	1,700	1,003 (697)	59.02	1,110
280-55112-3510	PROGRAMS	0	11,980	12,388	103.41	10,217
280-55112-3530	JE BOOKS	0	6,000	6,526	108.76	6,564
	<i>TOTAL OP SUPPLIES/EXP</i>	0	33,620	33,336 (284)	99.15	31,450
	TOTAL CHILDREN'S SERVICES	0	33,620	33,336 (284)	99.15	31,450
REFERENCE						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55114-3400	NON-FICTION BOOKS	0	1,800	3,104	172.46	2,845
280-55114-3490	MICROFILM	0	4,100	4,406	107.46	8,048
	<i>TOTAL OP SUPPLIES/EXP</i>	0	5,900	7,510	127.29	10,894
	TOTAL REFERENCE	0	5,900	7,510	127.29	10,894

CITY OF TWO RIVERS
2021 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2021 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2021 BUDGET	2021 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
YOUNG ADULT SERVICES						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55115-3230 PERIODICALS	0	200	73 (127)	36.47	107
280-55115-3400 NON-FICTION BOOKS	0	0	0	0	.00	0
280-55115-3420 FICTION BOOKS	0	5,300	5,938	638	112.04	4,511
280-55115-3470 AUDIOBOOKS	0	1,000	0 (1,000)	.00	910
<i>TOTAL OP SUPPLIES/EXP</i>	0	6,500	6,011 (489)	92.47	5,528
TOTAL YOUNG ADULT SERVICES	0	6,500	6,011 (489)	92.47	5,528
TOTAL LESTER LIBRARY EXP	0	851,839	871,431	19,592	102.30	840,114
NET REV OVER EXP	0	0	(35,841)	(35,841)	.00	7,791

LESTER PUBLIC LIBRARY
BOARD OF TRUSTEES
2021-2022

<p>Larry Thomas – President – City Council Representative 1007 18th Street Two Rivers, WI 54241 Phone: 847-529-3695 Email: slaptastic79@hotmail.com</p>	<p>David Pennefeather – Vice President 2nd Term Expires – 5/2022 1809 21st Street Two Rivers, WI 54241 Phone: 920-652-4430 Email: dappy66@yahoo.com</p>
<p>Ned Guyette Finishing 3rd Term for Thomas Expires -5/2022 2501 Washington Street Two Rivers, WI 54241 920-242-5325 Email: guyetted@gmail.com</p>	<p>Kirsten Sleger – School Representative 6595 Hwy 147 Two Rivers WI 54241 Phone: 920-794-2384 Email: Kirsten.Sleger@trschoools.k12.wi.us</p>
<p>Rick Henrickson – County Representative 4117 Clover Street Two Rivers WI 54241 Phone: 920-629-9716 Email: rickhenrickson@co.manitowoc.wi.us</p>	<p>Kate Gadd 1st Term Expires – 5/2024 2401 Jefferson Street Two Rivers, WI 54241 Phone: 920-645-1811 Email: katieg919@gmail.com</p>
<p>Stanley Palmer 2nd Term Expires - 5/2023 331 23rd St. Two Rivers WI 54241 Phone: 920-553-1318 Email: spalmer@uta.edu</p>	<p>Tom Van Horn 2nd Term Expires – 5/2024 2004 Garfield St. Two Rivers WI 54241 Phone: 920-242-6106 Email: 6308vat@gmail.com</p>
<p>Sharon Sleger 2nd Term Expires 2023 3625 Tannery Road Two Rivers WI 54241 Phone: 920-242-8275 Email: sharonsleger@gmail.com</p>	