



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, February 13, 2024 at 6:00 PM

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

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Board Members: Kathryn Gadd, Stanley Palmer, David Pennefeather, Sharon Sleger, Tracey Koach, Don Weiss, Ned Guyette, Mary Glaser, Katie Stone

3. PUBLIC COMMENT

4. APPROVAL OF BOARD MEETING MINUTES – Action Item

Last Meeting Date: January 9, 2024

5. RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS – Action Item

Date: January 2024

6. BOARD MEMBER COMMENT

7. DIRECTOR'S REPORT

8. COMMUNICATIONS

A. Library Newsletter – February 2024

B. Manitowoc Calumet Library System Year in Review 2023

9. REPORT FROM CITY COUNCIL REPRESENTATIVE

10. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE

11. REPORT FROM COUNTY REPRESENTATIVE

12. UNFINISHED BUSINESS

A. Policy Review – Emergency Policy and Procedures – **Possible Action Item**

13. NEW BUSINESS

A. Annual Report – **Action Item**

B. Review 2023 Year End Financials

C. Approve Moving Gift Funds to Balance 2023 Budget – **Action Item**

D. Appoint Nominating Committee

E. Board Member Term Review

14. BOARD EDUCATION

A. Introduction to World on the Move: 250,000 Years of Human Migration

15. 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 required.

16. 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.



MINUTES

1. **CALL TO ORDER** –President Palmer called the meeting to order at 6:00 PM.
2. **ROLL CALL**
Board Members Present: David Pennefeather, Ned Guyette, Tracey Koach, Stanley Palmer, Sharon Sleger, and Don Weiss. Members absent and excused Katie Stone, Kathryn Gadd, and Mary Glaser. Also present: Chris Hamburg, Adult Services Coordinator, and Jeff Dawson, Director.
3. **PUBLIC COMMENT** - None
4. **APPROVAL OF BOARD MEETING MINUTES**
Motion to approve the minutes from the December 12, 2023, meeting, made by Koach, second made by Guyette. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from December, 2023, made by Weiss, second made by Pennefeather. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT** – None
7. **DIRECTOR'S REPORT**
Dawson and Hamburg fielded questions concerning the monthly report.
8. **COMMUNICATIONS**
A. Library Newsletter – January 2024
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
There are 5 candidates for City Council, to fill 3 open seats. Public meeting this week concerning street repairs. The City of Two Rivers Environmental Advisory Board held a successful program at the library last week.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE** – No Report
11. **REPORT FROM COUNTY REPRESENTATIVE**
Wisconsin Assessment Monies Program Resolution for a Two Rivers property. County R bid report and project to begin in 2024. City of Two Rivers savings of \$187,843.19 via the County recycling program. There are open seats for County Board in the City of Two Rivers.
12. **UNFINISHED BUSINESS** - None
13. **NEW BUSINESS**
A. First review of the Emergency Policy and Procedures, will bring back to the February meeting as a possible Action Item.
14. **BOARD EDUCATION** – None

15. CLOSED EXECUTIVE SESSION – None

16. ADJOURNMENT

Motion to adjourn made by Guyette, second made by Sleger. Voice vote carried unanimously.
Meeting adjourned at 6:30 PM.

Respectfully submitted by Jeff Dawson

CITY OF TWO RIVERS

Balance Sheet
January 31, 2024

LIBRARY FUND 280

ASSETS

| | | | |
|-----------|---------------------------|------------|------------|
| 280-11100 | CASH | 634,662.51 | |
| 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 | | 635,112.51 |

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 | 534.05 | |
| 280-21911 | UNUSED COMP TIME | .00 | |
| 280-23101 | LIBRARY DONATIONS | .00 | |
| 280-23105 | OTHER DEPOSITS | .00 | |
| 280-25200 | DUE TO OTHER FUNDS | .00 | |
| 280-26100 | DEFERRED TAX RLL CLLCTNS | .00 | |
| 280-26910 | DESIGNATED FR SUBSEQ YEAR | .00 | |
| 280-29410 | SALES TAX COLLCTN PYBLE | 34.38 | |
| | Total Liabilities | | 568.43 |

FUND EQUITY

| | | | |
|------------------------------|---------------------------------|-------------|------------|
| Unappropriated Fund Balance: | | | |
| 280-34100 | FUND BALANCE UNRESERVED | (4,780.08) | |
| 280-34110 | ENCUMBRANCE-PRIOR YEARS | .00 | |
| | Revenue over Expenditures - YTD | 639,324.16 | |
| | Total Fund Equity | | 634,544.08 |
| | Total Liabilities and Equity | | 635,112.51 |

CITY OF TWO RIVERS
BALANCE SHEET
JANUARY 31, 2024

LIBRARY GIFT FUND 282

ASSETS

| | | | |
|-----------|---------------------------|-----------|------------|
| 282-11100 | CASH | 15,448.48 | |
| 282-11301 | SAVINGS ACCOUNT - BFN | .00 | |
| 282-11302 | GENERAL FUND INVESTMENT | 94,201.00 | |
| 282-13800 | OTHER ACCOUNTS RECEIVABLE | .00 | |
| | | | |
| | TOTAL ASSETS | | 109,649.48 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|-----------|-------------------|-----|-----|
| 282-21100 | ACCOUNTS PAYABLE | .00 | |
| | | | |
| | TOTAL LIABILITIES | | .00 |

FUND EQUITY

| | | | |
|------------------------------|---------------------------------|------------|------------|
| UNAPPROPRIATED FUND BALANCE: | | | |
| 282-34100 | FUND BALANCE UNRESERVED | 107,974.48 | |
| 282-34110 | ENCUMBRANCE-PRIOR YEARS | .00 | |
| | | | |
| | REVENUE OVER EXPENDITURES - YTD | 1,675.00 | |
| | | | |
| | TOTAL FUND EQUITY | | 109,649.48 |
| | TOTAL LIABILITIES AND EQUITY | | 109,649.48 |

CITY OF TWO RIVERS

BALANCE SHEET

JANUARY 31, 2024

LIBRARY BLDING & GROUNDS FUND 456

ASSETS

| | | | |
|-----------|---------------------------|----------|-----------------|
| 456-11100 | CASH | 3,689.49 | |
| 456-11301 | INVESTMENTS | .00 | |
| 456-13800 | OTHER ACCOUNTS RECEIVABLE | .00 | |
| | TOTAL ASSETS | | <u>3,689.49</u> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|-----------|-------------------|-----|-----|
| 456-21100 | ACCOUNTS PAYABLE | .00 | |
| | TOTAL LIABILITIES | | .00 |

FUND EQUITY

| | | | |
|-----------|---------------------------------|----------|-----------------|
| | UNAPPROPRIATED FUND BALANCE: | | |
| 456-34100 | FUND BALANCE UNRESERVED | 3,689.49 | |
| 456-34110 | ENCUMBRANCE-PRIOR YEARS | .00 | |
| | REVENUE OVER EXPENDITURES - YTD | .00 | |
| | TOTAL FUND EQUITY | | <u>3,689.49</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>3,689.49</u> |

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

LIBRARY FUND DETAIL

| | PERIOD ACT | BUDGET | YTD ACTUAL | OV(UN)BUD | % OF BDGT | PR YTD ACT |
|----------------------------------|------------|---------|--------------------|-----------|-----------|------------|
| <u>TAXES</u> | | | | | | |
| 280-41110 GENERAL PROPERTY TAX | 681,790 | 681,790 | 681,790 | 0 | 100.00 | 631,287 |
| TOTAL TAXES | 681,790 | 681,790 | 681,790 | 0 | 100.00 | 631,287 |
| <u>INTERGOVERNMENTAL REVENUE</u> | | | | | | |
| 280-43720 COUNTY FUNDS | 0 | 192,489 | 0 (192,489) | .00 | 0 | |
| TOTAL INTERGOVERNMENTAL REVE | 0 | 192,489 | 0 (192,489) | .00 | 0 | |
| <u>FINES & FORFEITURES</u> | | | | | | |
| 280-45300 LIBRARY BOOK FINES | 283 | 3,100 | 283 (2,817) | 9.13 | 364 | |
| TOTAL FINES & FORFEITURES | 283 | 3,100 | 283 (2,817) | 9.13 | 364 | |
| <u>CHARGES FOR SERVICE</u> | | | | | | |
| 280-46712 COPIER SERVICE FEES | 610 | 8,500 | 610 (7,890) | 7.18 | 508 | |
| TOTAL CHARGES FOR SERVICE | 610 | 8,500 | 610 (7,890) | 7.18 | 508 | |
| <u>MISCELLANEOUS REVENUE</u> | | | | | | |
| 280-48300 SALE OF PROP & EQUIP | 78 | 4,000 | 78 (3,922) | 1.94 | 91 | |
| 280-48500 DONATIONS | 0 | 70,000 | 0 (70,000) | .00 | 0 | |
| 280-48900 OTHER REVENUES | 60 | 3,000 | 60 (2,940) | 2.00 | 20 | |
| TOTAL MISCELLANEOUS REVENUE | 138 | 77,000 | 138 (76,862) | .18 | 111 | |
| <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 | 682,821 | 962,879 | 682,821 (280,058) | 70.91 | 632,270 | |

CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
JANUARY 31, 2024 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

| | PERIOD ACTUAL | 2024 BUDGET | 2024 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 | 16,745 | 310,564 | 16,745 (293,819) | 5.39 | 23,151 |
| 280-55110-1200 | WAGES - FULLTIME | 162 | 0 | 162 (162) | .00 | 0 |
| 280-55110-1220 | WAGES - FULLTIME | 2,206 | 40,997 | 2,206 (38,791) | 5.38 | 3,011 |
| 280-55110-1270 | WAGES - PART TIME | 8,057 | 158,575 | 8,057 (150,518) | 5.08 | 11,646 |
| 280-55110-1280 | WAGES-LONGEVITY PAY | 0 | 7,902 | 0 (7,902) | .00 | 0 |
| 280-55110-1290 | WAGES-OVERTIME | 0 | 591 | 0 (591) | .00 | 0 |
| 280-55110-1310 | WI RETIREMENT | 1,500 | 28,679 | 1,500 (27,179) | 5.23 | 2,151 |
| 280-55110-1320 | FICA | 1,974 | 40,058 | 1,974 (38,084) | 4.93 | 2,755 |
| 280-55110-1330 | HEALTH INSURANCE | 7,524 | 94,316 | 7,524 (86,792) | 7.98 | 6,550 |
| 280-55110-1334 | HEALTH INSURANCE OPT-OUT | 385 | 5,000 | 385 (4,615) | 7.69 | 385 |
| 280-55110-1340 | LIFE INSURANCE | 130 | 1,640 | 130 (1,510) | 7.95 | 117 |
| 280-55110-1350 | OTHER BENEFITS | 0 | 0 | 0 (0) | .00 | 0 |
| 280-55110-1361 | SICK LEAVE PAYOUT | 0 | 0 | 0 (0) | .00 | 0 |
| <i>TOTAL PERSONNEL SERVICES</i> | | 38,683 | 688,322 | 38,683 (649,639) | 5.62 | 49,765 |
| <i>CONTRACTUAL SERVICES</i> | | | | | | |
| 280-55110-2100 | PROF SERV - CITY SERVICES | 0 | 50,375 | 0 (50,375) | .00 | 4,976 |
| 280-55110-2130 | PROFESSIONAL SERVICES | 349 | 6,500 | 349 (6,151) | 5.38 | 281 |
| 280-55110-2200 | TELEPHONE EXPENSE | 0 | 1,200 | 0 (1,200) | .00 | 97 |
| 280-55110-2210 | ELECTRICITY | 1,360 | 25,000 | 1,360 (23,640) | 5.44 | 2,052 |
| 280-55110-2220 | NATURAL GAS/HEAT | 0 | 13,500 | 0 (13,500) | .00 | 0 |
| 280-55110-2230 | WATER EXPENSE | 174 | 2,160 | 174 (1,986) | 8.07 | 161 |
| 280-55110-2240 | SEWER EXPENSE | 56 | 884 | 56 (828) | 6.36 | 56 |
| 280-55110-2250 | STORMWATER EXPENSE | 80 | 960 | 80 (880) | 8.33 | 80 |
| 280-55110-2410 | MAINTENANCE EQUIPMENT/VEH | 38 | 25,000 | 38 (24,962) | .15 | 0 |
| 280-55110-2450 | EQUIPMENT NEW | 0 | 7,500 | 0 (7,500) | .00 | 0 |
| 280-55110-2910 | PRINTING/ADVERTISING | 0 | 1,000 | 0 (1,000) | .00 | 80 |
| 280-55110-2930 | TECHNOLOGY | 1,027 | 14,000 | 1,027 (12,973) | 7.33 | 0 |
| 280-55110-2950 | DEBT ISSUANCE COSTS/PAYMENTS | 0 | 0 | 0 (0) | .00 | 1,076 |
| <i>TOTAL CONTRACTUAL SERVICES</i> | | 3,084 | 148,079 | 3,084 (144,995) | 2.08 | 8,859 |
| <i>OPERATING SUPPLIES/EXPENSES</i> | | | | | | |
| 280-55110-3100 | OFFICE SUPPLIES | 0 | 6,000 | 0 (6,000) | .00 | 115 |
| 280-55110-3110 | POSTAGE | 0 | 400 | 0 (400) | .00 | 33 |
| 280-55110-3300 | TRAVEL | 0 | 1,000 | 0 (1,000) | .00 | 0 |
| 280-55110-3560 | LANDSCAPING | 0 | 15,000 | 0 (15,000) | .00 | 0 |
| 280-55110-3960 | TECH PROC SUPPLIES | 0 | 0 | 0 (0) | .00 | 0 |
| <i>TOTAL OP SUPPLIES/EXP</i> | | 0 | 22,400 | 0 (22,400) | .00 | 149 |

CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
JANUARY 31, 2024 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

| | PERIOD ACTUAL | 2024 BUDGET | 2024 YTD ACTUAL | OVER (UNDER) BUDGET | % OF BUDGET | PRIOR YTD ACTUAL |
|------------------------------------|-------------------------------------|----------------|-----------------------|---------------------------|----------------|---------------------|
| <u>FIXED CHARGES</u> | | | | | | |
| 280-55110-5200 | INSURANCES | 0 | 14,000 | 0 (14,000) | .00 | 1,230 |
| 280-55110-5950 | TRANSFER TO CAP PROJ FNDS | 0 | 1,440 | 0 (1,440) | .00 | 1,440 |
| | TOTAL FIXED CHARGES | 0 | 15,440 | 0 (15,440) | .00 | 2,670 |
| | TOTAL LIBRARY ADMINISTRATION | 41,767 | 874,241 | 41,767 (832,474) | 4.78 | 61,443 |
| ADULT SERVICES | | | | | | |
| <u>OPERATING SUPPLIES/EXPENSES</u> | | | | | | |
| 280-55111-3230 | PERIODICALS | 0 | 2,900 | 0 (2,900) | .00 | 0 |
| 280-55111-3400 | NON-FICTION BOOKS | 0 | 14,000 | 0 (14,000) | .00 | 0 |
| 280-55111-3420 | FICTION BOOKS | 0 | 14,000 | 0 (14,000) | .00 | 0 |
| 280-55111-3430 | LARGE PRINT BOOKS | 126 | 10,000 | 126 (9,874) | 1.26 | 237 |
| 280-55111-3450 | MOVIES | 0 | 3,500 | 0 (3,500) | .00 | 0 |
| 280-55111-3470 | AUDIOBOOKS | 304 | 3,200 | 304 (2,896) | 9.49 | 0 |
| 280-55111-3480 | MUSIC CD'S | 0 | 0 | 0 0 | .00 | 0 |
| 280-55111-3510 | PROGRAMS | 0 | 2,000 | 0 (2,000) | .00 | 0 |
| | TOTAL OP SUPPLIES/EXP | 430 | 49,600 | 430 (49,170) | .87 | 237 |
| | TOTAL ADULT SERVICES | 430 | 49,600 | 430 (49,170) | .87 | 237 |

CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
JANUARY 31, 2024 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

| | PERIOD ACTUAL | 2024 BUDGET | 2024 YTD ACTUAL | OVER (UNDER) BUDGET | % OF BUDGET | PRIOR YTD ACTUAL |
|------------------------------------|----------------------------------|----------------|-----------------------|---------------------------|----------------|---------------------|
| CHILDREN'S SERVICES | | | | | | |
| <u>OPERATING SUPPLIES/EXPENSES</u> | | | | | | |
| 280-55112-3230 | PERIODICALS | 0 | 300 | 0 (300) | .00 | 0 |
| 280-55112-3400 | NON-FICTION BOOKS | 0 | 6,138 | 0 (6,138) | .00 | 167 |
| 280-55112-3420 | FICTION BOOKS | 0 | 1,000 | 0 (1,000) | .00 | 0 |
| 280-55112-3440 | PAPERBACKS | 0 | 700 | 0 (700) | .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 | 10,000 | 0 (10,000) | .00 | 0 |
| 280-55112-3530 | JE BOOKS | 0 | 6,000 | 0 (6,000) | .00 | 110 |
| | TOTAL OP SUPPLIES/EXP | 0 | 28,338 | 0 (28,338) | .00 | 276 |
| | TOTAL CHILDREN'S SERVICES | 0 | 28,338 | 0 (28,338) | .00 | 276 |
| REFERENCE | | | | | | |
| <u>OPERATING SUPPLIES/EXPENSES</u> | | | | | | |
| 280-55114-3400 | NON-FICTION BOOKS | 0 | 0 | 0 0 | .00 | 0 |
| 280-55114-3490 | MICROFILM | 1,800 | 5,200 | 1,800 (3,400) | 34.62 | 0 |
| | TOTAL OP SUPPLIES/EXP | 1,800 | 5,200 | 1,800 (3,400) | 34.62 | 0 |
| | TOTAL REFERENCE | 1,800 | 5,200 | 1,800 (3,400) | 34.62 | 0 |

CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
JANUARY 31, 2024 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

| | PERIOD ACTUAL | 2024 BUDGET | 2024 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 | 4,800 | 0 | (4,800) | .00 | 0 |
| 280-55115-3470 AUDIOBOOKS | 0 | 500 | 0 | (500) | .00 | 0 |
| 280-55115-3510 PROGRAMS | (500) | 0 | (500) | (500) | .00 | 0 |
| <i>TOTAL OP SUPPLIES/EXP</i> | (500) | 5,500 | (500) | (6,000) | 9.09- | 0 |
| TOTAL YOUNG ADULT SERVICES | (500) | 5,500 | (500) | (6,000) | 9.09- | 0 |
| TOTAL LESTER LIBRARY EXP | 43,497 | 962,879 | 43,497 | (919,382) | 4.52 | 61,956 |
| NET REV OVER EXP | 639,324 | 0 | 639,324 | 639,324 | .00 | 570,314 |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|---------|--|--------------|---------------|-------------|
| 280-11100 CASH | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | 7,253.90 |
| 01/31/2024 | CA | Cash Allocation - Created: 01/19/24 8:08 AM | 650,916.17 | | |
| 01/31/2024 | CA | Cash Allocation - Created: 01/31/24 8:34 AM | | -23,507.56 | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 650,916.17 * | -23,507.56 * | 634,662.51 |
| 280-11800 PETTY CASH ADVANCES | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | 450.00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | 450.00 |
| 280-21910 UNUSED SICK LEAVE CREDITS | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | 534.05- |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | 534.05- |
| 280-29410 SALES TAX COLLECTN PYBLE | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/02/2024 | CR | LIBRARY - SALES TAX | | -6.17 | |
| | | Description: LIBRARY - SALES TAX | | | |
| 01/08/2024 | CR | LIBRARY - SALES TAX | | -10.86 | |
| | | Description: LIBRARY - SALES TAX | | | |
| 01/15/2024 | CR | LIBRARY - SALES TAX | | -6.20 | |
| | | Description: LIBRARY - SALES TAX | | | |
| 01/22/2024 | CR | LIBRARY - SALES TAX | | -5.04 | |
| | | Description: LIBRARY - SALES TAX | | | |
| 01/29/2024 | CR | LIBRARY - SALES TAX | | -6.11 | |
| | | Description: LIBRARY - SALES TAX | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | -34.38 * | 34.38- |
| 280-34100 FUND BALANCE UNRESERVED | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | 4,780.08 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | 4,780.08 |
| 280-41110 GENERAL PROPERTY TAX | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/09/2024 | JE | 2023 Tax Roll Collected in 2024 | | -681,790.00 | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | -681,790.00 * | 681,790.00- |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 280-43519 COVID ROUTES TO RECOVERY | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------|--|--------------|----------------|--------------|
| 280-43519 COVID ROUTES TO RECOVERY (continued) | | | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total | .00 | YTD Budget .00 | Unearned .00 |

| | | | | | |
|-------------------------------------|-----|--|-------|----------------|--------------|
| 280-45300 LIBRARY BOOK FINES | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/02/2024 | CR | LIBRARY - LIBRARY BOOK FINES | | -49.09 | |
| | | Description: LIBRARY - LIBRARY BOOK FINES | | | |
| 01/08/2024 | CR | LIBRARY - LIBRARY BOOK FINES | | -16.39 | |
| | | Description: LIBRARY - LIBRARY BOOK FINES | | | |
| 01/15/2024 | CR | LIBRARY - LIBRARY BOOK FINES | | -12.19 | |
| | | Description: LIBRARY - LIBRARY BOOK FINES | | | |
| 01/22/2024 | CR | LIBRARY - LIBRARY BOOK FINES | | -203.70 | |
| | | Description: LIBRARY - LIBRARY BOOK FINES | | | |
| 01/29/2024 | CR | LIBRARY - LIBRARY BOOK FINES | | -1.60 | |
| | | Description: LIBRARY - LIBRARY BOOK FINES | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | -282.97 * | 282.97- |
| YTD Encumbrance | .00 | YTD Actual .00 Total | .00 | YTD Budget .00 | Unearned .00 |

| | | | | | |
|--------------------------------------|-----|--|-------|----------------|--------------|
| 280-46712 COPIER SERVICE FEES | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/02/2024 | CR | LIBRARY - LIBRARY SERVICE FEE | | -113.05 | |
| | | Description: LIBRARY - LIBRARY SERVICE FEE | | | |
| 01/08/2024 | CR | LIBRARY - LIBRARY SERVICE FEE | | -189.24 | |
| | | Description: LIBRARY - LIBRARY SERVICE FEE | | | |
| 01/15/2024 | CR | LIBRARY - LIBRARY SERVICE FEE | | -116.86 | |
| | | Description: LIBRARY - LIBRARY SERVICE FEE | | | |
| 01/22/2024 | CR | LIBRARY - LIBRARY SERVICE FEE | | -80.43 | |
| | | Description: LIBRARY - LIBRARY SERVICE FEE | | | |
| 01/29/2024 | CR | LIBRARY - LIBRARY SERVICE FEE | | -110.86 | |
| | | Description: LIBRARY - LIBRARY SERVICE FEE | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | -610.44 * | 610.44- |
| YTD Encumbrance | .00 | YTD Actual .00 Total | .00 | YTD Budget .00 | Unearned .00 |

| | | | | | |
|-------------------------------------|--|----------------------------|-------|-------|-----|
| 280-48200 RENT-CITY PROPERTY | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------|--|--------------|---------------|---------|
| 280-48200 RENT-CITY PROPERTY (continued) | | | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 280-48300 SALE OF PROP & EQUIP | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/02/2024 | CR | LIBRARY - SALE-CITY PROPERTY | | -10.48 | |
| | | Description: LIBRARY - SALE-CITY PROPERTY | | | |
| 01/08/2024 | CR | LIBRARY - SALE-CITY PROPERTY | | -28.10 | |
| | | Description: LIBRARY - SALE-CITY PROPERTY | | | |
| 01/15/2024 | CR | LIBRARY - SALE-CITY PROPERTY | | -7.14 | |
| | | Description: LIBRARY - SALE-CITY PROPERTY | | | |
| 01/22/2024 | CR | LIBRARY - SALE-CITY PROPERTY | | -20.48 | |
| | | Description: LIBRARY - SALE-CITY PROPERTY | | | |
| 01/29/2024 | CR | LIBRARY - SALE-CITY PROPERTY | | -11.43 | |
| | | Description: LIBRARY - SALE-CITY PROPERTY | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | -77.63 * | 77.63- |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 280-48400 REFUND FOR PRIOR YEARS | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 280-48900 OTHER REVENUES | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/15/2024 | CR | LIBRARY - LIBRARY-MISCELLANEOUS | | -10.00 | |
| | | Description: LIBRARY - LIBRARY-MISCELLANEOUS | | | |
| 01/22/2024 | CR | LIBRARY - LIBRARY-MISCELLANEOUS | | -10.00 | |
| | | Description: LIBRARY - LIBRARY-MISCELLANEOUS | | | |
| 01/29/2024 | CR | LIBRARY - LIBRARY-MISCELLANEOUS | | -40.00 | |
| | | Description: LIBRARY - LIBRARY-MISCELLANEOUS | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | -60.00 * | 60.00- |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 280-49110 PROCEEDS FROM DEBT | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------|--|--------------|---------------------------|-----------|
| 280-49110 PROCEEDS FROM DEBT (continued) | | | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total | .00 | YTD Budget .00 Unearned | .00 |
| 280-55110-1100 FULLTIME ADMINISTRATION | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/12/2024 | PC | PAYROLL TRANS FOR 1/6/2024 PAY PERIOD | 11,200.00 | | |
| 01/19/2024 | JE | Reverse Month End Wage Accrual-December | | -6,400.00 | |
| 01/26/2024 | PC | PAYROLL TRANS FOR 1/20/2024 PAY PERIOD | 11,944.80 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 23,144.80 * | -6,400.00 * | 16,744.80 |
| YTD Encumbrance | .00 | YTD Actual .00 Total | .00 | YTD Budget .00 Unexpended | .00 |
| 280-55110-1110 SALARIES-OTHER(FD&PD) | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total | .00 | YTD Budget .00 Unexpended | .00 |
| 280-55110-1200 WAGES - FULLTIME | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/12/2024 | PC | PAYROLL TRANS FOR 1/6/2024 PAY PERIOD | 161.92 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 161.92 * | .00 * | 161.92 |
| YTD Encumbrance | .00 | YTD Actual .00 Total | .00 | YTD Budget .00 Unexpended | .00 |
| 280-55110-1201 SALARIES-TEMPORARY | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total | .00 | YTD Budget .00 Unexpended | .00 |
| 280-55110-1220 WAGES - FULLTIME | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/12/2024 | PC | PAYROLL TRANS FOR 1/6/2024 PAY PERIOD | 1,468.40 | | |
| 01/19/2024 | JE | Reverse Month End Wage Accrual-December | | -839.09 | |
| 01/26/2024 | PC | PAYROLL TRANS FOR 1/20/2024 PAY PERIOD | 1,576.80 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 3,045.20 * | -839.09 * | 2,206.11 |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|---------|--|--------------|---------------|----------|
| 280-55110-1220 WAGES - FULLTIME (continued) | | | | | |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-1230 WAGES - PART TIME | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-1270 WAGES - PART TIME | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/12/2024 | PC | PAYROLL TRANS FOR 1/6/2024 PAY PERIOD | 5,765.28 | | |
| 01/19/2024 | JE | Reverse Month End Wage Accrual-December | | -3,294.45 | |
| 01/26/2024 | PC | PAYROLL TRANS FOR 1/20/2024 PAY PERIOD | 5,585.68 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 11,350.96 * | -3,294.45 * | 8,056.51 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-1280 WAGES-LONGEVITY PAY | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-1310 WI RETIREMENT | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/12/2024 | PB | PAYROLL TRANS FOR 1/6/2024 PAY PERIOD | 1,000.68 | | |
| 01/19/2024 | JE | Reverse Month End Wage Accrual-December | | -571.82 | |
| 01/26/2024 | PB | PAYROLL TRANS FOR 1/20/2024 PAY PERIOD | 1,071.61 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 2,072.29 * | -571.82 * | 1,500.47 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-1320 FICA | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/12/2024 | PB | PAYROLL TRANS FOR 1/6/2024 PAY PERIOD | 1,347.07 | | |
| 01/19/2024 | JE | Reverse Month End Wage Accrual-December | | -769.75 | |
| 01/26/2024 | PB | PAYROLL TRANS FOR 1/20/2024 PAY PERIOD | 1,396.39 | | |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------|--|--------------|---------------|----------|
| 280-55110-1320 FICA (continued) | | | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 2,743.46 * | -769.75 * | 1,973.71 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-1330 HEALTH INSURANCE | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/12/2024 PB | | PAYROLL TRANS FOR 1/6/2024 PAY PERIOD | 7,524.36 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 7,524.36 * | .00 * | 7,524.36 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-1331 HEALTH INSURANCE DEDUCTBL | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-1334 HEALTH INSURANCE OPT-OUT | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/12/2024 PC | | PAYROLL TRANS FOR 1/6/2024 PAY PERIOD | 192.31 | | |
| 01/26/2024 PC | | PAYROLL TRANS FOR 1/20/2024 PAY PERIOD | 192.31 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 384.62 * | .00 * | 384.62 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-1340 LIFE INSURANCE | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/12/2024 PB | | PAYROLL TRANS FOR 1/6/2024 PAY PERIOD | 130.33 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 130.33 * | .00 * | 130.33 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-1350 OTHER BENEFITS | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2130 PROFESSIONAL SERVICES | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------|--|--------------|---------------|----------|
| 280-55110-2130 PROFESSIONAL SERVICES (continued) | | | | | |
| 01/01/2024 AP | | Marco Technologies LLC | 291.22 | | |
| | | **Desc: Agreement 016-1603090-000 - Lib | | | |
| 01/01/2024 AP | | Unique | 58.25 | | |
| | | **Desc: Placements - Dec 2023 | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 349.47 * | .00 * | 349.47 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2140 BLDG MAINT CONTRACTS | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2210 ELECTRICITY | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/18/2024 HJ | | Harris Journal Entry | 1,359.74 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 1,359.74 * | .00 * | 1,359.74 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2220 NATURAL GAS/HEAT | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2230 WATER EXPENSE | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/18/2024 HJ | | Harris Journal Entry | 174.23 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 174.23 * | .00 * | 174.23 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2231 CIRCULATION SYSTEM | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2240 SEWER EXPENSE | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|---------|---|--------------|---------------|----------|
| 280-55110-2240 SEWER EXPENSE (continued) | | | | | |
| 01/18/2024 HJ | | Harris Journal Entry | 56.20 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 56.20 * | .00 * | 56.20 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2250 STORMWATER EXPENSE | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/18/2024 HJ | | Harris Journal Entry | 79.93 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 79.93 * | .00 * | 79.93 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2410 MAINTENANCE EQUIPMENT/VEH | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 12/29/2023 AP | | Vorpahl Fire & Safety | 38.00 | | |
| | | **Desc: Fire extinguisher annual testing - Library | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 38.00 * | .00 * | 38.00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2430 EQUIPMENT REPAIRS | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2930 TECHNOLOGY | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/01/2024 AP | | ArchiveSocial Inc. | 1,026.86 | | |
| | | **Desc: Social Media Archiving Subscription 1/1/24-12/31/24 | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 1,026.86 * | .00 * | 1,026.86 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55111-3430 LARGE PRINT BOOKS | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance | |
|---|---------|--|--------------|---------------|------------|-------------|
| 280-55111-3430 LARGE PRINT BOOKS (continued) | | | | | | |
| 01/01/2024 | AP | Center Point Large Print | 44.94 | | | |
| | | **Desc: Alp - Lib | | | | |
| 01/03/2024 | AP | Center Point Large Print | 49.14 | | | |
| | | **Desc: Alp - Lib | | | | |
| 01/18/2024 | AP | Cornell Public Library | 32.00 | | | |
| | | **Desc: The Paris Library/Large Print Edition | | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 126.08 * | .00 * | 126.08 | |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | |
| | | | YTD Budget | .00 | Unexpended | .00 |
| 280-55111-3440 PAPERBACKS | | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 | |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | |
| | | | YTD Budget | 5,200.00- | Unexpended | 5,200.00- |
| 280-55111-3470 AUDIOBOOKS | | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 | |
| 01/11/2024 | AP | Blackstone Publishing | 303.54 | | | |
| | | **Desc: A Audio - Lib | | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 303.54 * | .00 * | 303.54 | |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | |
| | | | YTD Budget | 110,777.00- | Unexpended | 110,777.00- |
| 280-55111-3480 MUSIC CD'S | | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 | |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | |
| | | | YTD Budget | .00 | Unexpended | .00 |
| 280-55114-3490 MICROFILM | | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 | |
| 01/18/2024 | AP | Manitowoc Public Library | 1,800.00 | | | |
| | | **Desc: Annaul Microfil Subscription HTR - Lib | | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 1,800.00 * | .00 * | 1,800.00 | |
| YTD Encumbrance | .00 | YTD Actual | 96.85- | Total | 96.85- | |
| | | | YTD Budget | 2,500.00- | Unexpended | 2,403.15- |
| 280-55115-3230 PERIODICALS | | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 | |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------|--|--------------|------------------------|-------------|
| 280-55115-3230 PERIODICALS (continued) | | | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 280-55115-3510 PROGRAMS | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/03/2024 CR | | WORLD ON THE MOVE EXHIBIT - LESTER PU | | -500.00 | |
| | | Description: WORLD ON THE MOVE EXHIBIT - LESTER PUBLIC LIBRARY | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | -500.00 * | 500.00- |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | 156,000.00- | Unexpended | 156,000.00- |
| | | Number of transactions: 60 | | Number of accounts: 48 | |
| | | | Debit | Credit | Proof |
| Total LIBRARY FUND: | | | 706,788.16 | -718,738.09 | 11,949.93- |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|---------|--|--------------|---------------|-------------|
| 280-55115-3510 PROGRAMS (continued) | | | | | |
| 282-11100 CASH | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | 13,773.48 |
| 01/31/2024 | CA | Cash Allocation - Created: 01/19/24 8:08 AM | 165.00 | | |
| 01/31/2024 | CA | Cash Allocation - Created: 01/31/24 8:34 AM | 1,510.00 | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | 1,675.00 * | .00 * | 15,448.48 |
| 282-11301 SAVINGS ACCOUNT - BFN | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| 282-11302 GENERAL FUND INVESTMENT | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | 94,201.00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | 94,201.00 |
| 282-34100 FUND BALANCE UNRESERVED | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | 107,974.48- |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | 107,974.48- |
| 282-48500 DONATIONS | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| 01/02/2024 | CR | LIBRARY - DONATIONS-GIFT FUND | | -150.00 | |
| | | Description: LIBRARY - DONATIONS-GIFT FUND | | | |
| 01/15/2024 | CR | LIBRARY - DONATIONS-GIFT FUND | | -15.00 | |
| | | Description: LIBRARY - DONATIONS-GIFT FUND | | | |
| 01/22/2024 | CR | LIBRARY - DONATIONS-GIFT FUND | | -1,510.00 | |
| | | Description: LIBRARY - DONATIONS-GIFT FUND | | | |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | -1,675.00 * | 1,675.00- |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 282-48510 FOUNDATION DONATION | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | .00 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | 1,239.96- | Total | 1,239.96- |
| | | YTD Budget | 525,000.00- | Unearned | 523,760.04 |
| Number of transactions: | 5 | Number of accounts: | 6 | | |
| | | | Debit | Credit | Proof |
| Total LIBRARY GIFT FUND: | | | 1,675.00 | -1,675.00 | .00 |

| Date | Journal | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------|--|--------------|---------------|-----------|
| 282-48510 FOUNDATION DONATION (continued) | | | | | |
| 456-11100 CASH | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | 3,689.49 |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | 3,689.49 |
| 456-34100 FUND BALANCE UNRESERVED | | | | | |
| | | 01/01/2024 (00/24) Balance | .00 * | .00 * | 3,689.49- |
| | | 01/31/2024 (01/24) Period Totals and Balance | .00 * | .00 * | 3,689.49- |
| Number of transactions: 0 Number of accounts: 2 | | | Debit | Credit | Proof |
| Total LIBRARY BLDING & GROUNDS FUND: | | | .00 | .00 | .00 |
| Number of transactions: 81 Number of accounts: 230 | | | Debit | Credit | Proof |
| Grand Totals: | | | 1,405,847.04 | -1,405,847.04 | .00 |

Report Criteria:

Actual amounts

Accounts with balances or activity

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

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

Securely share your tax forms with your tax preparer

With Online Access, you can conveniently share your Edward Jones tax forms electronically with a third party, such as your tax professional. Simply sign in, indicate the tax forms to share from the Documents screen and click "Send to Third Party." 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 | |
|--------------------|--------------|
| \$94,279.42 | |
| 1 Month Ago | \$94,140.47 |
| 1 Year Ago | \$88,283.91 |
| 3 Years Ago | \$323,251.17 |
| 5 Years Ago | \$261,014.38 |

| Value Summary | | |
|-------------------------------|--------------------|-------------|
| | This Period | This Year |
| Beginning value | \$94,140.47 | \$94,140.47 |
| Assets added to account | 0.00 | 0.00 |
| Assets withdrawn from account | 0.00 | 0.00 |
| Fees and charges | -91.99 | -91.99 |
| Change in value | 230.94 | 230.94 |
| Ending Value | \$94,279.42 | |

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

Asset Details (as of Jan 26, 2024)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

| | Current Yield/Rate | Beginning Balance | Deposits | Withdrawals | Ending Balance |
|--------------|--------------------|-------------------|----------|-------------|----------------|
| Money Market | 4.69%* | \$45.42 | \$0.18 | --- | \$45.60 |

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

| Exchange Traded & Closed End Funds | Price | Quantity | Cost Basis | Unrealized Gain/Loss | Value |
|------------------------------------|-------|-----------|------------|----------------------|------------------|
| Amrc Avnt SC ETF | 61.65 | 15 | 816.15 | 108.60 | 924.75 |
| Mutual Funds | Price | Quantity | Cost Basis | Unrealized Gain/Loss | Value |
| Artisan INTL Small-Mid I | 17.49 | 53.154 | 910.75 | 18.91 | 929.66 |
| Bridge Builder Core Bond | 8.91 | 1,798.495 | 18,244.95 | -2,220.36 | 16,024.59 |

Asset Details (continued)

| Mutual Funds | Price | Quantity | Cost Basis | Unrealized Gain/Loss | Value |
|--------------------------------|-------|-----------|------------|----------------------|--------------------|
| Bridge Builder Core Plus Bond | 8.78 | 2,341.853 | 23,583.31 | -3,021.84 | 20,561.47 |
| Bridge Builder INTL Equity | 12.22 | 810.69 | 9,173.20 | 733.43 | 9,906.63 |
| Bridge Builder Large Growth | 23.17 | 575.885 | 9,124.98 | 4,218.28 | 13,343.26 |
| Bridge Builder Large Value | 16.41 | 701.769 | 8,840.00 | 2,676.03 | 11,516.03 |
| Bridge Builder Small/Mid Grw | 14.28 | 204.313 | 2,902.58 | 15.01 | 2,917.59 |
| Bridge Builder Small/Mid Value | 13.57 | 277.415 | 3,086.46 | 678.06 | 3,764.52 |
| Dfa International Value I | 19.77 | 105.333 | 2,062.79 | 19.64 | 2,082.43 |
| JPM U.S. Govt Mny Mkt Capital | 1.00 | 524.89 | --- | --- | 524.89 |
| MainStay Mackay High Yd Cp R6 | 5.15 | 935.584 | 5,097.87 | -279.61 | 4,818.26 |
| PIMCO INTL Bond (USD-Hedged) I | 9.78 | 183.329 | 1,767.74 | 25.22 | 1,792.96 |
| Principal Midcap R6 | 38.87 | 81.683 | 3,021.89 | 153.13 | 3,175.02 |
| TRP International Stock I | 18.80 | 103.817 | 1,728.77 | 222.99 | 1,951.76 |
| Total Account Value | | | | | \$94,279.42 |

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 |
|------|---|----------|---------|
| 1/02 | Dividend on JPM U.S. Govt Mny Mkt Capital on 614.08 Shares at Daily Accrual Rate | | \$2.81 |
| 1/02 | Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00 | 2.81 | -2.81 |
| 1/02 | Dividend on Bridge Builder Core Bond on 1,791.733 Shares at Daily Accrual Rate | | 61.06 |
| 1/02 | Reinvestment into Bridge Builder Core Bond @ 9.03 | 6.762 | -61.06 |
| 1/02 | Dividend on Bridge Builder Large Value on 698.046 Shares @ 0.086 | | 60.42 |
| 1/02 | Reinvestment into Bridge Builder Large Value @ 16.23 | 3.723 | -60.42 |
| 1/02 | Dividend on Bridge Builder Core Plus Bond on 2,329.985 Shares at Daily Accrual Rate | | 105.51 |
| 1/02 | Reinvestment into Bridge Builder Core Plus Bond @ 8.89 | 11.868 | -105.51 |
| 1/02 | Dividend on PIMCO INTL Bond (USD-Hedged) I on 182.78 Shares at Daily Accrual Rate | | 5.42 |
| 1/02 | Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.87 | 0.549 | -5.42 |
| 1/08 | Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00 | -92 | 92.00 |
| 1/08 | Program & Portfolio Strat Fees | | -92.00 |
| 1/23 | Fee Offset | | 0.01 |

Money Market Detail by Date

| Beginning Balance on Jan 1 | | | | | | \$45.42 |
|-----------------------------------|--------------------|--|-----------------|--------------------|--|----------------|
| Date | Transaction | Description | Deposits | Withdrawals | | Balance |
| 1/22 | Income | Dividend on Money Market for 21 Days @ 4.70% | 0.17 | | | \$45.59 |
| 1/24 | Deposit | | 0.01 | | | \$45.60 |
| Total | | | \$0.18 | | | |
| Ending Balance on Jan 26 | | | | | | \$45.60 |

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

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 | For hours, visit edwardjones.com |  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 2024**

News

- The library closed early on Friday, noon, January 12, due to blizzard conditions.
- The library remained closed on Saturday, January 13, to allow city crews to dig out after a major snow event on Friday.
- Terry Ehle, Youth Coordinator and Tami Feuerstein, Early Literacy Specialist attended the state-wide summer reading workshop in Menasha, Friday, January 19. Terry led team discussions on escape room programming and innovative play spaces, such as our dramatic play area.
- Our 2023 programming attendance for youth programs was close to a 50% increase over 2022. 2022 was a very good year with around 8900 attendees compared to over 15,800 attendees in 2023. This coincides with a change in programming philosophy that targets getting youth and their families into the library for the dramatic play center, along with continuing our popular to-go pack offerings.
- Chris Hamburg, Adult Services Coordinator, continues to serve on the Wisconsin Public Library Consortia as a selector for the state-wide Overdrive service. As a committee member, Chris is involved as a voice for public libraries, not just Lester Public Library, in state-wide policy and standards for the service
- Marie Bonde, Customer Service Coordinator, has added three patrons to our home delivery service, for a total of 12 patrons served. Marie coordinates book selection along with deliveries with a dedicated volunteer for our homebound patrons. Marie also coordinates student volunteers to assist with book straightening and shelf cleaning.

Library Foundation

- The Lester Public Library Foundation 2024 allocation to the library will be \$54,088.00. This will be the 21st consecutive year that the Foundation's contribution has increased over the prior year. The increase is \$3,378.00, 6.7%, over the 2023 allocation.

Library Legislation – No Report

Activities

01/02/24 – Lester Public Library Management Team Meeting
01/03/24 – Met with Stanley Palmer, President, Lester Public Library Board of Trustees
01/03/24 – Two Rivers City Council Meeting
01/04/24 – Two Rivers Business Association Monthly Meeting
01/04/24 – Introduced Environmental Advisory Board Presentation, 'Invasive Species:

the Fight to Save Land and Water'

- 01/09/24 – Lester Public Library Management Team Meeting
- 01/09/24 – Lester Public Library Board of Trustees Meeting
- 01/10/24 – Lester Public Library All Staff Meeting
- 01/10/24 – City of Two Rivers Department Heads Meeting
- 01/10/24 – Educational Horizons Foundation Board Meeting
- 01/15/24 – Two Rivers City Council Meeting
- 01/16/24 – Lester Public Library Management Team Meeting
- 01/16/24 – World on the Move Library Staff Meeting
- 01/16/24 – Lester Public Library Foundation Board Meeting
- 01/17/24 – City of Two Rivers Safety Committee Meeting
- 01/19/24 – Met with Joe Metzen, City of Two Rivers Tourism Director
- 01/24/24 – Met with World on the Move developers and administrators with Chris Hamburg
- 01/29/24 – Met with Brenda Koprowski, Lester Bentley Committee member
- 01/30/24 – Lester Public Library Management Team Meeting
- 01/30/24 – World on the Move Library Staff Meeting
- 01/31/24 – City of Two Rivers Department Heads Meeting
- 01/31/24 – Manitowoc Calumet Library System Board Virtual Meeting

Jeff Dawson, Director, Lester Public Library 2/1/2024

Lester Public Library Statistical Report

Jan-24

| Circulation | | | | | | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------|--|-------|
| | Jan 2024 | | Jan 2023 | | 2024 YTD | | 2023 YTD | | | | %Chng |
| | | %Circ | | %Circ | | %Circ | | %Circ | | | |
| Circulation Total | 9,126 | | 10,059 | -9% | 9,126 | | 10,059 | -9% | | | |
| Total Visitors | 5,145 | | 5,165 | 0% | 5,145 | | 5,165 | 0% | | | |
| Users | Total | %Circ | Total | %Circ | Total | %Circ | Total | %Circ | | | |
| Children (0-11) | 462 | 5% | 337 | 3% | 462 | 5% | 337 | 3% | 37% | | 37% |
| Young Adult (11-17) | 146 | 2% | 210 | 2% | 146 | 2% | 210 | 2% | -30% | | -30% |
| Adult (18+) | 7,537 | 83% | 8,171 | 81% | 7,531 | 83% | 8,171 | 81% | -8% | | -8% |
| Outreach | 422 | 5% | 340 | 3% | 422 | 5% | 340 | 3% | 24% | | 24% |
| School | 205 | 2% | 201 | 2% | 205 | 2% | 201 | 2% | 2% | | 2% |
| ALL OTHERS | 354 | 4% | 800 | 8% | 354 | 4% | 800 | 8% | -56% | | -56% |
| Item Type | Total | %Circ | Total | %Circ | Total | %Circ | Total | %Circ | | | |
| Adult | 6,035 | 66% | 6,477 | 64% | 6,035 | 66% | 6,477 | 64% | -7% | | -7% |
| Youth | 3,091 | 34% | 3,582 | 36% | 3,091 | 34% | 3,582 | 36% | -14% | | -14% |
| Self-check use | Total | %Circ | Total | %Circ | Total | %Circ | Total | %Circ | | | |
| Self-check use | 2,646 | 29% | 2,613 | 26% | 2,646 | 29% | 2,613 | 26% | 1% | | 1% |
| Drive Through Use | 605 | 7% | 955 | 9% | 605 | 7% | 955 | 9% | -37% | | -37% |
| LARS ACTIVITY | | | | | | | | | | | |
| Sent to LARS | 2,892 | | 2,384 | 21% | 2,892 | | 2,384 | | 21% | | 21% |
| Rec from LARS | 1,488 | | 1,510 | -1% | 1,488 | | 1,510 | | -1% | | -1% |
| NEW REGISTRATIONS | | | | | | | | | | | |
| Total | 35 | | 42 | -17% | 35 | | 42 | | -17% | | -17% |
| OVERDRIVE EBooks & EAudiobooks | | | | | | | | | | | |
| Total | 2001 | | 1819 | 10% | 2,001 | | 1,819 | | 10% | | 10% |

Information Services

| | Jan 2024 | Jan 2023 | %Chng | 2024 YTD | 2023 YTD | %Chng |
|-----------------------------------|-----------------|-----------------|--------------|-----------------|-----------------|--------------|
| Walk-in | 970 | 973 | 0% | 970 | 973 | 0% |
| Phone | 361 | 340 | 6% | 361 | 340 | 6% |
| Mail | 0 | 0 | 0% | 0 | 0 | |
| Electronic | 181 | 249 | -27% | 181 | 249 | -27% |
| Reference Total | 1512 | 1562 | -3% | 1512 | 1562 | -3% |
| PC Internet Use # of Users | | | | | | |
| | 427 | 295 | 45% | 427 | 295 | 45% |
| PC Internet Use (Hours) | 341 | 295 | 16% | 341 | 295 | 16% |
| Tablet Use (Hours) | 1.5 | 19 | -92% | 1.5 | 19 | -92% |
| Computer Use Total | 342.5 | 314 | 9% | 342.5 | 314 | 9% |

Children's Programing

| | | | | | | |
|---------------------|-----|-----|-----|-----|-----|-----|
| In-house Programs | 12 | 10 | 20% | 12 | 10 | 20% |
| In-house Attendance | 797 | 554 | 44% | 797 | 554 | 44% |
| Outreach Programs | 8 | 7 | 14% | 8 | 7 | 14% |
| Outreach Attendance | 757 | 735 | 3% | 757 | 735 | 3% |

Young Adult Programs

| | | | | | | |
|---------------------|----|----|-----|----|----|-----|
| In-house Programs | 1 | 1 | 0% | 1 | 1 | 0% |
| In-house Attendance | 29 | 18 | 61% | 29 | 18 | 61% |

Adult Programs

| | | | | | | |
|---------------------|-----|-----|------|-----|-----|------|
| In-house Programs | 9 | 10 | -10% | 9 | 10 | -10% |
| In-house Attendance | 162 | 188 | -14% | 162 | 188 | -14% |

Meeting Room Use

| | | | | | | |
|------------|----|----|------|----|----|------|
| Bookings | 8 | 4 | 100% | 8 | 4 | 100% |
| Attendance | 80 | 39 | 105% | 80 | 39 | 105% |

Reference Monthly Statistical Summary

January 2024

Reference Questions

| | |
|-----------------|------|
| Adult Walk In | 970 |
| Adult Phone* | 361 |
| Adult Email | 181 |
| Adult Mail | 0 |
| Reference Total | 1512 |

Computer Usage

| | |
|----------------|-------|
| # of Users | 427 |
| Internet Hours | 341 |
| Tablet | 1.5 |
| | 342.5 |

Email Requests

| | |
|-----------------|-----|
| *Adult Requests | 181 |
| *Youth Requests | |
| | 181 |

Tablet Use

| | |
|-----------------|-----|
| Sessions | 3 |
| Time Used (hrs) | 1.5 |

Booktalks

| | |
|---------------------|-----|
| # Books Checked Out | 328 |
| New Library Cards | 3 |

Dramatic Play

Informal count of patrons in play area (non-program times).

| | |
|-----------------|----|
| # times counted | 12 |
| # of patrons | 72 |

Youth Programs

| | |
|-------------|-----|
| In House | 12 |
| Attendance* | 797 |
| Outreach | 8 |
| Attendance | 757 |

Young Adult Programs

2023

| | |
|--------------|----|
| 295 In House | 1 |
| Attendance | 29 |

Adult Programs

Attendance

| | |
|-----------------------|----|
| IP Book Club | 13 |
| IP Strictly Fiction | 11 |
| IP LPL Flix | 20 |
| IP Snowflake String | 15 |
| IP Houseplant Swap | 26 |
| IP EAB | 43 |
| IP | |
| IP International Film | 5 |
| IP Card Class | 23 |
| IP Genealogy | 6 |

| | |
|-------------------------|------------|
| Total # Programs | 9 |
| Total Attendance | 162 |

IP=In Person

| | |
|-----------------------|-----|
| IP Family Game Night | 35 |
| IP Story Time/3 | 99 |
| *Story Time To-Go/2 | 100 |
| Art to Go/2 | 172 |
| Family Activity Packs | 202 |
| IP Babygarten AM | 83 |
| IP Babygarten PM | 34 |
| Dramatic Play | 72 |
| | |
| | |
| | |
| | |
| | 797 |

| | |
|---------------------|-----|
| LBC 8th | 93 |
| Magee 4th | 43 |
| Koenig 4th | 37 |
| LBC 5th | 99 |
| Mishicot Middle Sch | 201 |
| LBC 6th | 91 |
| LBC 7th | 102 |
| LBC 6th | 91 |
| | 757 |

| | |
|------------------------|----|
| IP Teen Art Late Night | 29 |
| | |
| | |
| | |
| | |
| | 29 |

Online Views

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |

LIBRARY LINKS

Read. Discover. Connect. Enrich.  www.lesterlibrary.org  (920)793-8888

FEB '24



Healthy human population.



Vibrant quality of life.



Thriving species.



Protected and restored habitats.



Clean air and water.

OUR LAND. OUR WATER. OUR FUTURE.

Nature-based practices to build a resilient community

Strengthening Ecosystems with Native Plants

Thursday, February 1 - 6:00 PM

Nancy Gill tells how to incorporate native trees, shrubs and plants in your garden and yard. She is a former science teacher and current board member of Conservation Education Inc., which serves as the friends group of the Collins Marsh Wildlife Refuge. Gill writes a column for the *Valders Journal* called *On the Marsh*. Meet at the fireplace. *Sponsored by the Two Rivers Environmental Advisory Board.*

Feb 16



Wooden Spool Photo Display

Friday, February 16
1:30 PM - Ages 18+

Embellish a sweet old spool and attach wire. Use it to display a photo of your valentine! Sign up with a friend.

Call (920)793-8888 to register.

Mar 7-9



Book Sale

Thursday, March 7-
Saturday, March 9

Thursday: Books and music CDs are 50¢; audiobooks and DVDs are \$1. **Friday:** BOGO! **Saturday:** Fill a bag. For \$1, fill a paper sack with all the items that fit. For \$2, receive a reusable book bag to fill! Find the sale down by the fireplace during regular library hours.

LESTER PUBLIC LIBRARY  TWO RIVERS, WI

BOOK CLUBS

☀ New members always welcome! Ages 18+

Feb 7



Book Discussion Group

Wednesday, February 7 - 4:00 PM

Meet to discuss *Excavations* by Kate Myers. On a remote archaeological site in Greece, the mythic home of the first Olympics, four women discover an unusual artifact—a piece of history that shouldn't exist. And for the head archaeologist in charge, a relic himself, it means something's gone horribly wrong. To figure out what they're really digging for, and to topple the man who wants to hide their history, these dirt-encrusted colleagues have to become what they've avoided for years—friends. Club meets the first Wednesday of each month.

March 6 selection: *What We Talk About When We Talk About Books* by Leah Price.

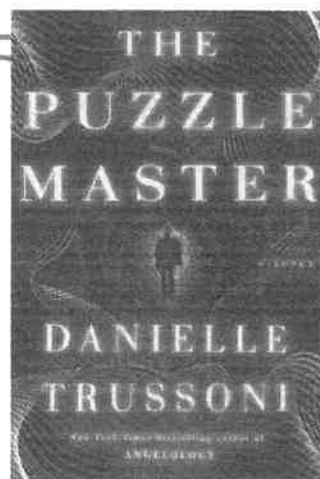
Feb 5

Strictly Fiction

Monday, February 5 - 6:30 PM

Meet to discuss books of different genres the first Monday of each month. The February selection is *The Puzzle Master* by Danielle Trussoni (*thriller*). A celebrated and ingenious puzzle constructor, Mike Brink, finds his world upended by Jess Price, a woman serving 30 years in prison for murder who draws a perplexing puzzle believed to explain the crime she committed. Mike, obsessed with solving it, discovers there are powerful forces at work he cannot escape.

March 4 selection: *The Oceans and the Stars* by Mark Helprin (*historical fic*).



FEB 24



Book to Art Club

Saturday, February 24 - 11:00 AM

Discuss the book *The Measure* by Nikki Erlick and share art. Pick up the selection at the front desk or drive-thru. The April 27 selection, *Still Life* by Louise Penny, will be distributed.

About the club: Read a book and create art it inspires. Meet the fourth Saturday every other month to share impressions of the book, show your art and describe your creative process.

READING CHALLENGES

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

Beanstack

Winter Reading Challenge 2024

☀ Continues through April 27.

Keep track of the books you read and earn digital badges and prizes along the way. Pick up prizes at the Help Desk or call ahead to pick up at the drive-thru. Prizes available while they last and must be picked up by Saturday, May 4.

- **Adults (Ages 18+)** Read two books to earn a stylish mug perfect for fireside reading. Read up to six additional books to earn chances at \$25 in Chamber Bucks. The more you read, the better your odds!
- **Teen Winter Reading Challenge (Ages 13-17)** Log reading to earn digital badges and prizes. Read five books to complete the challenge—and pick out a FREE BOOK from our fabulous WALL OF BOOKS!
- **Read On My Own Winter Reading Challenge (Ages 8-12)** Log each book you read. Earn a fun wintry prize for every two books. Read 10 books to complete the challenge—and pick out a FREE BOOK!
- **Read to Me Winter Reading Challenge (Ages 0-7)** Log each book you read. Earn a fun wintry prize for every five books. Read 25 books to complete the challenge and select a FREE BOOK.

NEW

Mystery Maven Challenge (Ages 18+)

Investigate different subgenres and award-winning titles. Upon completion, snag an elusive patch that reveals the intriguing secret to sharp-eyed operatives (your friends and neighbors) that the bearer is a shrewd connoisseur of mystery.

Ongoing Challenges

- **Above Average Reader 2024:** American adults read an average of 12 books each year, with half reading four or fewer. How do *you* rank? Upon completing your 13th book, attain ABOVE AVERAGE status and receive a congratulatory tote or patch. Continue reading to achieve SUPERIOR status; log 52 books in 2024 to receive a patch for your tote. Ages 14+.
- **Babies Bloom:** Read 100 books by age one. Sharing books together strengthens your baby's foundation for learning, and the bond between baby and their favorite teacher: YOU!
- **1,000 Books Before Kindergarten:** Read 1,000 books together before your child enters five-year-old kindergarten. Earn FREE BOOKS for your home library as you hit each 100-book milestone!
- **500 Books Before Middle School (Ages 6-10):** Now that your child is reading on their own, challenge them to read 500 books before middle school. Earn reading badges, fun charms, and FREE BOOKS!

Feb 2



LPL Flix: What Happens Later

Friday, February 2 - 1:00 PM - Rated R - Ages 18+

Ex-lovers Bill and Willa get snowed in at a regional airport and find themselves just as attracted to and annoyed by one another as they did decades earlier. As they unpack their mutual past and compare their lives to the dreams they once shared, they begin to wonder if their reunion is coincidence or something more enchanted.

Bring a beverage and we'll furnish the popcorn. *Runtime 1:44.*

MONDAYS

Worker Connection

Mondays, February 5, 12, 19 & 26 - 10:00 AM-noon

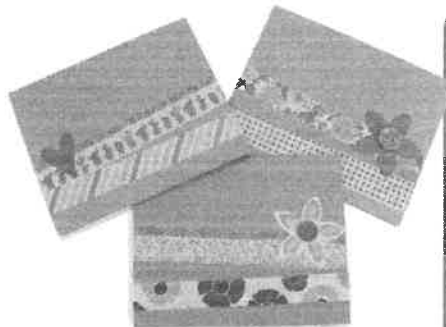
Seeking a good job in our area? Gain insight from a career navigator. Explore career paths, get referrals, and focus on transferring your skills to high-paying, in-demand jobs. Meet-ups are part of the Department of Workforce Development Worker Connection program and are offered at the library every Monday.

WISCONSIN



DWD

Feb 12



Card Class

Monday, February 12 - 1:00-8:00 PM

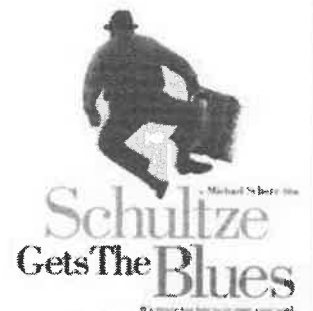
Carolee Crabb provides instruction in creating handmade cards the second Monday each month. Drop in any time during the session. Cost is \$7 for materials. Bring double-stick tape and scissors. Meet in the library's Community Room.

Feb 20

International Film: Schultze Gets the Blues

Tuesday, February 20 - 6:00 PM - Rated PG - Ages 18+

Salt miner Schultze is forced into retirement and lapses into the boredom of his small German town. An accordion player, the retiree usually plays polkas, but when he hears zydeco on the radio he discovers a new inspiration. But the town's polka scene frowns upon such deviation from tradition. Undaunted, Schultze packs his instrument and heads to zydeco's birthplace: the American South. Bring a beverage; we'll provide the popcorn. *Runtime: 1:35.*



★★★★ Remarkable!
John Anderson, *Newsday*
"A small miracle!"
—*1980* *Renascence*, Washington Post



Feb 1



Genealogy Club

Thursday, February 1
10:15 AM-noon

This month: **German Church Records Online** presented by research expert Alan Wambold.

Meetings are held the first Thursday of each month. New members always welcome.

Next meeting is on March 7.

TR vs. Chilton @ TRHS

Friday, February 9 - 7:00 PM - \$3 TR students

Cheer on the Raiders at the girls varsity basketball game.

TR vs. New Holstein @ TRHS

Friday, February 16 - 7:00 PM - \$3 TR students

The boys varsity basketball team takes on the Huskies.

Skate Olympics @ Central Park West

Friday, February 23 - 6-7:30 PM - Grades 6-12

Freeze skate, skating races, gliding competitions, tic tac toe, obstacle course, Hokey Pokey and more! Rent skates for \$5 or bring your own. *Sponsored by Two Rivers Parks & Recreation Department.*



FEB 22 & 29

Wisconsin's Shipwreck Coast

A National Marine Sanctuary (NMS).

NOAA Research Thursday, February 22 - 6:30 PM

The 36 historic shipwreck sites within the Wisconsin Shipwreck Coast NMS represent vessels that played a central role in building the nation between the 1830s and 1930s. Research suggests that another 60 wrecks may yet be discovered. Research coordinator/maritime archaeologist Caitlin Zant discusses current and future research projects.

Maritime History of Lake Michigan Thursday, February 29 - 6:30 PM

Wisconsin Maritime Museum's Greg Lutz describes the rich history of our coast, and recounts the dramatic stories behind vessels whose battered remains rest in local waters.

Programs sponsored by Friends of Point Beach State Forest.

To Go Packs

Packs contain all the supplies you need. Pick up packs at the front desk or drive-thru while supplies last.

Family Activity Pack: Be Kind

Nurture kindness and foster compassion! Find inspiration for performing acts of kindness in home and community. One per family while supplies last. Pick up at the front desk or drive-thru. No library card required. *Available beginning Feb 1.*

Youth Art To Go: New packs every other week.

Packs contain all the supplies you need for fun projects. Pick up while supplies last. Geared for school-age children. No library card required.

- February 5: Felt Heart Keychain
- February 19: Eric Carle Inspired Star Mobile

Story Time To Go: New packs weekly.

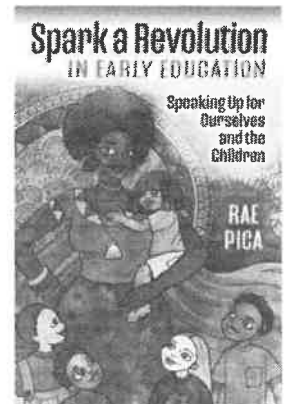
Books, music suggestions, finger plays, and math, science and art activities that reinforce five vital early literacy practices: read, sing, talk, play and write. One per family per week. Geared for ages 0-6. Library card required to check out books that accompany packs.

PARENTS

From the Youth Staff...

We operate on the philosophies that a moving child is a learning child, that playing is the best way to learn, and that the most important factor in preparing your child for success in school and life is loving interaction between them and their first, favorite and most important teacher—YOU!

We're again citing the work of early childhood consultant Rae Pica as she tackles widely held myths about early childhood education in her book, Spark a Revolution in Early Education.



More on Myth #1: Earlier is Better

Pica writes: Clearly, we have plenty of reasons not to try to accelerate child development. The truth is that it is not our responsibility as early childhood professionals to get children ready for whatever age or grade is ahead. Our responsibility is to bring out the best in children at the current age and stage, to celebrate and respect that age and stage... We must help families, administrators, and policy makers understand that childhood is not a dress rehearsal for adulthood, and children are not small adults. Young children don't have the physical, social, emotional, and cognitive skills that adults, or even children in middle childhood, possess. Nor are they supposed to.

Additionally, we need to help adult decision makers understand that a high-quality early childhood education is not synonymous with early academics. Instead, what the children need are play and developmentally appropriate practice.

Next week, myth #2: "Children learn by sitting."

0-18M

Winter Babygarten (Ages 0-18 months)

Continues through February 8 - 10:15 AM & 6:30 PM

For babies 0-18 months and their caregivers. Share nursery rhymes, songs and books, plus a weekly project. Each class concludes with free time for play. A limited number of Babygarten to-go packs are available for those unable to attend in person.

Registration required; call (920)793-8888.



18M-3Y



Winter Movers & Shakers (18 months-age 3)

Wednesdays, February 14-March 13* - 10:15 AM & 6:30 PM

Movin', groovin' and learnin' for children 18 months-3 along with their caregivers. Toddlers need to MOVE to learn! Active storytelling, engaging play, music and more. Registration required; call (920)793-8888.

**No evening class March 6; session continues to March 20.*

ALL AGES

Story Time (All ages)

Tuesdays, February 6, 13, 20 & 27 - 10:15 AM

Stories, movement, music and FUN! Play-based learning leads to success in school and life. Activities embrace five early literacy practices: read, sing, play, talk and write.

Geared for preschoolers but children of all ages welcome. After Story Time, engage in process art and other hands-on activities.



NEW



Dramatic Play Center (All ages)

Imagination takes flight beginning February 5!

What's your clearance, Clarence? What's your vector, Victor? Roger, Roger! Will you be the pilot who mans the cockpit? A security agent? The snack shop clerk? An aircraft marshall who directs the plane on the tarmac? A ticket agent? Or will you be a passenger who buys a ticket, checks luggage and travels to an exotic destination? Buckle your seatbelts; it's time to fly LPL AIR!

February

MONDAYS

Family Game Night

Mondays, 6:00-7:30 PM

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



THU

FRI

SAT

1
New Family Activity Pack

10:15-noon
Genealogy

10:15 & 6:30
Babygarten

6:00
Strengthening Ecosystems

2
1:00 LPL Flix

3

MON

TUE

WED

5
New Story Time & Art To Go pack available

10:00-noon
Worker Connection

6:00-7:30 Family Game Night

6:30 Strictly Fiction

6
10:15 Story Time

7
4:00 Book Discussion Group

8
10:15 & 6:30
Babygarten

9
7:00 TR Teen: Basketball Game @ TRHS

10



IMAGINATION TAKES FLIGHT THIS WEEK . . . COME PLAY!

12
New Story Time To Go pack available

10:00-noon
Worker Connection

1-8 Card Class

6:00-7:30 Family Game Night

13
10:15 Story Time

6:00 Library Board Meeting

14
10:15 & 6:30
Movers & Shakers

15

16
1:30 Wooden Spool Photo Display

7:00 TR Teen: Basketball Game @ TRHS

17

19
New Story Time & Art To Go pack available

10:00-noon
Worker Connection

6:00-7:30 Family Game Night

20
10:15 Story Time

6:00 International Film

21
10:15 & 6:30
Movers & Shakers

22
6:30
WI Shipwreck Coast: NOAA Research

23
6-7:30 TR Teen: Ice Skating @ Central Park West

24
11:00 Book to Art Club

26
New Story Time To Go pack available

10:00-noon
Worker Connection

6:00-7:30 Family Game Night

27
10:15 Story Time

28
10:15 & 6:30
Movers & Shakers

29
6:30
WI Shipwreck Coast: Maritime History

HOURS

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

Manitowoc Calumet Library System

YEAR IN REVIEW

BY THE NUMBERS

2023



644,578

total physical checkouts

75% Print Books

40% Youth Materials

20% Audiovisual

Reach Out & Read



WISCONSIN
Children's Health Alliance of Wisconsin

6,519

total books provided by participating clinics to youth ages newborn to 5

Advocate
Aurora
Health

Froedtert
HFM

Bellin
Health

1,196

app users

The MCLS catalog app was first launched in May of 2023 and has been a huge success in providing additional convenience for library patrons.



6 libraries across 2 counties

Cardholders

3,753

new in 2023

27,033

total

Items Delivered

4,942

statewide

108,862

systemwide

Libby/ WPLC Checkouts

56,155

e-books

50,391

audiobooks

8,108

e-magazines

Database Retrievals/uses

53,194



MANITOWOC CALUMET LIBRARY SYSTEM
SERVING THE LIBRARIES BETWEEN THE LAKES

Brillion
Chilton

Kiel
Lester

Manitowoc
New Holstein

Online Resources

- NoveList Plus
- Consumer Reports
- Newspaper Archive
- Data Axle Reference Solutions
- Ancestry Library Edition
- BadgerLink
- Libby/Overdrive
- WISCAT
- New York Times Digital



reference solutions



<https://www.mclsweb.org/mclsweb/reference-resources/>

MCLS Mobile - WI

THE LIBRARY IN YOUR HAND

- Search the catalog
- Renew & reserve items
- Manage your account
- Store your library card digitally



DOWNLOAD TODAY!



MANITOWOC CALUMET
LIBRARY SYSTEM

• SERVING THE LIBRARIES BETWEEN THE LAKES •

**Title 5:
Chapter 2:**

**Health and Safety
Emergency Policy and Procedures**

05-02-01 Closing

- a) During a weather emergency, the Library Director/Supervisor in Charge (SIC) will be responsible for closing the library.
- b) The Library Director/SIC will notify local media to announce closings or delayed services in the event of inclement weather.

05-02-02 Evacuation

- a) In the event of a weather emergency, fire, nuclear emergency, or bomb threat library staff will follow the procedures outlined below to ensure the safety of all persons within the building. In the course of following these procedures, staff members will not put themselves in danger.
- b) All emergency situations will be taken seriously. All fire evacuation procedures must be followed until the all clear signal is given from the fire department. All protocols for a bomb threat will be followed until the all clear signal is given from the police/fire department.

P-05-02-03 Procedures

Tornado

~~a) An emergency pager is located in the Circulation Office. If a tornado watch is announced, the circulation staff will make the announcement over the inter-com.~~

~~b) If the tornado siren sounds, staff will make the appropriate announcement over the inter-com and urge all patrons to go to the staff area hallway, near the lockers. Patrons may also take cover in the Children's Cataloging Office and the Reference Youth Office if additional space is needed. Assistance should be offered to those whose mobility is impaired.~~

~~c) The Supervisor In Charge (SIC) should take along the Manitowoc County emergency pager located in the Circulation office, and listen for the all clear signal before leaving the area.~~

~~d) Though we have no authority to forbid anyone to leave the shelter area, no one will be allowed in any part of the library other than the shelter area while the warning exists. If the warning is still in effect at closing time, staff should remain in the shelter area with patrons until it is safe to leave.~~

~~e) Once the warning passes, activity in the library may return to normal.~~

Fire

- a) The library fire security system includes fire horns with flashers, smoke detectors and fire alarm pull stations. Should an alarm sound, staff should clear the building immediately. Do not stop to check whether or not the alarm is false. The alarm system will notify 911 automatically.
- b) In the process of exiting the building, ~~Circulation~~ staff on duty should clear staff areas and book shelves near the front entrance. ~~Youth staff~~ Staff should clear Youth area ~~and~~ Community Room, ~~and~~ ~~Reference staff should clear stacks,~~ Webster Room, and fireplace area. If patrons are encountered, they should be asked to leave the building immediately. Books, etc., may be left where they lay. Assistance should be offered to those with impaired mobility. If any patron does not appear to hear the alarm, staff should communicate as best they can the need to leave the building.
- c) If, after being told they must leave, a patron absolutely refuses to exit the building, staff should leave the building and inform the Supervisor in Charge (SIC) so that Fire Department personnel may be informed when they arrive. No attempt should be made to argue with patrons or to physically force them from the building.
- d) Once outside, staff will keep crowds away from the driveway and the front entranceway so that Fire Department Personnel are not prevented from entering the building. Staff will direct patrons to the park across the public parking lot and report to the SIC.
- e) No one will be allowed to re-enter the building until Fire Department Personnel give an all clear.

Nuclear Emergency

- a) In case of a nuclear emergency, no one should leave the building.
- b) Staff should tune radio to 1240WOMT for instructions. ~~or follow instructions given on the emergency pager.~~ If necessary, the city will send someone to evacuate staff and patrons.

Bomb Threat – call 9- 911 as soon as possible

Receiving a threat via telephone

- Signal another staff member to listen, if possible.
- Transcribe the threat.
- Fill out as much of the **Bomb Threat Checklist (located by each phone)** as possible, including _____ detailed questions.
- When caller hangs up, **DO NOT HANG UP THE PHONE.** Leave the line open.
- Move to another phone and dial 9-911
- Notify Library Director/SIC; begin evacuation.
- After evacuation complete any unanswered questions on the **Bomb Threat Checklist.**

- Be available after evacuation for law enforcement to debrief you.

Receiving a written threat

- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.
- Handle the item as little as possible.
- After evacuation - record:
 1. Where the item was found
 2. The date and time you found the item
 3. Any situations or conditions surrounding the discovery
 4. Any other person you are aware of who saw the threat
- Secure the original item. If small, place in a bag or envelope.
- DO NOT fold, crumple, tear, or mark the item in any way.

Receiving an email threat

- Leave the e-mail message open on the computer until authorities arrive.
- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.

Receiving a verbal threat

- If the person who made the threat leaves, note which direction they are going.
- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.
- Note the description of the person who made the threat:
 - Name, if you know them
 - Race
 - Type and color of clothing
 - Sex
 - Body size -
 - Hair color
 - Distinguishing features
 1. Write down the threat exactly as it was communicated to you:
 2. Exact wording
 3. Who made the threat
 4. The date and time of the threat
 5. Where the person who made the threat is now

Evacuation – Bomb Threat

- Evacuate through the emergency door by the fireplace.
- Initially, there will not be an alarm sounding; notify patrons and staff to evacuate the building by the emergency door near the fireplace. Once that door is opened the fire alarm will sound.

~~Circulation Staff will redirect patrons and staff that are heading to the front~~

door to the back door.

- In the process of exiting the building, ~~Circulation staff should will~~ clear patrons from staff areas and book shelves near the front entrance, including all restrooms. ~~Youth staff should clear~~, Youth area and Community Room, and ~~Reference staff should clear all book stacks, Webster Room, and fireplace area. If patrons are encountered, they should be asked to leave the building immediately.~~ Books, etc., may be left where they lay. Direct patrons to gather personal belongings. Assistance should be offered to those with impaired mobility.
- If, after being told they must leave, a patron absolutely refuses to exit the building, staff should leave the building and inform the SIC so that Police/Fire Department personnel may be informed when they arrive. No attempt should be made to argue with patrons or to physically force them from the building.
- ~~Direct patrons to gather personal belongings.~~
- During evacuation, instruct patrons to turn off all cellular phones and pagers and to not use them until the 'all clear' is given.
- Once outside, staff will keep crowds away from the driveway, parking lot and the front entranceway so that Police/Fire Department personnel are not prevented from entering the building.
- Assemble patrons and staff away from the building by Near near Memorial Drive.
- Remain outside, well away from the building until the all clear signal is given from the Police/Fire Department.

Approved: 3/13/01

Edited: 6/10/04

Revised and Board approved 3/11/08

Board reviewed, no changes to policy 6/14/16

Title 5: Health and Safety
Chapter 2: Emergency Policy and Procedures

05-02-01 Closing

- a) During a weather emergency, the Library Director/Supervisor in Charge (SIC) will be responsible for closing the library.
- b) The Library Director/SIC will notify local media to announce closings or delayed services in the event of inclement weather.

05-02-02 Evacuation

- a) In the event of a weather emergency, fire, nuclear emergency, or bomb threat library staff will follow the procedures outlined below to ensure the safety of all persons within the building. In the course of following these procedures, staff members will not put themselves in danger.
- b) All emergency situations will be taken seriously. All fire evacuation procedures must be followed until the all clear signal is given from the fire department. All protocols for a bomb threat will be followed until the all clear signal is given from the police/fire department.

P-05-02-03 Procedures

Tornado

- a) If the tornado siren sounds, staff will make the appropriate announcement over the inter-com and urge all patrons to go to the staff area hallway, near the lockers. Patrons may also take cover in the Cataloging Office and the Youth Office if additional space is needed. Assistance should be offered to those whose mobility is impaired.
- b) Though we have no authority to forbid anyone to leave the shelter area, no one will be allowed in any part of the library other than the shelter area while the warning exists. If the warning is still in effect at closing time, staff should remain in the shelter area with patrons until it is safe to leave.
- c) Once the warning passes, activity in the library may return to normal.

Fire

- a) The library fire security system includes fire horns with flashers, smoke detectors and fire alarm pull stations. Should an alarm sound, staff should clear the building immediately. Do not stop to check whether or not the alarm is false. The alarm system will notify 911 automatically.
- b) In the process of exiting the building, staff on duty should clear staff areas and book shelves near the front entrance. Staff should clear Youth area, Community Room, Webster Room, and fireplace area. If patrons are encountered, they should be asked to leave the building immediately. Books, etc., may be left where they lay. Assistance should be offered to those with impaired mobility. If any patron does not appear to hear the alarm, staff should communicate as best they can the need to leave the building.
- c) If, after being told they must leave, a patron absolutely refuses to exit the building, staff should leave the building and inform the Supervisor in Charge (SIC) so that Fire Department personnel may be informed when they arrive. No attempt should be made to argue with patrons or to physically force them from the building.
- d) Once outside, staff will keep crowds away from the driveway and the front entranceway so that Fire Department Personnel are not prevented from entering the building. Staff will direct patrons to the park across the public parking lot and report to the SIC.
- e) No one will be allowed to re-enter the building until Fire Department Personnel give an all clear.

Nuclear Emergency

- a) In case of a nuclear emergency, no one should leave the building.
- b) Staff should tune radio to 1240 WOMT for instructions. If necessary, the city will send someone to evacuate staff and patrons.

Bomb Threat – call 9- 911 as soon as possible

Receiving a threat via telephone

- Signal another staff member to listen, if possible.
- Transcribe the threat.
- Fill out as much of the **Bomb Threat Checklist (located by each phone)** as possible, including detailed questions.
- When caller hangs up, **DO NOT HANG UP THE PHONE**. Leave the line open.
- Move to another phone and dial 9-911
- Notify Library Director/SIC; begin evacuation.
- After evacuation complete any unanswered questions on the **Bomb Threat Checklist**.
- Be available after evacuation for law enforcement to debrief you.

Receiving a written threat

- Notify authorities by dialing 9-911.

- Notify the Library Director/SIC; begin evacuation.
- Handle the item as little as possible.
- After evacuation - record:
 1. Where the item was found
 2. The date and time you found the item
 3. Any situations or conditions surrounding the discovery
 4. Any other person you are aware of who saw the threat
- Secure the original item. If small, place in a bag or envelope.
- DO NOT fold, crumple, tear, or mark the item in any way.

Receiving an email threat

- Leave the e-mail message open on the computer until authorities arrive.
- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.

Receiving a verbal threat

- If the person who made the threat leaves, note which direction they are going.
- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.
- Note the description of the person who made the threat:
 - Name, if you know them
 - Race
 - Type and color of clothing
 - Sex
 - Body size -
 - Hair color
 - Distinguishing features
 1. Write down the threat exactly as it was communicated to you:
 2. Exact wording
 3. Who made the threat
 4. The date and time of the threat
 5. Where the person who made the threat is now

Evacuation – Bomb Threat

- Evacuate through the emergency door by the fireplace.
- Initially, there will not be an alarm sounding; notify patrons and staff to evacuate the building by the emergency door near the fireplace. Once that door is opened the fire alarm will sound. Staff will redirect patrons that are heading to the front door to the back door.
- In the process of exiting the building, staff will clear patrons from , all restrooms, Youth area, Community Room, all book stacks, Webster Room, and fireplace area.. Books, etc., may be left where they lay. Direct patrons to gather personal belongings. Assistance should be offered to those with impaired mobility.

- If, after being told they must leave, a patron absolutely refuses to exit the building, staff should leave the building and inform the SIC so that Police/Fire Department personnel may be informed when they arrive. No attempt should be made to argue with patrons or to physically force them from the building.
- During evacuation, instruct patrons to turn off all cellular phones and pagers and to not use them until the 'all clear' is given.
- Once outside, staff will keep crowds away from the driveway, parking lot and the front entranceway so that Police/Fire Department personnel are not prevented from entering the building.
- Assemble patrons and staff away from the building near Memorial Drive.
- Remain outside, well away from the building until the all clear signal is given from the Police/Fire Department.

Approved: 3/13/01

Edited: 6/10/04

Revised and Board approved 3/11/08

Board reviewed, no changes to policy 6/14/16



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 04/30/2027 | |
| 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 your library operate a books-by-mail program? No | 18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No | | | | |
| 20. Square Footage of Public Library 25,000 | 21a. Did your library or a branch move to a new facility during the fiscal year? No | 21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No | | 22. UEI Number 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 | 0 | 10 |
| 19b. Number of winter weeks | 26 | 0 | 26 |
| 19c. Summer hours open per week | 52 | 0 | 10 |
| 19d. Number of summer weeks | 26 | 0 | 26 |
| 19e. Total weeks per year | 52 | 0 | 52 |
| 19f. Total hours per year for this location | 2,704 | 0 | 520 |

| II. LIBRARY COLLECTION | | | | | | | |
|---|--|--|---------------------------------------|--|--|-------------------|-----------------|
| | | | | a. Number Owned / Leased | b. Number Added | | |
| 1. Books in Print <i>Non-periodical printed publications</i> | | | | 85,775 | 6,172 | | |
| 2. Electronic Books <i>E-books</i> | | | | 166,887 | | | |
| 3. Audio Materials | | | | 7,659 | 117 | | |
| 4. Electronic Audio Materials <i>Downloadable</i> | | | | 71,742 | | | |
| 5. Video Materials | | | | 7,748 | 322 | | |
| 6. Electronic Video Materials <i>Downloadable</i> | | | | 0 | | | |
| 7. Other Materials Owned <i>Describe</i> 0 | | | | 447 | | | |
| 8a. Electronic Collections <i>Locally Owned or Leased</i> | | | | 0 | | | |
| 8b. Electronic Collections <i>Purchased by library system or consortia</i> | | | | 8 | | | |
| 8c. Electronic Collections <i>Provided through BadgerLink</i> | | | | 62 | | | |
| 9. Total Electronic Collections <i>Local, regional, and state</i> | | | | 70 | | | |
| 10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i> | | | | 93 | | | |
| III. LIBRARY SERVICES | | | | | | | |
| 1. Circulation Transactions | | c. Circulation of Other Physical Items (subset of 1a.) | | 2. Interlibrary Loans | | | |
| a. Total Circulation | b. Children's Materials | | | a. Items Loaned <i>Provided to</i> | b. Items Received <i>Received from</i> | | |
| 110,644 | 40,375 | 3 | | 31,727 | 18,393 | | |
| Method for Counting ILL Transactions | | | | | Categorized ILL Transactions | | |
| (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions) | | Items Loaned to Other Libraries <i>Provided to</i> | | Items Borrowed from Other Libraries <i>Received from</i> | | | |
| Integrated Library Systems (ILS) | | 30,390 | | 17,022 | | | |
| WISCAT | | 1,337 | | 1,371 | | | |
| Other (includes OCLC, manual tracking or other methods) | | | | | | | |
| 3. Number of Registered Users | | | d. Overdue Fines | 4. Reference Transactions | | 5. Library Visits | |
| a. Resident | b. Nonresident | c. TOTAL | | a. Method | b. Annual Count | a. Method | b. Annual Count |
| 3,146 | 915 | 4,061 | | Actual Count | 16,634 | Actual Count | 68,086 |
| 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 | |
| 24 | 17 | | Actual Count | 3,910 | | | |
| 8. Website Visits | 9. Electronic Collection Retrieval | | | | | | |
| | a. Local | b. Other | c. Statewide | d. Total | | | |
| -1 | -1 | 9,747 | 708 | | | | |
| 10. Uses of Electronic Materials by Users of Your Library | | | | | | | |
| a. E-Books | b. E-Audio | c. E-Video | d. Total Uses of Electronic Materials | | e. Uses of Children's Electronic Materials | | |
| 9,880 | 9,935 | 0 | 19,815 | | 1,565 | | |

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

| | Children (0-5) | Children (6-11) | Young Adult (12-18) | Adult (19+) | General Interest (all ages) | Total |
|--------------------|----------------|-----------------|---------------------|-------------|-----------------------------|--------|
| Number of Programs | 78 | 62 | 44 | 109 | 0 | 293 |
| Total Attendance | 4,277 | 4,803 | 4,372 | 2,645 | 0 | 16,097 |

In-person Programs and Program Attendance Annual Count

| | 11a. Children (0-5) | 11b. Children (6-11) | 11c. Young Adult (12-18) | 11d. Adult (19+) | 11e. General Interest (all ages) |
|--------------------|---------------------|----------------------|--------------------------|------------------|----------------------------------|
| Number of Programs | 78 | 62 | 44 | 109 | 0 |
| Total Attendance | 4,277 | 4,803 | 4,372 | 2,645 | 0 |
| Number of Programs | 220 | 73 | | | |
| Total Attendance | 7,902 | 7,270 | | | |

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

| | 12a. Children (0-5) | 12b. Children (6-11) | 12c. Young Adult (12-18) | 12d. Adult (19+) | 12e. General Interest (all ages) | 12f. Total |
|---|---------------------|----------------------|--------------------------|------------------|----------------------------------|------------|
| Number of Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Live Virtual Attendance | 0 | 0 | 0 | 0 | 0 | 0 |
| Total views of live programs that were recorded and posted for asynchronous viewing | 0 | 0 | 0 | 0 | 0 | 0 |

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

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

| | 13a. Children (0-5) | 13b. Children (6-11) | 13c. Young Adult (12-18) | 13d. Adult (19+) | 13e. General Interest (all ages) | 13f. Total |
|----------------------------------|---------------------|----------------------|--------------------------|------------------|----------------------------------|------------|
| Number of Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Pre-Recorded Program Views | 0 | 0 | 0 | 0 | 0 | 0 |

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

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

| First Name | Last Name | Street Address | City | ZIP+4 | Email Address |
|------------------|--------------|------------------------|------------|-------|----------------------------|
| PRESIDENT | | | | | |
| 1. Stanley | Palmer | 331 23rd Street | Two Rivers | 54241 | spalmer@exchange.uta.edu |
| 2. Katie | Stone | 805 27th Street | Two Rivers | 54241 | katnissjstone@gmail.com |
| 3. David | Pennefeather | 1809 21st Street | Two Rivers | 54241 | david.aldon.pennefeather |
| 4. Mary | Glaser | 12526 Lakeshore Road | Two Rivers | 54241 | mary.glaser@trschoools.k12 |
| 5. Don | Weiss | 1813 S 28th Street | Two Rivers | 54241 | donweiss@manitowoccon |
| 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. Tracey | Koach | 3411 Parkway Blvd | Two Rivers | 54241 | tkoach@two-rivers.org |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |

No. of Library Board Members
 Include vacancies in this count

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 | \$631,287 |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal 1 | | \$631,287 |

2. County

a. Home County Appropriation for Library Services

Subtotal 2a **\$171,638**

b. Other County Payments for Library Services

| County Name | Amount | County Name | Amount |
|--------------------|---------|-------------|----------------|
| Calumet | \$196 | | |
| Kewaunee | \$2,991 | | |
| Sheboygan | \$46 | | |
| Brown | \$1,006 | | |
| | | | |
| | | | |
| Subtotal 2b | | | \$4,239 |

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 |
|--------------------|------------|
| | \$0 |
| | |
| | |
| Subtotal 4 | \$0 |

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

| Name | Amount | Name | Amount |
|-------------------|--------|------|------------|
| | \$0 | | |
| | | | |
| Subtotal 5 | | | \$0 |

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

\$10,325

7. All Other Operating Income

\$92,744

8. Total Operating Income Add 1 through 7

\$910,233

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

\$681,790

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

Yes

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 (Local Title) | Job Title (Appendix A) | Type of Staff | Total Annual Wages Paid | Hours Worked per Week |
|------------------------------|----------------------------------|---------------|----------------------------|-----------------------------|
| Director / Head Librarian | Library Director / Chief Officer | MLS (ALA) | \$92,435 | 40.00 |
| Adult Services Coordinator | Department Head / Coordinator / | MLS (ALA) | \$66,206 | 40.00 |
| Youth Services Coordinator | Department Head / Coordinator / | MLS (ALA) | \$66,206 | 40.00 |
| Customer Service Coordinator | Department Head / Coordinator / | Librn. no-MLS | \$46,987 | 40.00 |
| Reference Associate | Associate Librarian (non-MLS) | Librn. no-MLS | \$24,921 | 25.00 |
| Reference Associate | Associate Librarian (non-MLS) | Librn. no-MLS | \$16,140 | 20.00 |
| Reference Associate | Associate Librarian (non-MLS) | Librn. no-MLS | \$12,885 | 15.00 |
| Early Literacy Specialist | Associate Librarian (non-MLS) | Librn. no-MLS | \$19,565 | 25.00 |
| Custodian | Building Maintenance Worker | Other | \$35,360 | 40.00 |
| | | Other | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

b. Other Paid Staff See Instructions

| Position (Local Title) | Job Title (Appendix A) | Type of Staff | Total Annual Wages Paid | Hours Worked per Week |
|---------------------------|---------------------------|---------------|----------------------------|--------------------------|
| Customer Service Clerk | | Other | \$10,961 | 20.00 |
| Page | Page/Shelver | Other | \$4,019 | 9.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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 | | | b. All Other Paid Staff (FTE) | c. Total Library Staff (FTE) |
|--|--|-------------|---|------------------------------|
| Master's Degree from an ALA Accredited Program (FTE) | Other Persons Holding the Title of Librarian (FTE) | Subtotal 2a | Include maintenance, plant operations, and security | |
| 3.88 | 2.25 | 6.13 | 3.75 | 9.88 |

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

| | | | |
|--|--|---|-------------|
| 1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i> | | | 45,470 |
| 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 | 18,091 | 24,872 | 42,963 |
| 3. Circulation to Nonresidents Living in Another County in the Library System | 305 | 129 | 434 |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System | 490 | 1,045 | 1,535 |
| 5. Circulation to All Other Wisconsin Residents | 346 | 6. Circulation to Persons from Out of the State | |
| | | 192 | |
| 7. Are the answers to items 1 through 6 based on actual count or survey/sample? | 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)? | 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 | |
| a. Brown | 204 | f. | |
| b. Kewaunee | 816 | g. | |
| c. Sheboygan | 25 | h. | |
| d. | | i. | |
| e. | | j. | |

XII. TECHNOLOGY

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

1. Self-directed Activities: *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.*

| | | | |
|--|-------------------|--------------------------------|------------------------|
| | a. Children (0-5) | b. Children (6-11) | c. Young Adult (12-18) |
| Number of Self-Directed Activities | 55 | 42 | 11 |
| Total Self-Directed Activity Participation | 4,155 | 5,494 | 256 |
| | d. Adult (19+) | e. General Interest (all ages) | f. Total |
| Number of Self-Directed Activities | 6 | 0 | 114 |
| Total Self-Directed Activity Participation | 925 | 0 | 10,830 |

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

| | | |
|---------------|--------------|-------------------------|
| a. First Name | b. Last Name | c. Email Address |
| Terry | Ehle | tehle@lesterlibrary.org |

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

| | | |
|---------------|--------------|----------------------------|
| a. First Name | b. Last Name | c. Email Address |
| Chris | Hamburg | chamburg@lesterlibrary.org |



XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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

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

XV. CERTIFICATION

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

| President, Library Board of Trustees Signature or designee | Name of President or Designee Print or type | Date Signed |
|---|---|-------------|
|  | Stanley Palmer | |
| Library Director / Head Librarian Signature | Library Director / Head Librarian Print or type | Date Signed |
|  | Jeffrey Dawson | |

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 2023 the Manitowoc-Calumet Library System
Name of Public Library *Name of Public Library System / Service*

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

Indicate with an X one of the above statements

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

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

DRAFT

XV. CERTIFICATION

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

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

| President, Library Board of Trustees Signature or designee | Name of President or Designee Print or type | Date Signed |
|--|---|-------------|
| ➤ | Stanley Palmer | |

COMMENTS

DRAFT

END OF YEAR 2023 REVENUE AND EXPENDITURE REVIEW

REVENUE

\$5370 under budget

NET REVENUE OVER EXPENDETURES

\$22,786

CARRY OVER FROM 2022

\$10,325

FUNDS REQUESTED FROM THE GIFT FUND ACCOUNT TO BALANCE 2023 BUDGET

\$12,500

2023 BUDGET HIGHLIGHTS

Unexpected Expenses:

| | |
|-------------------------|-----------------|
| HVAC Coil replacement - | \$13,881 |
| Fireplace Repair - | <u>\$ 6,179</u> |
| Total - | \$20,060 |

Notable Overages:

| | |
|---------------|---------|
| Prof. Serv. - | \$2,728 |
| Electricity - | \$4,940 |
| New Equip. - | \$1,590 |
| Landscaping - | \$2,487 |

Notable Under Budget:

| | |
|-------------|---------|
| Personnel - | \$5,143 |
| Microfilm - | \$4,175 |

The following pages are year-end statements for revenue and expenditures.

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

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 | 631,287 | 631,287 | 0 | 100.00 | 631,287 |
| TOTAL TAXES | 0 | 631,287 | 631,287 | 0 | 100.00 | 631,287 |
| <u>INTERGOVERNMENTAL REVENUE</u> | | | | | | |
| 280-43519 COVID ROUTES TO RECOVERY | 0 | 0 | 0 | 0 | .00 | 0 |
| 280-43720 COUNTY FUNDS | 0 | 175,877 | 175,877 | 0 | 100.00 | 171,601 |
| TOTAL INTERGOVERNMENTAL REVE | 0 | 175,877 | 175,877 | 0 | 100.00 | 171,601 |
| <u>FINES & FORFEITURES</u> | | | | | | |
| 280-45300 LIBRARY BOOK FINES | 0 | 4,000 | 2,862 | (1,138) | 71.56 | 2,215 |
| TOTAL FINES & FORFEITURES | 0 | 4,000 | 2,862 | (1,138) | 71.56 | 2,215 |
| <u>CHARGES FOR SERVICE</u> | | | | | | |
| 280-46712 COPIER SERVICE FEES | 0 | 8,500 | 5,827 | (2,673) | 68.55 | 5,188 |
| TOTAL CHARGES FOR SERVICE | 0 | 8,500 | 5,827 | (2,673) | 68.55 | 5,188 |
| <u>MISCELLANEOUS REVENUE</u> | | | | | | |
| 280-48300 SALE OF PROP & EQUIP | 0 | 5,000 | 1,799 | (3,201) | 35.98 | 2,388 |
| 280-48500 DONATIONS | 0 | 65,653 | 67,233 | 1,580 | 102.41 | 62,286 |
| 280-48900 OTHER REVENUES | 0 | 2,500 | 2,563 | 63 | 102.51 | 2,753 |
| TOTAL MISCELLANEOUS REVENUE | 0 | 73,153 | 71,594 | (1,559) | 97.87 | 67,427 |
| <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 | 0 | 892,817 | 887,447 | (5,370) | 99.40 | 877,718 |

CITY OF TWO RIVERS
2023 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2023 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

| | PERIOD | 2023 | 2023 | OVER | % OF | PRIOR YTD | |
|-------------------------------|-----------------------------------|----------|----------------|----------------|-----------------|---------------|----------------|
| | ACTUAL | BUDGET | YTD | (UNDER) | BUDGET | ACTUAL | |
| <u>LESTER LIBRARY</u> | | | | | | | |
| LIBRARY ADMINISTRATION | | | | | | | |
| <i>PERSONNEL SERVICES</i> | | | | | | | |
| 280-55110-1100 | FULLTIME ADMINISTRATION | 0 | 271,829 | 273,008 | 1,179 | 100.43 | 264,482 |
| 280-55110-1220 | WAGES - FULLTIME | 0 | 35,370 | 34,703 | (667) | 98.11 | 34,424 |
| 280-55110-1270 | WAGES - PART TIME | 0 | 129,375 | 132,812 | 3,437 | 102.66 | 125,249 |
| 280-55110-1280 | WAGES-LONGEVITY PAY | 0 | 6,620 | 6,621 | 1 | 100.01 | 6,427 |
| 280-55110-1290 | WAGES-OVERTIME | 0 | 510 | 0 | (510) | .00 | 0 |
| 280-55110-1310 | WI RETIREMENT | 0 | 24,739 | 24,511 | (228) | 99.08 | 22,627 |
| 280-55110-1320 | FICA | 0 | 34,326 | 32,567 | (1,759) | 94.87 | 31,983 |
| 280-55110-1330 | HEALTH INSURANCE | 0 | 84,364 | 78,596 | (5,768) | 93.16 | 61,133 |
| 280-55110-1333 | HEALTH SAVINGS ACCT EXPENSE | 0 | 0 | 0 | 0 | .00 | 0 |
| 280-55110-1334 | HEALTH INSURANCE OPT-OUT | 0 | 5,000 | 5,000 | 0 | 100.00 | 8,269 |
| 280-55110-1340 | LIFE INSURANCE | 0 | 1,500 | 1,497 | (3) | 99.83 | 1,364 |
| 280-55110-1350 | OTHER BENEFITS | 0 | 0 | (747) | (747) | .00 | (607) |
| 280-55110-1361 | SICK LEAVE PAYOUT | 0 | 1,200 | 1,122 | (78) | 93.49 | 1,650 |
| | TOTAL PERSONNEL SERVICES | 0 | 594,833 | 589,690 | (5,143) | 99.14 | 557,001 |
| <i>CONTRACTUAL SERVICES</i> | | | | | | | |
| 280-55110-2100 | PROF SERV - CITY SERVICES | 0 | 48,909 | 49,119 | 210 | 100.43 | 46,545 |
| 280-55110-2130 | PROFESSIONAL SERVICES | 0 | 6,000 | 8,728 | 2,728 | 145.47 | 6,230 |
| 280-55110-2200 | TELEPHONE EXPENSE | 0 | 1,200 | 1,152 | (48) | 96.02 | 1,144 |
| 280-55110-2210 | ELECTRICITY | 0 | 23,000 | 27,940 | 4,940 | 121.48 | 24,547 |
| 280-55110-2220 | NATURAL GAS/HEAT | 0 | 11,000 | 11,494 | 494 | 104.49 | 13,067 |
| 280-55110-2230 | WATER EXPENSE | 0 | 2,000 | 2,135 | 135 | 106.74 | 1,977 |
| 280-55110-2240 | SEWER EXPENSE | 0 | 750 | 898 | 148 | 119.79 | 707 |
| 280-55110-2250 | STORMWATER EXPENSE | 0 | 960 | 959 | (1) | 99.91 | 959 |
| 280-55110-2410 | MAINTENANCE EQUIPMENT/VEH | 0 | 25,000 | 41,846 | 16,846 | 167.39 | 30,507 |
| 280-55110-2430 | EQUIPMENT REPAIRS | 0 | 0 | 0 | 0 | .00 | 0 |
| 280-55110-2450 | EQUIPMENT NEW | 0 | 7,500 | 9,090 | 1,590 | 121.20 | 8,083 |
| 280-55110-2910 | PRINTING/ADVERTISING | 0 | 1,000 | 618 | (382) | 61.80 | 1,919 |
| 280-55110-2930 | TECHNOLOGY | 0 | 16,000 | 14,959 | (1,041) | 93.49 | 11,827 |
| 280-55110-2950 | DEBT ISSUANCE COSTS/PAYMENTS | 0 | 6,455 | 6,454 | (1) | 99.98 | 11,832 |
| | TOTAL CONTRACTUAL SERVICES | 0 | 149,774 | 175,393 | 25,619 | 117.11 | 159,344 |

CITY OF TWO RIVERS
2023 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2023 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

| | PERIOD | 2023 | 2023 | OVER | % OF | PRIOR YTD | |
|------------------------------------|-------------------------------------|----------|----------------|----------------|-----------------|---------------|----------------|
| | ACTUAL | BUDGET | YTD | (UNDER) | BUDGET | ACTUAL | |
| <u>OPERATING SUPPLIES/EXPENSES</u> | | | | | | | |
| 280-55110-3100 | OFFICE SUPPLIES | 0 | 6,000 | 6,805 | 805 | 113.41 | 4,692 |
| 280-55110-3110 | POSTAGE | 0 | 450 | 475 | 25 | 105.60 | 399 |
| 280-55110-3300 | TRAVEL | 0 | 1,000 | 965 | (35) | 96.49 | 1,094 |
| 280-55110-3560 | LANDSCAPING | 0 | 15,000 | 17,487 | 2,487 | 116.58 | 17,634 |
| 280-55110-3960 | TECH PROC SUPPLIES | 0 | 0 | 0 | 0 | .00 | 10 |
| | TOTAL OP SUPPLIES/EXP | 0 | 22,450 | 25,732 | 3,282 | 114.62 | 23,830 |
| <u>FIXED CHARGES</u> | | | | | | | |
| 280-55110-5200 | INSURANCES | 0 | 13,800 | 14,879 | 1,079 | 107.82 | 14,271 |
| 280-55110-5950 | TRANSFER TO CAP PROJ FNDS | 0 | 1,440 | 2,034 | 594 | 141.25 | 1,440 |
| | TOTAL FIXED CHARGES | 0 | 15,240 | 16,912 | 1,672 | 110.97 | 15,711 |
| | TOTAL LIBRARY ADMINISTRATION | 0 | 782,297 | 807,728 | 25,431 | 103.25 | 755,887 |
| ADULT SERVICES | | | | | | | |
| <u>OPERATING SUPPLIES/EXPENSES</u> | | | | | | | |
| 280-55111-3230 | PERIODICALS | 0 | 4,600 | 3,898 | (702) | 84.73 | 5,009 |
| 280-55111-3400 | NON-FICTION BOOKS | 0 | 17,000 | 17,281 | 281 | 101.65 | 14,958 |
| 280-55111-3420 | FICTION BOOKS | 0 | 17,000 | 19,661 | 2,661 | 115.65 | 18,244 |
| 280-55111-3430 | LARGE PRINT BOOKS | 0 | 12,000 | 10,615 | (1,385) | 88.46 | 12,876 |
| 280-55111-3450 | MOVIES | 0 | 4,500 | 3,365 | (1,135) | 74.78 | 4,331 |
| 280-55111-3470 | AUDIOBOOKS | 0 | 4,400 | 3,908 | (492) | 88.82 | 4,234 |
| 280-55111-3480 | MUSIC CD'S | 0 | 500 | 0 | (500) | .00 | 25 |
| 280-55111-3510 | PROGRAMS | 0 | 3,000 | 2,748 | (252) | 91.59 | 3,454 |
| | TOTAL OP SUPPLIES/EXP | 0 | 63,000 | 61,475 | (1,525) | 97.58 | 63,130 |
| | TOTAL ADULT SERVICES | 0 | 63,000 | 61,475 | (1,525) | 97.58 | 63,130 |

CITY OF TWO RIVERS
2023 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2023 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

| | PERIOD ACTUAL | 2023 BUDGET | 2023 YTD ACTUAL | OVER (UNDER) BUDGET | % OF BUDGET | PRIOR YTD ACTUAL |
|------------------------------------|----------------------------------|----------------|-----------------------|---------------------------|----------------|---------------------|
| CHILDREN'S SERVICES | | | | | | |
| <i>OPERATING SUPPLIES/EXPENSES</i> | | | | | | |
| 280-55112-3230 | PERIODICALS | 0 | 540 | 449 (91) | 83.10 | 860 |
| 280-55112-3400 | NON-FICTION BOOKS | 0 | 7,000 | 6,379 (621) | 91.13 | 7,705 |
| 280-55112-3420 | FICTION BOOKS | 0 | 3,800 | 5,838 2,038 | 153.64 | 5,600 |
| 280-55112-3440 | PAPERBACKS | 0 | 1,600 | 597 (1,003) | 37.32 | 806 |
| 280-55112-3450 | MOVIES | 0 | 2,500 | 496 (2,004) | 19.86 | 559 |
| 280-55112-3470 | AUDIOBOOKS | 0 | 1,700 | 455 (1,245) | 26.74 | 10 |
| 280-55112-3510 | PROGRAMS | 0 | 11,980 | 11,004 (976) | 91.85 | 13,872 |
| 280-55112-3530 | JE BOOKS | 0 | 6,000 | 7,854 1,854 | 130.90 | 7,666 |
| | <i>TOTAL OP SUPPLIES/EXP</i> | 0 | 35,120 | 33,072 (2,048) | 94.17 | 37,076 |
| | TOTAL CHILDREN'S SERVICES | 0 | 35,120 | 33,072 (2,048) | 94.17 | 37,076 |
| REFERENCE | | | | | | |
| <i>OPERATING SUPPLIES/EXPENSES</i> | | | | | | |
| 280-55114-3400 | NON-FICTION BOOKS | 0 | 1,278 | 1,725 447 | 134.96 | 1,292 |
| 280-55114-3490 | MICROFILM | 0 | 4,622 | 0 (4,622) | .00 | 4,697 |
| | <i>TOTAL OP SUPPLIES/EXP</i> | 0 | 5,900 | 1,725 (4,175) | 29.23 | 5,989 |
| | TOTAL REFERENCE | 0 | 5,900 | 1,725 (4,175) | 29.23 | 5,989 |

CITY OF TWO RIVERS
2023 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2023 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

| | PERIOD ACTUAL | 2023 BUDGET | 2023 YTD ACTUAL | OVER (UNDER) BUDGET | % OF BUDGET | PRIOR YTD ACTUAL |
|------------------------------------|------------------|----------------|-----------------------|---------------------------|----------------|---------------------|
| YOUNG ADULT SERVICES | | | | | | |
| <i>OPERATING SUPPLIES/EXPENSES</i> | | | | | | |
| 280-55115-3230 PERIODICALS | 0 | 200 | 25 | (175) | 12.50 | 49 |
| 280-55115-3420 FICTION BOOKS | 0 | 5,300 | 5,024 | (276) | 94.79 | 3,948 |
| 280-55115-3470 AUDIOBOOKS | 0 | 1,000 | 1,184 | 184 | 118.38 | 1,314 |
| <i>TOTAL OP SUPPLIES/EXP</i> | 0 | 6,500 | 6,233 | (267) | 95.89 | 5,311 |
| TOTAL YOUNG ADULT SERVICES | 0 | 6,500 | 6,233 | (267) | 95.89 | 5,311 |
| TOTAL LESTER LIBRARY EXP | 0 | 892,817 | 910,233 | 17,416 | 101.95 | 867,394 |
| NET REV OVER EXP | 0 | 0 | (22,786) | (22,786) | .00 | 10,325 |

Library Board Terms 2023-2024

| | <u>First</u> | <u>Second</u> | <u>Third</u> |
|---|-----------------|-----------------|-----------------|
| Stanley Palmer | 5/2017 - 5/2020 | 5/2020 - 5/2023 | 5/2023 - 5/2026 |
| Ned Guyette | 5/2022 - 5/2025 | | |
| Katie Stone (filling Van Horn's term) Ends 5/2024 | | | |
| Sharon Sleger | 5/2017 - 5-2020 | 5/2020 - 5/2023 | 5/2023 - 5/2026 |
| David Pennefeather | 5/2016 - 5/2019 | 5/2019 - 5/2022 | 5/2022 - 5/2025 |
| Kate Gadd | 5/2021 - 5/2024 | | |

Katie is eligible to begin her first term 5/2024 - 5/2027

Ned filled Larry Thomas's seat that ended 5/2022 - then re-upped for a first term 5/2022 - 5/2025