



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, May 9, 2023 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: April 11, 2023

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

Date: April 2023

6. BOARD MEMBER COMMENT

7. DIRECTOR'S REPORT

8. COMMUNICATIONS

A. Library Newsletter – May2023

B. Library Board Calendar 2023/24

9. REPORT FROM CITY COUNCIL REPRESENTATIVE

10. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE

11. REPORT FROM COUNTY REPRESENTATIVE

12. UNFINISHED BUSINESS - None

13. NEW BUSINESS

A. Director's Annual Goals – **Action Item**

B. Appointment of Lester Public Library Board Trustee as Liaison to the Lester Public Library Foundation Board

C. Library Policy Review – Title 4 Personnel, Chapter 1: Adherence to City Policy and Chapter 2: Unique Library Policy

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.



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, April 11, 2023 at 6:00 PM

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

MINUTES

1. **CALL TO ORDER** – President Palmer called the meeting to order at 6:01 PM.
2. **ROLL CALL**
Board Members Present: David Pennefeather, Sharon Sleger, Katie Stone, Don Weiss, Ned Guyette, Tracey Koach, Mary Glaser and Stanley Palmer. Absent and Excused: Kathryn Gadd. Also present: Jeff Dawson, Director.
3. **PUBLIC COMMENT** – None
4. **APPROVAL OF BOARD MEETING MINUTES**
Motion to approve the minutes from the March 14, 2023, meeting, made by Glaser, second made by Koach. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from March, 2023, made by Pennefeather, second made by Weiss. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT**
Pennefeather asked about the Workforce Development officer on site. Dawson noted the ongoing program, Worker Connection with the Department of Workforce Development, meets two Mondays a month at the library and the representative tends to have at least one client a session.
7. **DIRECTOR'S REPORT**
Dawson fielded questions concerning his monthly report.
8. **COMMUNICATIONS**
Library Links – the monthly printed library newsletter.
Article in the March Issue of the *Raider Reporter* detailing the West Director's Imagining Grant Award.
Article in the Spring 2023 edition of *WLA News: Information from the Wisconsin Library Association*; providing details on the *World on the Move: 250,000 Years of Human Migration* museum installation award.
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE** – Three incumbents will remain on City Council after the April election. Jason Ring's seat will remain vacant for now. New Director of Tourism, Brian Dean, was hired. City Council reorganization meeting is next week. Central Park project should be finished by June. Noted new businesses in Two Rivers.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE** – 8 weeks left in the school year. State testing almost complete throughout the district. The high school Spanish class is planning a trip to Costa Rica. LB Clarke has hired a Mental Health Navigator. Prom is right around the corner.
11. **REPORT FROM COUNTY REPRESENTATIVE** – Authorizing Manitowoc County to enter into settlement agreements with Teva Pharmaceutical Industries, LTD.; Allergan Finance, LLC;

Walgreen Co.; Walmart, Inc.; CVS Health Corporation and CVS Pharmacy, Inc.; agreeing to the terms of the addendum to the MOU Allocating Settlement Proceeds and authorizing entry into the MOU with the Attorney General. Accepted an \$11,000 donation for Manitowoc County Airport ground power unit and electrical work. Joh Reisenbuechles, Manitowoc County Material Resource Recovery Manager, was one of ten in the nation to receive the National Leadership Award from Municipal Solid Waste Management.

12. UNFINISHED BUSINESS

A. Updated Board terms were reviewed.

B. Motion to approve changes to the Restrictions to Minors policy made by Weiss, second made by Guyette. Voice vote carried unanimously.

13. NEW BUSINESS

A. Motion to approve the slate for Board officers 2023-2024 – Palmer, President and Pennefeather, Vice President, made by Koach, second made by Sleger. Voice vote carried unanimously.

14. BOARD EDUCATION – None

15. CLOSED EXECUTIVE SESSION – None

16. ADJOURNMENT

Motion to adjourn made by Weiss, second made by Koach. Voice vote carried unanimously.
Meeting adjourned at 7:07 PM.

Respectfully submitted by Jeff Dawson

CITY OF TWO RIVERS

Balance Sheet
April 30, 2023

LIBRARY FUND 280

ASSETS

280-11100	CASH	570,121.39	
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			570,571.39

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	1,280.65	
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	29.41	
Total Liabilities			1,310.06

FUND EQUITY

Unappropriated Fund Balance:			
280-34100	FUND BALANCE UNRESERVED	18,005.68	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
Revenue over Expenditures - YTD		551,255.65	
Total Fund Equity			569,261.33
Total Liabilities and Equity			570,571.39

CITY OF TWO RIVERS

BALANCE SHEET

APRIL 30, 2023

LIBRARY GIFT FUND 282

ASSETS

282-11100	CASH	(2,212.72)	
282-11301	SAVINGS ACCOUNT - BFN		.00	
282-11302	GENERAL FUND INVESTMENT		87,578.00	
282-13800	OTHER ACCOUNTS RECEIVABLE		.00	
				<hr/>
TOTAL ASSETS				85,365.28

LIABILITIES AND EQUITY

LIABILITIES

282-21100	ACCOUNTS PAYABLE		.00	
				<hr/>
TOTAL LIABILITIES				.00

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
282-34100	FUND BALANCE UNRESERVED	79,690.36		
282-34110	ENCUMBRANCE-PRIOR YEARS	.00		
REVENUE OVER EXPENDITURES - YTD			5,674.92	
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TOTAL FUND EQUITY				85,365.28
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TOTAL LIABILITIES AND EQUITY				85,365.28

CITY OF TWO RIVERS

BALANCE SHEET

APRIL 30, 2023

LIBRARY BLDING & GROUNDS FUND 456

ASSETS

456-11100	CASH	(9,154.40)	
456-11301	INVESTMENTS		.00	
456-13800	OTHER ACCOUNTS RECEIVABLE		.00	
TOTAL ASSETS				(9,154.40)

LIABILITIES AND EQUITY

LIABILITIES

456-21100	ACCOUNTS PAYABLE		.00	
TOTAL LIABILITIES				.00

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
456-34100	FUND BALANCE UNRESERVED	24,237.00		
456-34110	ENCUMBRANCE-PRIOR YEARS	.00		
REVENUE OVER EXPENDITURES - YTD			(33,391.40)	
TOTAL FUND EQUITY				(9,154.40)
TOTAL LIABILITIES AND EQUITY				(9,154.40)

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	46	175,877	175,877	0	100.00	171,601
TOTAL INTERGOVERNMENTAL REVE	46	175,877	175,877	0	100.00	171,601
<u>FINES & FORFEITURES</u>						
280-45300 LIBRARY BOOK FINES	116	4,000	1,032	(2,968)	25.79	891
TOTAL FINES & FORFEITURES	116	4,000	1,032	(2,968)	25.79	891
<u>CHARGES FOR SERVICE</u>						
280-46712 COPIER SERVICE FEES	515	8,500	1,807	(6,693)	21.26	1,761
TOTAL CHARGES FOR SERVICE	515	8,500	1,807	(6,693)	21.26	1,761
<u>MISCELLANEOUS REVENUE</u>						
280-48300 SALE OF PROP & EQUIP	73	5,000	714	(4,286)	14.29	891
280-48500 DONATIONS	0	65,653	0	(65,653)	.00	15,000
280-48900 OTHER REVENUES	10	2,500	318	(2,182)	12.73	780
TOTAL MISCELLANEOUS REVENUE	83	73,153	1,033	(72,120)	1.41	16,671
<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	760	892,817	811,035	(81,782)	90.84	822,211

CITY OF TWO RIVERS
2023 MONTHLY GENERAL FUND REPORT
APRIL 30, 2023 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2023 BUDGET	2023 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>LESTER LIBRARY</u>						
LIBRARY ADMINISTRATION						
<u>PERSONNEL SERVICES</u>						
280-55110-1100 FULLTIME ADMINISTRATION	11,202	271,829	78,414	(193,415)	28.85	86,850
280-55110-1220 WAGES - FULLTIME	1,457	35,370	10,200	(25,170)	28.84	11,310
280-55110-1270 WAGES - PART TIME	5,530	129,375	37,498	(91,877)	28.98	42,237
280-55110-1280 WAGES-LONGEVITY PAY	0	6,620	0	(6,620)	.00	0
280-55110-1290 WAGES-OVERTIME	0	510	0	(510)	.00	0
280-55110-1310 WI RETIREMENT	986	24,739	7,037	(17,702)	28.44	7,402
280-55110-1320 FICA	1,313	34,326	9,138	(25,188)	26.62	10,567
280-55110-1330 HEALTH INSURANCE	6,550	84,364	26,199	(58,165)	31.05	18,340
280-55110-1333 HEALTH SAVINGS ACCT EXPENSE	0	0	0	0	.00	0
280-55110-1334 HEALTH INSURANCE OPT-OUT	385	5,000	1,538	(3,462)	30.77	3,077
280-55110-1340 LIFE INSURANCE	117	1,500	468	(1,032)	31.21	436
280-55110-1350 OTHER BENEFITS	0	0	0	0	.00	0
280-55110-1361 SICK LEAVE PAYOUT	0	1,200	1,122	(78)	93.49	1,650
TOTAL PERSONNEL SERVICES	27,539	594,833	171,614	(423,219)	28.85	181,869
<u>CONTRACTUAL SERVICES</u>						
280-55110-2100 PROF SERV - CITY SERVICES	0	48,909	13,963	(34,946)	28.55	15,142
280-55110-2130 PROFESSIONAL SERVICES	455	6,000	2,388	(3,612)	39.80	1,555
280-55110-2200 TELEPHONE EXPENSE	96	1,200	388	(812)	32.34	386
280-55110-2210 ELECTRICITY	2,613	23,000	10,201	(12,799)	44.35	6,300
280-55110-2220 NATURAL GAS/HEAT	880	11,000	7,557	(3,443)	68.70	7,095
280-55110-2230 WATER EXPENSE	186	2,000	722	(1,278)	36.12	633
280-55110-2240 SEWER EXPENSE	90	750	331	(419)	44.16	200
280-55110-2250 STORMWATER EXPENSE	80	960	320	(640)	33.30	320
280-55110-2410 MAINTENANCE EQUIPMENT/VEH	3,253	25,000	7,060	(17,940)	28.24	3,705
280-55110-2430 EQUIPMENT REPAIRS	0	0	0	0	.00	0
280-55110-2450 EQUIPMENT NEW	1,720	7,500	2,032	(5,468)	27.09	0
280-55110-2910 PRINTING/ADVERTISING	103	1,000	383	(617)	38.30	489
280-55110-2930 TECHNOLOGY	46	16,000	4,569	(11,431)	28.56	3,316
280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS	1,076	6,455	4,303	(2,152)	66.66	3,227
TOTAL CONTRACTUAL SERVICES	10,598	149,774	54,217	(95,557)	36.20	42,367

CITY OF TWO RIVERS
2023 MONTHLY GENERAL FUND REPORT
APRIL 30, 2023 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

			2023		OVER		
	PERIOD	2023	YTD	(UNDER)	% OF	PRIOR YTD	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	
<u>OPERATING SUPPLIES/EXPENSES</u>							
280-55110-3100	OFFICE SUPPLIES	44	6,000	1,573 (4,427)	26.22	1,037
280-55110-3110	POSTAGE	0	450	74 (376)	16.36	119
280-55110-3300	TRAVEL	45	1,000	312 (688)	31.17	494
280-55110-3560	LANDSCAPING	0	15,000	0 (15,000)	.00	0
280-55110-3960	TECH PROC SUPPLIES	0	0	0	0	.00	0
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TOTAL OP SUPPLIES/EXP		88	22,450	1,959 (20,491)	8.72	1,650
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<u>FIXED CHARGES</u>							
280-55110-5200	INSURANCES	1,230	13,800	4,920 (8,880)	35.65	4,652
280-55110-5950	TRANSFER TO CAP PROJ FND5	0	1,440	1,440	0	100.00	1,440
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TOTAL FIXED CHARGES		1,230	15,240	6,360 (8,880)	41.73	6,092
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TOTAL LIBRARY ADMINISTRATION		39,454	782,297	234,149 (548,148)	29.93	231,978
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ADULT SERVICES							
<u>OPERATING SUPPLIES/EXPENSES</u>							
280-55111-3230	PERIODICALS	302	4,600	1,709 (2,891)	37.15	1,514
280-55111-3400	NON-FICTION BOOKS	1,523	17,000	3,504 (13,496)	20.61	3,854
280-55111-3420	FICTION BOOKS	978	17,000	3,822 (13,178)	22.48	3,914
280-55111-3430	LARGE PRINT BOOKS	791	12,000	3,368 (8,632)	28.07	3,423
280-55111-3450	MOVIES	194	4,500	563 (3,937)	12.50	1,370
280-55111-3470	AUDIOBOOKS	598	4,400	1,084 (3,316)	24.63	787
280-55111-3480	MUSIC CD'S	0	500	0 (500)	.00	0
280-55111-3510	PROGRAMS	0	3,000	246 (2,754)	8.19	0
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TOTAL OP SUPPLIES/EXP		4,387	63,000	14,295 (48,705)	22.69	14,862
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TOTAL ADULT SERVICES		4,387	63,000	14,295 (48,705)	22.69	14,862

CITY OF TWO RIVERS
2023 MONTHLY GENERAL FUND REPORT
APRIL 30, 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						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55112-3230 PERIODICALS	0	540	207	(333)	38.31	287
280-55112-3400 NON-FICTION BOOKS	506	7,000	1,776	(5,224)	25.37	1,899
280-55112-3420 FICTION BOOKS	534	3,800	1,149	(2,651)	30.23	1,650
280-55112-3440 PAPERBACKS	17	1,600	83	(1,517)	5.16	162
280-55112-3450 MOVIES	0	2,500	121	(2,379)	4.85	180
280-55112-3470 AUDIOBOOKS	0	1,700	16	(1,684)	.94	10
280-55112-3510 PROGRAMS	1,109	11,980	3,219	(8,761)	26.87	3,731
280-55112-3530 JE BOOKS	739	6,000	2,007	(3,993)	33.46	2,058
TOTAL OP SUPPLIES/EXP	2,905	35,120	8,578	(26,542)	24.43	9,976
TOTAL CHILDREN'S SERVICES	2,905	35,120	8,578	(26,542)	24.43	9,976
REFERENCE						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55114-3400 NON-FICTION BOOKS	0	1,278	1,650	372	129.10	428
280-55114-3490 MICROFILM	0	4,622	0	(4,622)	.00	75
TOTAL OP SUPPLIES/EXP	0	5,900	1,650	(4,250)	27.96	503
TOTAL REFERENCE	0	5,900	1,650	(4,250)	27.96	503

CITY OF TWO RIVERS
2023 MONTHLY GENERAL FUND REPORT
APRIL 30, 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	0	(200)	.00	24
280-55115-3420 FICTION BOOKS	515	5,300	1,108	(4,192)	20.91	1,201
280-55115-3470 AUDIOBOOKS	0	1,000	0	(1,000)	.00	42
<i>TOTAL OP SUPPLIES/EXP</i>	515	6,500	1,108	(5,392)	17.05	1,267
TOTAL YOUNG ADULT SERVICES	515	6,500	1,108	(5,392)	17.05	1,267
TOTAL LESTER LIBRARY EXP	47,261	892,817	259,780	(633,037)	29.10	258,585
NET REV OVER EXP	(46,501)	0	551,256	551,256	.00	563,626

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-11100 CASH					
		03/31/2023 (03/23) Balance	.00 *	.00 *	634,111.87
04/30/2023	CA	Cash Allocation - Created: 04/11/23 3:38 PM		-22,350.35	
04/30/2023	CA	Cash Allocation - Created: 04/13/23 12:34 PM		-2,040.62	
04/30/2023	CA	Cash Allocation - Created: 04/18/23 3:42 PM		-3,857.37	
04/30/2023	CA	Cash Allocation - Created: 04/21/23 12:11 PM		-317.01	
04/30/2023	CA	Cash Allocation - Created: 04/26/23 12:26 PM		-22,542.93	
04/30/2023	CA	Cash Allocation - Created: 04/27/23 3:45 PM		-12,786.06	
04/30/2023	CA	Cash Allocation - Created: 05/02/23 8:26 AM		-96.14	
		04/30/2023 (04/23) Period Totals and Balance	.00 *	-63,990.48 *	570,121.39
280-11800 PETTY CASH ADVANCES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	450.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	450.00
280-21910 UNUSED SICK LEAVE CREDITS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	1,280.65-
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	1,280.65-
280-29410 SALES TAX COLLCTN PYBLE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	56.94-
03/31/2023	AP	Wisc Dept Of Revenue-DEBITMEMO	56.94		
		**Desc: March 2023 Sales Tax			
04/03/2023	CR	LIBRARY - SALES TAX		-5.69	
		Description: LIBRARY - SALES TAX			
04/10/2023	CR	LIBRARY - SALES TAX		-7.37	
		Description: LIBRARY - SALES TAX			
04/17/2023	CR	LIBRARY - SALES TAX		-10.44	
		Description: LIBRARY - SALES TAX			
04/24/2023	CR	LIBRARY - SALES TAX		-5.91	
		Description: LIBRARY - SALES TAX			
		04/30/2023 (04/23) Period Totals and Balance	56.94 *	-29.41 *	29.41-
280-34100 FUND BALANCE UNRESERVED					
		03/31/2023 (03/23) Balance	.00 *	.00 *	18,005.68-
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	18,005.68-
280-41110 GENERAL PROPERTY TAX					
		03/31/2023 (03/23) Balance	.00 *	.00 *	631,287.00-
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	631,287.00-
YTD Encumbrance	.00	YTD Actual 631,287.00- Total	631,287.00-	YTD Budget 631,287.00- Unearned	.00
280-43720 COUNTY FUNDS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	175,831.00-
04/17/2023	CR	LIBRARY - COUNTY FUNDS		-46.00	
		Description: LIBRARY - COUNTY FUNDS			
		04/30/2023 (04/23) Period Totals and Balance	.00 *	-46.00 *	175,877.00-
YTD Encumbrance	.00	YTD Actual 175,877.00- Total	175,877.00-	YTD Budget 175,877.00- Unearned	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
280-45300 LIBRARY BOOK FINES						
		03/31/2023 (03/23) Balance	.00 *	.00 *	915.30-	
04/03/2023	CR	LIBRARY - LIBRARY BOOK FINES		-12.09		
		Description: LIBRARY - LIBRARY BOOK FINES				
04/10/2023	CR	LIBRARY - LIBRARY BOOK FINES		-20.15		
		Description: LIBRARY - LIBRARY BOOK FINES				
04/17/2023	CR	LIBRARY - LIBRARY BOOK FINES		-75.45		
		Description: LIBRARY - LIBRARY BOOK FINES				
04/24/2023	CR	LIBRARY - LIBRARY BOOK FINES		-8.60		
		Description: LIBRARY - LIBRARY BOOK FINES				
		04/30/2023 (04/23) Period Totals and Balance	.00 *	-116.29 *	1,031.59-	
YTD Encumbrance	.00	YTD Actual	1,031.59- Total	1,031.59- YTD Budget	4,000.00- Unearned	2,968.41

280-46712 COPIER SERVICE FEES									
		03/31/2023 (03/23) Balance			.00 *		.00 *		1,292.39-
04/03/2023	CR	LIBRARY - LIBRARY SERVICE FEE					-83.38		
		Description: LIBRARY - LIBRARY SERVICE FEE							
04/10/2023	CR	LIBRARY - LIBRARY SERVICE FEE					-131.57		
		Description: LIBRARY - LIBRARY SERVICE FEE							
04/17/2023	CR	LIBRARY - LIBRARY SERVICE FEE					-195.95		
		Description: LIBRARY - LIBRARY SERVICE FEE							
04/24/2023	CR	LIBRARY - LIBRARY SERVICE FEE					-103.95		
		Description: LIBRARY - LIBRARY SERVICE FEE							
		04/30/2023 (04/23) Period Totals and Balance			.00 *		-514.85 *		1,807.24-
YTD Encumbrance	.00	YTD Actual	1,807.24-	Total	1,807.24-	YTD Budget	8,500.00-	Unearned	6,692.76

280-48200 RENT-CITY PROPERTY							
		03/31/2023 (03/23) Balance		.00 *	.00 *	.00	
		04/30/2023 (04/23) 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							
		03/31/2023 (03/23) Balance		.00 *		.00 *	640.95-
04/03/2023	CR	LIBRARY - SALE-CITY PROPERTY				-30.48	
		Description: LIBRARY - SALE-CITY PROPERTY					
04/10/2023	CR	LIBRARY - SALE-CITY PROPERTY				-15.71	
		Description: LIBRARY - SALE-CITY PROPERTY					
04/17/2023	CR	LIBRARY - SALE-CITY PROPERTY				-12.86	
		Description: LIBRARY - SALE-CITY PROPERTY					
04/24/2023	CR	LIBRARY - SALE-CITY PROPERTY				-14.29	
		Description: LIBRARY - SALE-CITY PROPERTY					
		04/30/2023 (04/23) Period Totals and Balance		.00 *		-73.34 *	714.29-
YTD Encumbrance	.00	YTD Actual	714.29- Total	714.29-	YTD Budget	5,000.00-	Unearned 4,285.71

280-48400 REFUND FOR PRIOR YEARS						
		03/31/2023 (03/23) Balance		.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
280-48900 OTHER REVENUES						
		03/31/2023 (03/23) Balance	.00 *	.00 *	308.27-	
04/03/2023 CR		LIBRARY - LIBRARY-MISCELLANEOUS		-10.00		
		Description: LIBRARY - LIBRARY-MISCELLANEOUS				
		04/30/2023 (04/23) Period Totals and Balance	.00 *	-10.00 *	318.27-	
YTD Encumbrance	.00	YTD Actual	318.27- Total	318.27- YTD Budget	2,500.00- Unearned	2,181.73
280-49110 PROCEEDS FROM DEBT						
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00	
		04/30/2023 (04/23) 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						
		03/31/2023 (03/23) Balance	.00 *	.00 *	67,212.01	
04/07/2023 PC		PAYROLL TRANS FOR 4/1/2023 PAY PERIOD	10,455.20			
04/18/2023 JE		Reverse Month End Wage Accrual-March		-9,708.40		
04/21/2023 PC		PAYROLL TRANS FOR 4/15/2023 PAY PERIOD	10,455.20			
		04/30/2023 (04/23) Period Totals and Balance	20,910.40 *	-9,708.40 *	78,414.01	
YTD Encumbrance	.00	YTD Actual	78,414.01 Total	78,414.01 YTD Budget	271,829.00 Unexpended	193,414.99
280-55110-1110 SALARIES-OTHER(FD&PD)						
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00	
		04/30/2023 (04/23) 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						
		03/31/2023 (03/23) Balance	.00 *	.00 *	8,742.86	
04/07/2023 PC		PAYROLL TRANS FOR 4/1/2023 PAY PERIOD	1,360.00			
04/18/2023 JE		Reverse Month End Wage Accrual-March		-1,262.86		
04/21/2023 PC		PAYROLL TRANS FOR 4/15/2023 PAY PERIOD	1,360.00			
		04/30/2023 (04/23) Period Totals and Balance	2,720.00 *	-1,262.86 *	10,200.00	
YTD Encumbrance	.00	YTD Actual	10,200.00 Total	10,200.00 YTD Budget	35,370.00 Unexpended	25,170.00
280-55110-1230 WAGES - PART TIME						
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00	
		04/30/2023 (04/23) 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						
		03/31/2023 (03/23) Balance	.00 *	.00 *	31,967.47	
04/07/2023 PC		PAYROLL TRANS FOR 4/1/2023 PAY PERIOD	4,871.41			
04/18/2023 JE		Reverse Month End Wage Accrual-March		-4,523.45		
04/21/2023 PC		PAYROLL TRANS FOR 4/15/2023 PAY PERIOD	5,182.08			
		04/30/2023 (04/23) Period Totals and Balance	10,053.49 *	-4,523.45 *	37,497.51	
YTD Encumbrance	.00	YTD Actual	37,497.51 Total	37,497.51 YTD Budget	129,375.00 Unexpended	91,877.49

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1280 WAGES-LONGEVITY PAY					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	6,620.00	Unexpended	6,620.00
280-55110-1310 WI RETIREMENT					
		03/31/2023 (03/23) Balance	.00 *	.00 *	6,051.10
04/07/2023 PB		PAYROLL TRANS FOR 4/1/2023 PAY PERIOD	919.82		
04/18/2023 JE		Reverse Month End Wage Accrual-March		-854.12	
04/21/2023 PB		PAYROLL TRANS FOR 4/15/2023 PAY PERIOD	919.82		
		04/30/2023 (04/23) Period Totals and Balance	1,839.64 *	-854.12 *	7,036.62
YTD Encumbrance	.00	YTD Actual	7,036.62	Total	7,036.62
		YTD Budget	24,739.00	Unexpended	17,702.38
280-55110-1320 FICA					
		03/31/2023 (03/23) Balance	.00 *	.00 *	7,825.81
04/07/2023 PB		PAYROLL TRANS FOR 4/1/2023 PAY PERIOD	1,199.23		
04/18/2023 JE		Reverse Month End Wage Accrual-March		-1,113.57	
04/21/2023 PB		PAYROLL TRANS FOR 4/15/2023 PAY PERIOD	1,226.89		
		04/30/2023 (04/23) Period Totals and Balance	2,426.12 *	-1,113.57 *	9,138.36
YTD Encumbrance	.00	YTD Actual	9,138.36	Total	9,138.36
		YTD Budget	34,326.00	Unexpended	25,187.64
280-55110-1330 HEALTH INSURANCE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	19,649.04
04/07/2023 PB		PAYROLL TRANS FOR 4/1/2023 PAY PERIOD	3,274.84		
04/21/2023 PB		PAYROLL TRANS FOR 4/15/2023 PAY PERIOD	3,274.84		
		04/30/2023 (04/23) Period Totals and Balance	6,549.68 *	.00 *	26,198.72
YTD Encumbrance	.00	YTD Actual	26,198.72	Total	26,198.72
		YTD Budget	84,364.00	Unexpended	58,165.28
280-55110-1331 HEALTH INSURANCE DEDUCTBL					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	1,153.86
04/07/2023 PC		PAYROLL TRANS FOR 4/1/2023 PAY PERIOD	192.31		
04/21/2023 PC		PAYROLL TRANS FOR 4/15/2023 PAY PERIOD	192.31		
		04/30/2023 (04/23) Period Totals and Balance	384.62 *	.00 *	1,538.48
YTD Encumbrance	.00	YTD Actual	1,538.48	Total	1,538.48
		YTD Budget	5,000.00	Unexpended	3,461.52
280-55110-1340 LIFE INSURANCE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	351.09
04/07/2023 PB		PAYROLL TRANS FOR 4/1/2023 PAY PERIOD	117.03		
		04/30/2023 (04/23) Period Totals and Balance	117.03 *	.00 *	468.12
YTD Encumbrance	.00	YTD Actual	468.12	Total	468.12
		YTD Budget	1,500.00	Unexpended	1,031.88

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1350 OTHER BENEFITS					
03/31/2023 (03/23)		Balance	.00 *	.00 *	.00
04/30/2023 (04/23)		Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1361 SICK LEAVE PAYOUT					
03/31/2023 (03/23)		Balance	.00 *	.00 *	1,121.90
04/30/2023 (04/23)		Period Totals and Balance	.00 *	.00 *	1,121.90
YTD Encumbrance	.00	YTD Actual	1,121.90	Total	1,121.90
		YTD Budget	1,200.00	Unexpended	78.10
280-55110-2100 PROF SERV - CITY SERVICES					
03/31/2023 (03/23)		Balance	.00 *	.00 *	13,963.30
04/30/2023 (04/23)		Period Totals and Balance	.00 *	.00 *	13,963.30
YTD Encumbrance	.00	YTD Actual	13,963.30	Total	13,963.30
		YTD Budget	48,909.00	Unexpended	34,945.70
280-55110-2130 PROFESSIONAL SERVICES					
03/31/2023 (03/23)		Balance	.00 *	.00 *	1,932.95
03/31/2023 AP		Marco Technologies LLC	308.88		
		**Desc: Services - Library			
04/01/2023 AP		Unique Management Services Inc	58.25		
		**Desc: March 2023 Placements-Lib			
04/06/2023 JE		BONDE - Prof Serv	88.00		
04/30/2023 (04/23)		Period Totals and Balance	455.13 *	.00 *	2,388.08
YTD Encumbrance	.00	YTD Actual	2,388.08	Total	2,388.08
		YTD Budget	6,000.00	Unexpended	3,611.92
280-55110-2140 BLDG MAINT CONTRACTS					
03/31/2023 (03/23)		Balance	.00 *	.00 *	.00
04/30/2023 (04/23)		Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2200 TELEPHONE EXPENSE					
03/31/2023 (03/23)		Balance	.00 *	.00 *	291.88
05/01/2023 JE		Telephone Allocation	96.14		
04/30/2023 (04/23)		Period Totals and Balance	96.14 *	.00 *	388.02
YTD Encumbrance	.00	YTD Actual	388.02	Total	388.02
		YTD Budget	1,200.00	Unexpended	811.98
280-55110-2210 ELECTRICITY					
03/31/2023 (03/23)		Balance	.00 *	.00 *	7,587.85
04/14/2023 HJ		Harris Journal Entry	2,612.77		
04/30/2023 (04/23)		Period Totals and Balance	2,612.77 *	.00 *	10,200.62
YTD Encumbrance	.00	YTD Actual	10,200.62	Total	10,200.62
		YTD Budget	23,000.00	Unexpended	12,799.38

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-2220 NATURAL GAS/HEAT					
		03/31/2023 (03/23) Balance	.00 *	.00 *	6,876.57
04/19/2023 AP		Wisconsin Public Service Corp	880.44		
		**Desc: LIBRARY			
		04/30/2023 (04/23) Period Totals and Balance	880.44 *	.00 *	7,557.01
YTD Encumbrance	.00	YTD Actual 7,557.01 Total	7,557.01	YTD Budget 11,000.00 Unexpended	3,442.99
280-55110-2230 WATER EXPENSE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	536.70
04/14/2023 HJ		Harris Journal Entry	185.65		
		04/30/2023 (04/23) Period Totals and Balance	185.65 *	.00 *	722.35
YTD Encumbrance	.00	YTD Actual 722.35 Total	722.35	YTD Budget 2,000.00 Unexpended	1,277.65
280-55110-2231 CIRCULATION SYSTEM					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	241.40
04/14/2023 HJ		Harris Journal Entry	89.80		
		04/30/2023 (04/23) Period Totals and Balance	89.80 *	.00 *	331.20
YTD Encumbrance	.00	YTD Actual 331.20 Total	331.20	YTD Budget 750.00 Unexpended	418.80
280-55110-2250 STORMWATER EXPENSE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	239.79
04/14/2023 HJ		Harris Journal Entry	79.93		
		04/30/2023 (04/23) Period Totals and Balance	79.93 *	.00 *	319.72
YTD Encumbrance	.00	YTD Actual 319.72 Total	319.72	YTD Budget 960.00 Unexpended	640.28
280-55110-2410 MAINTENANCE EQUIPMENT/VEH					
		03/31/2023 (03/23) Balance	.00 *	.00 *	3,807.18
03/30/2023 AP		Hubbart Electric Inc	252.00		
		**Desc: Parking Lot Light / Library			
04/06/2023 JE		HAMBURG - Main	458.53		
04/06/2023 JE		KRALL - Main	103.93		
04/14/2023 AP		Veterans' Plumbing LLC	1,514.15		
		**Desc: Maint - Lib			
04/18/2023 AP		HVA Products Inc	924.00		
		**Desc: Maint/Repair-Lib			
		04/30/2023 (04/23) Period Totals and Balance	3,252.61 *	.00 *	7,059.79
YTD Encumbrance	.00	YTD Actual 7,059.79 Total	7,059.79	YTD Budget 25,000.00 Unexpended	17,940.21

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-2430 EQUIPMENT REPAIRS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2450 EQUIPMENT NEW					
		03/31/2023 (03/23) Balance	.00 *	.00 *	311.49
04/06/2023 JE		HAMBURG - New Equipment	1,720.44		
		04/30/2023 (04/23) Period Totals and Balance	1,720.44 *	.00 *	2,031.93
YTD Encumbrance	.00	YTD Actual	2,031.93	Total	2,031.93
		YTD Budget	7,500.00	Unexpended	5,468.07
280-55110-2900 OTHER SERVICES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2910 PRINTING/ADVERTISING					
		03/31/2023 (03/23) Balance	.00 *	.00 *	280.00
04/24/2023 AP		Dare To Dream Theatre	103.00		
		**Desc: Printing/Ad - Lib			
		04/30/2023 (04/23) Period Totals and Balance	103.00 *	.00 *	383.00
YTD Encumbrance	.00	YTD Actual	383.00	Total	383.00
		YTD Budget	1,000.00	Unexpended	617.00
280-55110-2920 TRAINING					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2930 TECHNOLOGY					
		03/31/2023 (03/23) Balance	.00 *	.00 *	4,522.87
04/06/2023 JE		EHLE - Tech	45.99		
		04/30/2023 (04/23) Period Totals and Balance	45.99 *	.00 *	4,568.86
YTD Encumbrance	.00	YTD Actual	4,568.86	Total	4,568.86
		YTD Budget	16,000.00	Unexpended	11,431.14
280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	3,227.01
04/01/2023 AP		WPPI Energy	1,075.67		
		**Desc: Library HVAC retrofit project Loan Payment			
		04/30/2023 (04/23) Period Totals and Balance	1,075.67 *	.00 *	4,302.68
YTD Encumbrance	.00	YTD Actual	4,302.68	Total	4,302.68
		YTD Budget	6,455.00	Unexpended	2,152.32
280-55110-2960 DEBT PREMIUM					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-3100 OFFICE SUPPLIES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	1,529.62
04/06/2023	JE	EHLE - Office Supplies	15.99		
04/06/2023	JE	HAMBURG - Office Supplies	27.81		
		04/30/2023 (04/23) Period Totals and Balance	43.80 *	.00 *	1,573.42
YTD Encumbrance	.00	YTD Actual	1,573.42	Total	1,573.42
		YTD Budget	6,000.00	Unexpended	4,426.58
280-55110-3110 POSTAGE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	73.62
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	73.62
YTD Encumbrance	.00	YTD Actual	73.62	Total	73.62
		YTD Budget	450.00	Unexpended	376.38
280-55110-3300 TRAVEL					
		03/31/2023 (03/23) Balance	.00 *	.00 *	267.17
04/21/2023	PC	PAYROLL TRANS FOR 4/15/2023 PAY PERIOD	44.54		
		04/30/2023 (04/23) Period Totals and Balance	44.54 *	.00 *	311.71
YTD Encumbrance	.00	YTD Actual	311.71	Total	311.71
		YTD Budget	1,000.00	Unexpended	688.29
280-55110-3500 BLDGS./GRNDS MAINT					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-5200 INSURANCES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	3,689.76
04/18/2023	JE	Monthly Insurance Expense	1,229.92		
		04/30/2023 (04/23) Period Totals and Balance	1,229.92 *	.00 *	4,919.68
YTD Encumbrance	.00	YTD Actual	4,919.68	Total	4,919.68
		YTD Budget	13,800.00	Unexpended	8,880.32
280-55110-5950 TRANSFER TO CAP PROJ FNDS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	1,440.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	1,440.00
YTD Encumbrance	.00	YTD Actual	1,440.00	Total	1,440.00
		YTD Budget	1,440.00	Unexpended	.00
280-55111-3230 PERIODICALS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	1,406.48
04/06/2023	JE	HAMBURG - A Mag	302.19		
		04/30/2023 (04/23) Period Totals and Balance	302.19 *	.00 *	1,708.67
YTD Encumbrance	.00	YTD Actual	1,708.67	Total	1,708.67
		YTD Budget	4,600.00	Unexpended	2,891.33
280-55111-3240 REFERENCE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55111-3400 NON-FICTION BOOKS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	1,980.74
03/30/2023	AP	Milwaukee Public Library - ILS	24.95		
		**Desc: Damaged Material / Title: Stay Close			
04/06/2023	JE	HAMBURG - A Non Fic	1,498.37		
		04/30/2023 (04/23) Period Totals and Balance	1,523.32 *	.00 *	3,504.06
YTD Encumbrance	.00	YTD Actual 3,504.06 Total	3,504.06	YTD Budget 17,000.00 Unexpended	13,495.94
280-55111-3420 FICTION BOOKS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	2,844.16
04/06/2023	JE	HAMBURG - A Fic	977.77		
		04/30/2023 (04/23) Period Totals and Balance	977.77 *	.00 *	3,821.93
YTD Encumbrance	.00	YTD Actual 3,821.93 Total	3,821.93	YTD Budget 17,000.00 Unexpended	13,178.07
280-55111-3430 LARGE PRINT BOOKS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	2,576.73
04/01/2023	AP	Center Point Large Print	44.94		
		**Desc: Books (ALP) - Lib			
04/03/2023	AP	Center Point Large Print	215.13		
		**Desc: Books (ALP) - Lib			
04/06/2023	JE	HAMBURG - A Lg Print	486.30		
04/10/2023	AP	Center Point Large Print	44.94		
		**Desc: Alp-Lib			
		04/30/2023 (04/23) Period Totals and Balance	791.31 *	.00 *	3,368.04
YTD Encumbrance	.00	YTD Actual 3,368.04 Total	3,368.04	YTD Budget 12,000.00 Unexpended	8,631.96
280-55111-3440 PAPERBACKS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
280-55111-3450 MOVIES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	368.45
04/06/2023	JE	HAMBURG - A DVDs	194.27		
		04/30/2023 (04/23) Period Totals and Balance	194.27 *	.00 *	562.72
YTD Encumbrance	.00	YTD Actual 562.72 Total	562.72	YTD Budget 4,500.00 Unexpended	3,937.28
280-55111-3460 VIDEO					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55111-3470 AUDIOBOOKS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	485.89
03/13/2023	AP	Blackstone Publishing	265.14		
		**Desc: A Audio - Lib			
03/21/2023	AP	Blackstone Publishing	40.00		
		**Desc: A Audio - Lib			
03/28/2023	AP	Blackstone Publishing	292.68		
		**Desc: A-audio-Lib			
		04/30/2023 (04/23) Period Totals and Balance	597.82 *	.00 *	1,083.71

YTD Encumbrance	.00	YTD Actual	1,083.71	Total	1,083.71	YTD Budget	4,400.00	Unexpended	3,316.29
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280-55111-3480 MUSIC CD'S

		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	500.00	Unexpended	500.00
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280-55111-3510 PROGRAMS

		03/31/2023 (03/23) Balance	.00 *	.00 *	245.60
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	245.60

YTD Encumbrance	.00	YTD Actual	245.60	Total	245.60	YTD Budget	3,000.00	Unexpended	2,754.40
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280-55112-3230 PERIODICALS

		03/31/2023 (03/23) Balance	.00 *	.00 *	206.89
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	206.89

YTD Encumbrance	.00	YTD Actual	206.89	Total	206.89	YTD Budget	540.00	Unexpended	333.11
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280-55112-3400 NON-FICTION BOOKS

		03/31/2023 (03/23) Balance	.00 *	.00 *	1,269.84
04/06/2023	JE	EHLE - J Non Fic	506.25		
		04/30/2023 (04/23) Period Totals and Balance	506.25 *	.00 *	1,776.09

YTD Encumbrance	.00	YTD Actual	1,776.09	Total	1,776.09	YTD Budget	7,000.00	Unexpended	5,223.91
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280-55112-3420 FICTION BOOKS

		03/31/2023 (03/23) Balance	.00 *	.00 *	615.19
04/06/2023	JE	EHLE - J Fic	533.65		
		04/30/2023 (04/23) Period Totals and Balance	533.65 *	.00 *	1,148.84

YTD Encumbrance	.00	YTD Actual	1,148.84	Total	1,148.84	YTD Budget	3,800.00	Unexpended	2,651.16
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280-55112-3440 PAPERBACKS

		03/31/2023 (03/23) Balance	.00 *	.00 *	66.02
04/06/2023	JE	EHLE - J Pap Back	16.50		
		04/30/2023 (04/23) Period Totals and Balance	16.50 *	.00 *	82.52

YTD Encumbrance	.00	YTD Actual	82.52	Total	82.52	YTD Budget	1,600.00	Unexpended	1,517.48
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Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55112-3450 MOVIES					
03/31/2023 (03/23)		Balance	.00 *	.00 *	121.17
04/30/2023 (04/23)		Period Totals and Balance	.00 *	.00 *	121.17
YTD Encumbrance	.00	YTD Actual	121.17	Total	121.17
		YTD Budget	2,500.00	Unexpended	2,378.83
280-55112-3470 AUDIOBOOKS					
03/31/2023 (03/23)		Balance	.00 *	.00 *	15.99
04/30/2023 (04/23)		Period Totals and Balance	.00 *	.00 *	15.99
YTD Encumbrance	.00	YTD Actual	15.99	Total	15.99
		YTD Budget	1,700.00	Unexpended	1,684.01
280-55112-3510 PROGRAMS					
03/31/2023 (03/23)		Balance	.00 *	.00 *	2,110.09
04/06/2023 JE		EHLE - J Prog	1,089.05		
04/21/2023 PC		PAYROLL TRANS FOR 4/15/2023 PAY PERIOD	20.00		
04/30/2023 (04/23)		Period Totals and Balance	1,109.05 *	.00 *	3,219.14
YTD Encumbrance	.00	YTD Actual	3,219.14	Total	3,219.14
		YTD Budget	11,980.00	Unexpended	8,760.86
280-55112-3530 JE BOOKS					
03/31/2023 (03/23)		Balance	.00 *	.00 *	1,268.10
04/06/2023 JE		EHLE - J Easy Fic	739.37		
04/30/2023 (04/23)		Period Totals and Balance	739.37 *	.00 *	2,007.47
YTD Encumbrance	.00	YTD Actual	2,007.47	Total	2,007.47
		YTD Budget	6,000.00	Unexpended	3,992.53
280-55113-5000 FIXED CHARGES					
03/31/2023 (03/23)		Balance	.00 *	.00 *	.00
04/30/2023 (04/23)		Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55114-3400 NON-FICTION BOOKS					
03/31/2023 (03/23)		Balance	.00 *	.00 *	1,649.90
04/30/2023 (04/23)		Period Totals and Balance	.00 *	.00 *	1,649.90
YTD Encumbrance	.00	YTD Actual	1,649.90	Total	1,649.90
		YTD Budget	1,278.00	Unexpended	371.90-
280-55115-3420 FICTION BOOKS					
03/31/2023 (03/23)		Balance	.00 *	.00 *	593.17
04/06/2023 JE		EHLE - YA Fic	515.12		
04/30/2023 (04/23)		Period Totals and Balance	515.12 *	.00 *	1,108.29
YTD Encumbrance	.00	YTD Actual	1,108.29	Total	1,108.29
		YTD Budget	5,300.00	Unexpended	4,191.71
280-55115-3440 PAPERBACKS					
03/31/2023 (03/23)		Balance	.00 *	.00 *	.00
04/30/2023 (04/23)		Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
Number of transactions: 87			Number of accounts: 76		
			Debit	Credit	Proof
Total LIBRARY FUND:			64,780.37	-82,242.77	17,462.40-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55115-3440 PAPERBACKS (continued)					

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55115-3440 PAPERBACKS (continued)					
282-11100 CASH					
		03/31/2023 (03/23) Balance	.00 *	.00 *	2,396.05-
04/30/2023	CA	Cash Allocation - Created: 04/11/23 3:38 PM	16.00		
04/30/2023	CA	Cash Allocation - Created: 04/18/23 3:42 PM	175.00		
04/30/2023	CA	Cash Allocation - Created: 04/26/23 12:26 PM	160.00		
04/30/2023	CA	Cash Allocation - Created: 04/27/23 3:45 PM		-167.67	
		04/30/2023 (04/23) Period Totals and Balance	351.00 *	-167.67 *	2,212.72-
282-11301 SAVINGS ACCOUNT - BFN					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
282-11302 GENERAL FUND INVESTMENT					
		03/31/2023 (03/23) Balance	.00 *	.00 *	87,578.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	87,578.00
282-34100 FUND BALANCE UNRESERVED					
		03/31/2023 (03/23) Balance	.00 *	.00 *	79,690.36-
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	79,690.36-
282-48100 INTEREST INCOME					
		03/31/2023 (03/23) Balance	.00 *	.00 *	22.65
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	22.65
YTD Encumbrance	.00	YTD Actual	22.65	Total	22.65
		YTD Budget	.00	Unearned	22.65
282-48110 INTEREST ON INVESTMENTS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	3,920.00-
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	3,920.00-
YTD Encumbrance	.00	YTD Actual	3,920.00-	Total	3,920.00-
		YTD Budget	10,000.00-	Unearned	6,080.00
282-48500 DONATIONS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	3,051.00-
04/10/2023	CR	LIBRARY - DONATIONS-GIFT FUND		-16.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
04/17/2023	CR	LIBRARY - DONATIONS-GIFT FUND		-175.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
04/24/2023	CR	LIBRARY - DONATIONS-GIFT FUND		-160.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
		04/30/2023 (04/23) Period Totals and Balance	.00 *	-351.00 *	3,402.00-
YTD Encumbrance	.00	YTD Actual	3,402.00-	Total	3,402.00-
		YTD Budget	5,000.00-	Unearned	1,598.00
282-48510 FOUNDATION DONATION					
		03/31/2023 (03/23) Balance	.00 *	.00 *	43.14-
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	43.14-
YTD Encumbrance	.00	YTD Actual	43.14-	Total	43.14-
		YTD Budget	.00	Unearned	43.14-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
282-55110-7004 ADULT GIFT					
		03/31/2023 (03/23) Balance	.00 *	.00 *	1,399.95
04/06/2023	JE	HAMBURG - A Gift	146.12		
		04/30/2023 (04/23) Period Totals and Balance	146.12 *	.00 *	1,546.07
YTD Encumbrance	.00	YTD Actual	1,546.07	Total	1,546.07
		YTD Budget	1,500.00	Unexpended	46.07-
282-55110-7005 MEYER FOUNDATION					
		03/31/2023 (03/23) Balance	.00 *	.00 *	45.48
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	45.48
YTD Encumbrance	.00	YTD Actual	45.48	Total	45.48
		YTD Budget	700.00	Unexpended	654.52
282-55110-7008 YOUTH GIFT					
		03/31/2023 (03/23) Balance	.00 *	.00 *	54.47
04/06/2023	JE	EHLE - J Gift	21.55		
		04/30/2023 (04/23) Period Totals and Balance	21.55 *	.00 *	76.02
YTD Encumbrance	.00	YTD Actual	76.02	Total	76.02
		YTD Budget	2,000.00	Unexpended	1,923.98
282-55110-7009 YOUTH GRANT					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
Number of transactions: 9 Number of accounts: 12			Debit	Credit	Proof
Total LIBRARY GIFT FUND:			518.67	-518.67	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
282-55110-7009 YOUTH GRANT (continued)					
456-11100 CASH					
		03/31/2023 (03/23) Balance	.00 *	.00 *	9,177.40-
04/30/2023 CA		Cash Allocation - Created: 04/26/23 12:26 PM	23.00		
		04/30/2023 (04/23) Period Totals and Balance	23.00 *	.00 *	9,154.40-
456-11301 INVESTMENTS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
456-34100 FUND BALANCE UNRESERVED					
		03/31/2023 (03/23) Balance	.00 *	.00 *	24,237.00-
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	24,237.00-
456-48500 DONATIONS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	96.00-
04/24/2023 CR		LIBRARY - DONATIONS-BUILDING FUNDS		-23.00	
		Description: LIBRARY - DONATIONS-BUILDING FUNDS			
		04/30/2023 (04/23) Period Totals and Balance	.00 *	-23.00 *	119.00-
YTD Encumbrance	.00	YTD Actual 119.00- Total	119.00- YTD Budget	.00 Unearned	119.00-
456-48900 OTHER REVENUES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
456-51600-8170 CO - OTHER IMPROVEMENTS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	33,510.40
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	33,510.40
YTD Encumbrance	.00	YTD Actual 33,510.40 Total	33,510.40 YTD Budget	.00 Unexpended	33,510.40-
Number of transactions: 2		Number of accounts: 6	Debit	Credit	Proof
Total CO - OTHER IMPROVEMENTS:			23.00	-23.00	.00
Number of transactions: 117			Debit	Credit	Proof
Grand Totals:			88,885.55	-88,885.55	.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

Helping keep you secure

The relationship between you and Edward Jones is built on trust. We have several security measures in place, from security and scam detection training for employees to real-time analysis of cyberthreat intelligence from the FBI and Secret Service, to help protect your accounts and personal information. Online Access offers additional features to further protect your information and financial transactions. Your local team can provide additional details.

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	
\$88,400.38	
1 Month Ago	\$87,578.47
1 Year Ago	\$87,908.95
3 Years Ago	\$346,982.36
5 Years Ago	\$263,990.70

Value Summary		
	This Period	This Year
Beginning value	\$87,578.47	\$83,658.41
Assets added to account	0.00	0.00
Assets withdrawn from account	0.00	0.00
Fees and charges	-85.45	-334.56
Change in value	907.36	5,076.53
Ending Value	\$88,400.38	

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

Asset Details (as of Apr 28, 2023)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

	Current Yield/Rate	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market	4.11%*	\$19.05	\$0.05	—	\$19.10

* 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
Vanguard FTSE All-World Ex US	110.96	8	1,003.60	-115.92	887.68
Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Artisan INTL Small-Mid I	16.72	53.116	910.07	-21.97	888.10
Bridge Builder Core Bond	9.06	1,745.127	17,775.61	-1,964.76	15,810.85

Asset Details (continued)

Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Bridge Builder Core Plus Bond	8.93	2,267.991	22,943.04	-2,689.88	20,253.16
Bridge Builder INTL Equity	11.98	791.246	8,934.04	545.09	9,479.13
Bridge Builder Large Growth	19.04	571.472	9,025.83	1,855.00	10,880.83
Bridge Builder Large Value	15.46	670.03	8,329.68	2,028.98	10,358.66
Bridge Builder Small/Mid Grw	12.37	203.674	2,893.44	-373.99	2,519.45
Bridge Builder Small/Mid Value	12.43	267.065	2,942.96	376.66	3,319.62
Dfa International Value I	19.46	100.849	1,976.77	-14.25	1,962.52
JPM U.S. Govt Mny Mkt Capital	1.00	1,290.61	—	—	1,290.61
MainStay Mackay High Yd Cp R6	5.03	892.561	4,882.41	-392.83	4,489.58
PIMCO INTL Bond (USD-Hedged) I	9.51	178.927	1,725.82	-24.22	1,701.60
Principal Midcap R6	33.66	79.606	2,942.93	-263.39	2,679.54
TRP International Stock I	18.14	102.533	1,704.79	155.16	1,859.95
Total Account Value					\$88,400.38

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
4/03	Dividend on JPM U.S. Govt Mny Mkt Capital on 1,370.78 Shares at Daily Accrual Rate		\$5.29
4/03	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	5.29	-5.29
4/03	Dividend on Bridge Builder Core Bond on 1,739.75 Shares at Daily Accrual Rate		48.55
4/03	Reinvestment into Bridge Builder Core Bond @ 9.03	5.377	-48.55
4/03	Dividend on Bridge Builder Large Value on 666.72 Shares @ 0.075		50.14
4/03	Reinvestment into Bridge Builder Large Value @ 15.15	3.31	-50.14
4/03	Dividend on Bridge Builder Core Plus Bond on 2,259.946 Shares at Daily Accrual Rate		71.68
4/03	Reinvestment into Bridge Builder Core Plus Bond @ 8.91	8.045	-71.68
4/03	Dividend on MainStay Mackay High Yd Cp R6 on 888.499 Shares @ 0.022		20.35
4/03	Reinvestment into MainStay Mackay High Yd Cp R6 @ 5.01	4.062	-20.35
4/03	Dividend on PIMCO INTL Bond (USD-Hedged) I on 178.399 Shares at Daily Accrual Rate		5.02
4/03	Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.50	0.528	-5.02
4/10	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-85.46	85.46
4/10	Program & Portfolio Strat Fees		-85.46

Investment and Other Activity by Date (continued)

Date	Description	Quantity	Amount
4/19	Fee Offset		0.01

Money Market Detail by Date

Beginning Balance on Apr 1					\$19.05
Date	Transaction	Description	Deposits	Withdrawals	Balance
4/20	Deposit		0.01		\$19.06
4/20	Income	Dividend on Money Market for 31 Days @ 4.11%	0.04		\$19.10
Total			\$0.05		
Ending Balance on Apr 28					\$19.10

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

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**Lester Public Library
Director's Report
April 2023**

News

- Terry Ehle, Youth Coordinator, was one of four panel members presenting a Wisconsin Library Association webinar: WLA Youth Services Section Presents: ***Teen Programming Inspiration***. Four amazing library staff working with teens shared their teen programming successes, failures, and words of wisdom to keep youth librarians across Wisconsin motivated to create teen programming. The other presenters: Kahlil Griffin, Branch Manager of Simmons and Uptown, Kenosha Public Library, Kenosha, WI; Abby Seymour, Teen Services Librarian at the E.D. Locke Public Library, McFarland, WI; and Laci Sheldon, Youth Services Director, McIntosh Memorial Library, Viroqua, WI.
- During a routine HVAC inspection, Schaus discovered another air conditioner compressor coil was leaking. Last year we replaced two leaking coils. Schaus is contacting the manufacturer to inquire why these coils are failing – in particular, this most recent failure happened over the winter when the air conditioner was not operating. In the meantime, Schaus has rerouted the compressors to run on the operational compressors.
- Arrowhead and Lakeshores Library Systems merged and are now officially Prairie Lakes Library System (PLLS), serving the counties of Racine, Rock, and Walworth. PLLS' main office is located in Waterford, WI with a satellite office and delivery hub in Milton, WI. There are now fifteen library systems in Wisconsin.
- The Beanstack contract has been extended by the Department of Public Instruction (DPI) through April of 2025 for all interested Wisconsin public libraries and public-school libraries. This program is being offered through the DPI with funding from the Institute of Museum and Library Services (IMLS) Library Services and Technology Act (LSTA) grant. This is at no cost to our library. We utilize Beanstack for our reading challenges and summer reading program.

Library Foundation

- The Foundation Board met in April and designated the annual allocation to the library - \$50,710. This is an increase of \$3424, or 7.24% over the \$47,286 allocation in 2022.
- Officers elected for 2023/24 are: Collette Tegen, president; Teri Wagner, vice president; Bob Fay, treasurer; and Stephanie Carpenter, secretary.

Library Legislation – No Report

Activities

04/03/23 – Two Rivers City Council Meeting
04/04/23 – Help Desk Shift

04/05/23 – Help Desk Shift
 04/05/23 – Educational Horizons Foundation Board Meeting, Two Rivers High School
 04/06/23 – Two Rivers Business Association Meeting, Cool City Brewing Company
 04/06/23 – Met with Lester Public Library Board of Trustees President, Stanley Palmer
 04/06/23 – Introduced the Environmental Advisory Board program – *Green Infrastructure Design and Implementation*
 04/10/23 – Circulation Desk Shift
 04/11/23 – Help Desk Shift
 04/11/23 – Lester Public Library Board of Trustees Meeting
 04/12/23 – Lester Public Library All Staff Meeting
 04/12/23 – City Department Heads Meeting
 04/13/23 – City of Two Rivers Safety Committee Meeting
 04/13/23 – City of Two Rivers Room Tax Commission Meeting
 04/14/23 – Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting at the Chilton Public Library
 04/14/23 – Manitowoc Calumet Library System Directors Meeting at the Chilton Public Library
 04/17/23 – Help Desk Shift
 04/17/23 – Two Rivers City Council Meeting
 04/18/23 – Lester Public Library Foundation Board Annual Meeting
 04/19/23 – Help Desk Shift
 04/19/23 – Introduced the Scholar for Life program – *Get Happy with Positive Psychology*
 04/20/23 – Help Desk Shift
 04/21/23 – Help Desk Shift
 04/24/23 – Help Desk Shift
 04/25/23 – Help Desk Shift
 04/26/23 – Help Desk Shift
 04/26/23 – City Department Heads Meeting
 04/27/23 – Met with David Pennefeather, Vice President, Lester Public Library Board of Trustees
 04/27/23 – Introduced Scholar for Life program – *Dealing with Angry People*

Jeff Dawson, Director, Lester Public Library 5/1/2023

Lester Public Library Statistical Report

Apr-23

Circulation

	Apr 2023	Apr 2022	%Chng	2023 YTD	2022 YTD	%Chng
Circulation Total	9,369	10,028	-7%	39,514	38,597	2%
Total Visitors	5,252	4,723	11%	21,539	16,733	29%
Users	Total	%Circ		Total	%Circ	
Children (0-11)	448	5%	8%	1,640	4%	-6%
Young Adult (11-17)	242	3%	86%	987	2%	73%
Adult (18+)	7,389	79%	-7%	31,423	80%	0%
Outreach	409	4%	-22%	1,621	4%	9%
School	72	1%	-67%	759	2%	6%
ALL OTHERS	809	9%	8%	3,084	8%	12%
Item Type	Total	%Circ		Total	%Circ	
Adult	5,677	61%	-5%	24,646	62%	4%
Youth	3,692	39%	-9%	14,868	38%	1%
	Total	%Circ		Total	%Circ	
Self-check use	2,490	27%	6%	10,344	26%	10%
Drive Through Use	645	7%	-17%	3,087	8%	-7%
LARS ACTIVITY						
Sent to LARS	2,576		6%	9,870		-2%
Rec from LARS	1,279		-2%	5,487		-1%
NEW REGISTRATIONS						
Total	26		-4%	137		32%
OVERDRIVE EBooks & EAudiobooks						
Total	1791		10%	6,975		5%

Information Services

	Apr 2023	Apr 2022	%Chng	2023 YTD	2022 YTD	%Chng
Walk-in	854	751	14%	3668	3076	19%
Phone	293	486	-40%	1303	1998	-35%
Mail	0	0	0%	0	0	
Electronic	159	124	28%	777	476	63%
Reference Total	1306	1361	-4%	5748	5550	4%
PC Internet Use (Hours)	260	274	-5%	1175	999	18%
Tablet Use (Hours)	3	10.5	-71%	33.5	26.5	26%
Computer Use Total	263	284.5	-8%	1208.5	1025.5	18%

Children's Programming

In-house Programs	19	12	58%	64	36	78%
In-house Attendance	1572	810	94%	4740	2910	63%
Outreach Programs	6	5	20%	22	19	16%
Outreach Attendance	576	610	-6%	2593	2212	17%

Young Adult Programs

In-house Programs	1	2	-50%	4	3	33%
In-house Attendance	13	70	-81%	59	98	-40%

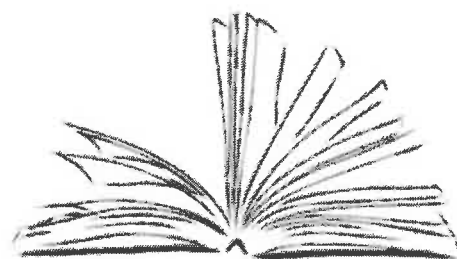
Adult Programs

In-house Programs	14	3	367%	43	9	378%
In-house Attendance	374	137	173%	879	189	365%

Meeting Room Use

Bookings	9	1	800%	19	1	1800%
Attendance	135	1	13400%	279	1	27800%

Lester Public Library



LIBRARY LINKS

★ CLOSED MEMORIAL DAY WEEKEND ★ MAY '23

DIRECT FROM THE DIRECTOR by Jeff Dawson



Our **Explore Nature Backpacks** help families get out and go! Six backpacks are available for checkout. All contain binoculars, compass, orienteering guide, local map, Woodland Dunes trail guide, and magnifier. Each also includes guides and activity books unique to a particular theme: birding; mammals; wildflowers; rocks & minerals; insects; and edibles (mushrooms, wild berries and fruits).



Also available for checkout: **Ice Age Trail Explorer Backpack**. It contains everything you need to interact with and learn about Wisconsin's flora and fauna while hiking the Ice Age National Scenic Trail. Find a guidebook, atlas, and pocket guides pertaining to birds, wildlife, trees and wildflowers, as well as equipment including binoculars, compass, magnifying glass and a first aid kit.

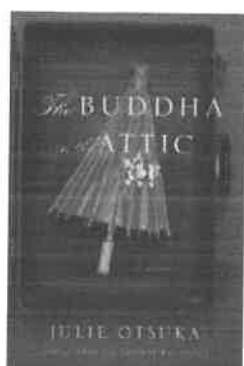
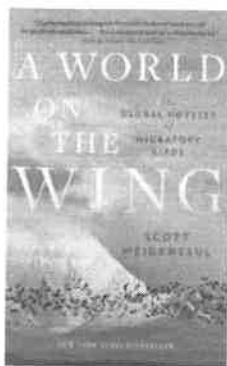
Coming June 1: **Check Out Wisconsin State Parks at Your Library**. Ten one-day park passes per month available for free in June, July and August! Present your library card, tell us what day you're planning a visit to any state park, and we'll issue a special pass that allows free entry. One per family per month. Visit dnr.wi.gov to get details on all state parks. Some don't require entrance fees, by the way; you may discover one that's already free to visit!

HOURS

■ Monday	10:00-8:00
■ Tuesday	10:00-8:00
■ Wednesday	10:00-8:00
■ Thursday	10:00-8:00
■ Friday	10:00-5:30
■ Saturday	10:00-2:00
■ Sunday	Closed

INSIDE

■ Book Clubs	2
■ Movies @ the Library	3
■ Reading Challenges	3
■ TR Schools Art Show	4
■ Special Events	4-5
■ To Go Packs	6
■ Youth & Teen Programs	6-7



BOOK DISCUSSION GROUP

A World on the Wing by Scott Weidensaul

Wed, May 3 • 4:00 PM

Meet to discuss a great book the first Wednesday of each month.

Our understanding of the navigational and physiological feats that enable birds to cross immense oceans, fly above the highest mountains, or remain in unbroken flight for months at a stretch has exploded. What we've learned of these migrations is nothing short of extraordinary.

June 7 selection: *The Last Blue* by Morley.

STRICTLY FICTION

The Buddha in the Attic by Julie Otsuka (*historical fiction*)

Mon, May 1 • 6:30 PM

Meet to discuss genre fiction the first Monday of each month.

The stories of six Japanese mail-order brides whose new lives in early 20th-century San Francisco are marked by backbreaking migrant work, cultural struggles, children who reject their heritage, and the prospect of wartime internment.

June 5 selection: *A Discovery of Witches* by Harkness (*fantasy*).

PAGE 2



Read and create with a *new* book-based art club!

Saturday, June 24 • 11:00 AM

Meet to discuss *Where the Forest Meets the Stars* by Glendy Vanderah and share your art. If you missed the April meeting, pick up the selection at the front desk or drive-thru.

About the club: Read a book and create art it inspires. Meet to discuss the book, show your art and describe your creative process. New members always welcome. Meetings are the fourth Saturday every other month. Ages 18+

Upcoming titles:

- *The Thirteenth Tale* by Diane Setterfield (distributed June 24)
- *The Starless Sea* by Erin Morgenstern (distributed August 26)

WORKER CONNECTION

Mondays • 10:00-noon
May 1, 8, 15 & 22

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.

Get help developing individual plans that address training, transportation, childcare and other considerations.

Meet-ups are part of the Department of Workforce Development Worker Connection program and are offered at the library **every Monday**.



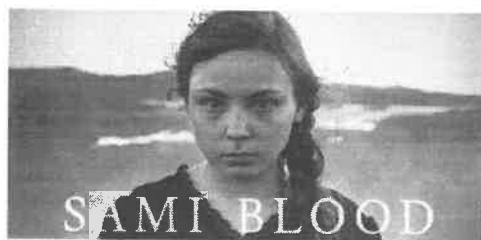
LPL FLIX

Everything Everywhere
All At Once

Fri, May 5 • 1:00 PM

When an interdimensional rupture unravels reality, an unlikely hero must channel her newfound powers to fight bizarre and bewildering dangers from the multiverse as the fate of the world hangs in the balance.

Rated R. Runtime 2:19.



INTERNATIONAL FILM

Sami Blood

Tue, May 16 • 6:00 PM

A Swedish coming-of-age drama. A reindeer-breeding Sami girl who is exposed to the racism of the 1930s at her boarding school starts dreaming of another life.

Runtime 1:53.

Bring a beverage;
we furnish the
popcorn. Ages 18+



Beanstack

Reading Challenge App

READING CHALLENGES

■ Above Average Reader

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 canvas tote. Continue reading to achieve **SUPERIOR** status: log 52 books in 2023 to receive a patch for your tote. *For those who achieved superior status in 2022:* now aim for **EXCLUSIVE** status and patch by again logging 52 books. *Ages 14+*



■ Banned Books

Learn about new perspectives and celebrate the freedom to read. Explore books that have been challenged or banned over the past two decades. *Ages 18+*

■ Read WOKE

Created by SLJ's 2020 Librarian of the Year Cicely Lewis. Books challenge a social norm, give voice to the voiceless, provide information about a group that has been disenfranchised, seek to challenge the status quo, and have a protagonist from an underrepresented group. Book suggestion lists for all ages at the Help Desk. *All ages*

■ 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 K

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. Along the way, they earn reading badges, fun charms, and **FREE BOOKS!**

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

SPECIAL EVENTS

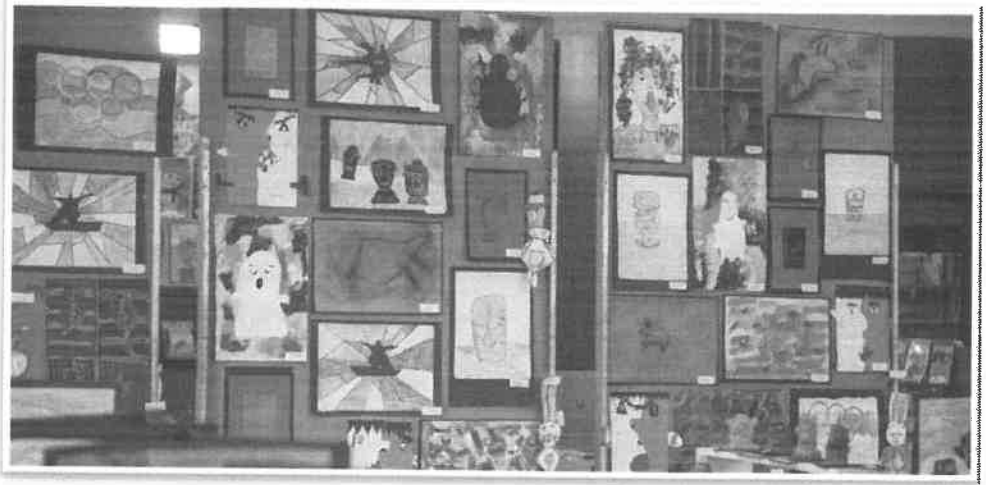
GARDEN PLANT SWAP

Mon, May 22 • 5-6:30 PM

If you overbought annuals or thinned perennials, bring your extras here to swap! Meet fellow plant enthusiasts and find perfect additions for your boxes, baskets and flowerbeds.

Nothing to swap? We'll have library garden perennials to share. Bring only healthy plants. Specimens do not have to be in pots.

Located down by the fireplace.



ART SHOW BEGINS MAY 3

The Lester Public Library is excited to again host the annual Two Rivers Public Schools Art Show.

Art teachers installed hundreds of pieces students completed in class and on assignment this school year. The treasures are located throughout the building. Peruse them in the entranceway, the Community Room, the youth area and through the adult area all the way to the fireplace. Find paintings and drawings utilizing a variety of mediums and methods, digital art, photography, and three-dimensional art.

Parents are invited to view their children's work (locating the pieces is part of the fun!)—but all members of the community are encouraged to stop in and stroll. After a long winter and spring, take delight in this welcome influx of color and light! The show is here through May 22.

CARD MAKING CLASS

Mon, May 8 • 1-8:00 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.

GENEALOGY CLUB

Organization

Thu, May 11 • 10:15 AM

Learn the best ways to organize records and keep them accessible. Presented by Susan Schlosser of the Manitowoc County Genealogical Society.

The club meets the second Thursday every month. New members always welcome!





Healthy human population.



Vibrant quality of life.



Thriving species.



Protected and restored habitats.



Clean air and water.

OUR LAND. OUR WATER. OUR FUTURE.

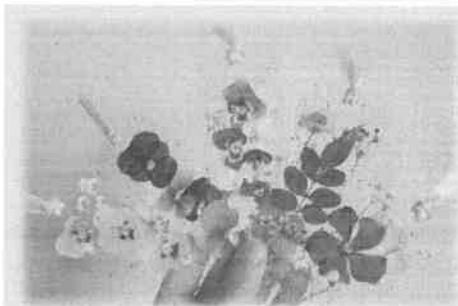
Nature-based practices to build a resilient community

PLANT FOR POLLINATORS

Thu, May 18 • 6:00 PM

Help ensure the future is filled with pollinators! Four Master Gardeners describe the value of pollinator gardens and the basics you need to plant your own. They also discuss the creation of the garden at Collins Marsh state wildlife area in Reedsville, and provide an overview of downtown Manitowoc's plantings. Featuring Paula Snyder, Marilyn Starzewski, Steve Lankton and RK Greening.

Sponsored by the Two Rivers Environmental Advisory Board



BEST BUDDY BOTANICAL BOOKMARKS

Sat, May 6
10:30 AM & 12:30 PM

Grownups can team up with their favorite kid(s) 8+ to make pressed flower bookmarks! If you're at least 14, you can come without an adult and instead work with a friend or two.

All supplies provided.
Call (920)793-8888 to sign up.

Sign up for *Get Crafty and Library eLinks!*

Get Crafty is a monthly digital newsletter for crafters. Find new titles and upcoming programs of interest. Library eLinks is a monthly digital version of our newsletter. Call (920)793-8888 to register.

MINDFUL LIVING: AYUR & YOGA

Sat, May 13 • 10:30-11:45 AM
Ages 17+

Slow down and grow health and happiness through playful movement, breathwork and intentional rest. Bring yoga mat, water bottle, blanket, yoga blocks, pen and journal. Arrive 10 minutes prior to settle in. Classes held monthly on the second Saturday.

Space limited. Visit <http://bit.ly/3WetP0m> to register.

GROWING HEALTHY PLANTS:

NEW & EMERGING PLANT DISEASES *(webinar)*

Wed, May 24 • 6:30-8:30 PM

Plant pathologist Dr. Brian Hudelson describes recently-arrived and established diseases that have potential economic and/or regulatory impact on the state in the near future. The Plant Disease Diagnostic Clinic of UW-Madison offers monthly Zoom webinars designed to help you maintain healthy plants and gardens.

Register early at pddc.wisc.edu/2023-pddc-plant-disease-talks



YOUTH & TEEN

PAGE 6

FAMILY ACTIVITY PACK

New pack each month
May: *Summer Bucket List*

Brainstorm as a family to come up with summer goals big and little! Packs contain all supplies necessary to create a custom adventure-inspired wreath.

Geared for families with school-aged children.

ART TO GO

Packs contain all the supplies you need for fun projects. Geared for school-aged children.

- May 8: Paper Mosaic Art

Packs switch to weekly distribution June 19.

STORY TIME TO GO

New packs weekly*

Fun and educational packs to take home. Each contains books, finger plays, math and science activities, and art. Materials reinforce the five early literacy practices: read, sing, play, talk and write! Library card required. Geared for ages 0-6.

**Packs go on "hiatus" after the week of May 15. Weekly distribution resumes June 12.*

BABYGARTEN

Thursdays, April 6-May 18
10:15 AM or 6:30 PM

For babies 0-18 months and their caregivers. Share nursery rhymes, songs and books, plus a weekly milestone project. Each class concludes with free time for play! *No class May 4.*

Babygarten to-go packs are available while supplies last for those unable to attend in person.

Registration required; call (920) 793-8888.

MOVERS & SHAKERS

Wednesdays,
May 17-June 14
10:15 AM or 6:30 PM

Movin', groovin' and learnin' for children 18 months-3 along with their caregivers. Toddlers need to MOVE to learn! They're ready to use their muscles and minds as they dance, wiggle and explore—channeling their energy in creative ways that encourage success in all areas of learning.

Active storytelling, engaging play, music and more.

Registration required;
call (920)793-8888.

STORY TIME

Tuesdays, May 2, 9 & 16
10:15 AM (*resumes June 13*)

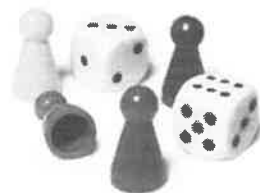
Weekly stories, movement, learning and FUN! Play-based learning starts your child off on the right foot for school and life, and it's never too early to start! Story Time activities embrace the five early literacy practices: read, sing, play, talk and write.

Stories are chosen for preschoolers but children of all ages are welcome. After Story Time, take joy in the journey as you engage in process art and other hands-on activities.

FAMILY GAME NIGHT

Every Monday
6:00-7:30 PM

Bring the fam or meet up with friends for our weekly game night. All your favorites are here: Battleship, Chutes & Ladders, Old Maid and Go Fish, and lots more. Bring drinks and we'll serve the popcorn.



Pick a spot anywhere in the library to play—and make Mondays something to look forward to!

Pick up packs at the front desk or drive-thru while supplies last.

PROGRAMS

PAGE 7



TREE RING PRINTING

@ Hamilton Wood Type & Printing Museum
Friday, May 5 • 6-8 PM • \$3
Grades 6-12

Local artist and illustrator Rebecca Jabs shows how to make tree growth-ring prints! Snacks served. Register and pick up permission slips at the Lester Public Library.

ART LATE NIGHT

@ Lester Public Library
Friday, May 12 • 7:30-10 PM
FREE • Grades 6-12

Make glass-bead suncatchers that will sparkle beautifully in your window! Play *Capture the Flag* and other games. Eat snacks!

No registration required.

ACTIVITY NIGHT

@ LB Clarke Middle School
Friday, May 19 • 6-8 PM • \$3
Grades 5-8

Planned activity fourth-quarter activity night for LB Clarke students.



All Together Now

Mark your calendar!

Families w/ STEAM packs June 1

Summer **Reading** Challenge June 12

New Play Center June 12

Story Time to Go packs June 12

Story Time June 13

Todd Parr-inspired self-portraits June 15

TReasure Quest June 19

Art to Go & **Teen** Art to Go packs June 19

STEMpunk Robotics activity June 21

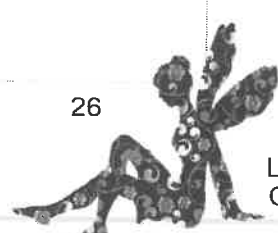
Teen Late Night June 26

Tom Pease June 28 & more!

2023 Summer Reading Program

New Family Activity Pack Available May 1!
Summer Bucket List Wreath

MAY

MON	TUE	WED	THU	FRI	SAT
<p>1 NEW Storytime To Go Pack Available</p> <p>10-Noon Worker Connection</p> <p>6-7:30 Family Game Night</p> <p>6:30 Strictly Fiction Book Club</p>	<p>2 10:15 Story Time</p>	<p>3 Two Rivers Public Schools Art Show Begins</p> <p>4:00 Book Discussion Group</p>	<p>4</p>	<p>5 1:00 LPL Flix</p> <p>6:00-8:00 TR Teen: Tree Ring Printing @ Hamilton Wood Type & Printing Museum</p>	<p>6 10:30 & 12:30 Best Buddy Botanical Bookmarks</p>
<p>8 NEW Storytime & Art To Go Packs Available</p> <p>10-Noon Worker Connection</p> <p>1:00-8:00 Card Making Class</p> <p>6-7:30 Family Game Night</p>	<p>9 10:15 Story Time</p>	<p>10</p>	<p>11 10:15 & 6:30 Babygarten</p> <p>10:15 Genealogy Club</p>	<p>12 7:30-10:00 TR Teen: Art Late Night @ Lester Public Library</p>	<p>13 10:30 Mindful Living Ayur + Yoga</p>
<p>15 NEW Storytime To Go Pack Available</p> <p>10-Noon Worker Connection</p> <p>6-7:30 Family Game Night</p>	<p>16 10:15 Story Time</p> <p>6:00 International Film</p>	<p>17 10:15 & 6:30 Movers & Shakers</p>	<p>18 10:15 & 6:30 Babygarten</p> <p>6:00 Plant for Pollinators</p>	<p>19 6:00-8:00 TR Teen: Activity Night @ LB Clarke</p>	<p>20</p>
<p>22 10-Noon Worker Connection</p> <p>5-6:30 Garden Plant Swap</p> <p>6-7:30 Family Game Night</p>	<p>23 Two Rivers Public Schools Art Show Ends</p>	<p>24 10:15 & 6:30 Movers & Shakers</p> <p>6:30-8:30 Growing Healthy Plants Webinar</p>	<p>25</p>	<p>26</p>	<p>27 LIBRARY CLOSED</p>
<p>29 LIBRARY CLOSED</p>	<p>30</p>	<p>31 10:15 & 6:30 Movers & Shakers</p>	<div>  </div> <div> <h2>FAIRY GARDENING</h2> <p>Sat, June 3 • 10:30 AM-1:30 PM</p> <p>Make a garden fit for fairies to frolic! Create tiny accessories like tables, chairs, lanterns and gazing balls. All supplies provided. A come-and-go event. No registration required. Ages 14+ (younger if accompanied by adult).</p> </div>		

Library Board Calendar 2023/2024

Tuesday, May 9, 2023

Introduction of New Members
Director's Annual Goals
Appoint Rep. to the Found. Bd
Board Calendar

Tuesday, June 13, 2023

Library Policy Review
Youth Services Report

Tuesday, July 11, 2023

Library Policy Review

Tuesday, August 8, 2023

Library Policy Review
Investments Review/Discussion

Tuesday, September 12, 2023

Library Policy Review
Staff Holiday Party Designation

Tuesday, October 10, 2023

Budget Review
Library Policy Review
Youth Services Report

Tuesday, November 14, 2023

Library Policy Review
Budget Review
Invite Investor for Report

Tuesday, December 12, 2023

Budget Approval
Library Policy Review

Tuesday, January 9, 2024

Library Policy Review

Tuesday, February 13, 2024

Annual Report Approval
Review End of Year Financials
Allocate Funds to Balance Budget
Appoint Nominating Committee
Board Terms Review

Tuesday, March 12, 2024

Director Evaluation
Library Policy Review
Prepare Slate of Officers

Tuesday, April 9, 2024

Library Policy Review
Vote on Slate of Officers

Lester Public Library Director Goals 2023-2024

Categories	Priority Level I to V	Timeline
Board Review/Update of 4 library policies	I	Ongoing
Maintain high visibility in the community	I	Ongoing
Create new strategic plan/ provide quarterly updates to the Board	I	Dec-23
Create Budget	I	Nov-23
Improve marketing of services	I	Ongoing
Review Staff Wages	I	Nov-23
Investigate additional parking options	I	Ongoing
Administer Budget	I	Ongoing
Maintain effective communication with Library Board via monthly reports	I	Ongoing
Maintain positive relations with the Library Board of Trustees	I	Ongoing
Work effectively with the Lester Public Library Foundation	I	Ongoing
Maintain positive relations with City Manager	I	Ongoing
Maintain an active role/good relations as a City Department Head	I	Ongoing
Maintain City Inter-department Cooperation	I	Ongoing
Maintain positive relations with City Council	I	Ongoing
Maintain positive relations with library staff	I	Ongoing
Install an Awning over Staff Entrance	I	Dec-23
Act as Chair of the MCLS Automated Resource Sharing Consortium (LARS)	I	Ongoing
Maintain positive relations across the Manitowoc Calumet Library System	I	Ongoing
Maintain Seat on the Educational Horizons Board	II	Ongoing
Maintain membership in the Chamber of Manitowoc County	II	Ongoing
Maintain Seat on the Explore Two Rivers Tourism Board	II	Ongoing
Accept invitations to speak on library topics	III	Ongoing
Feature a digital library service on a quarterly basis	III	Ongoing
Develop volunteer opportunities in the library	IV	Ongoing
Maintain membership in the Wisconsin Library Association	IV	Ongoing
Maintain membership in the Public Library Association	V	Ongoing
Maintain membership in the American Library Association	V	Ongoing

CURRENT POLICY – NO RECOMMENDED CHANGES FROM STAFF

Title 4: Personnel **Chapter 1: Adherence to City Policy**

04-01-01 Employment Practices

- a) Employment practices for library employees will be subject to the City of Two Rivers Personnel Policy except for the variances outlined in Chapter 2.
- b) The Library Board reserves the right to assign individual pay rates of library employees.
- c) The Library Director serves at the will of the Library Board.
- d) The Library Board retains all rights and responsibilities outlined in Chapter 43 of the State Statutes

Revised 2/10/09

Revised 4/14/15

CURRENT POLICY – RECOMMENDED CHANGES ON THE NEXT PAGE

Title 4: Chapter 2:

Personnel Unique Library Policy

04-02-01 New Year's Eve

a) *The City of Two Rivers Personnel Policy Manual* states that the Friday following Thanksgiving shall be a "regular paid holiday observed by the City". Because the library must be open on this day, the library will observe New Year's Eve as a "regular paid holiday."

04-02-02 Evaluating the Performance of the Director

a) The Library Director shall be given an annual performance appraisal in the month of hire by the Library Board. This appraisal shall follow a format agreed to by the Library Board.

04-02-03 Overdue Fines

a) Library staff is exempt from paying overdue fines for use of library material. The Director may, with warning, withhold this benefit from those who continuously abuse the privilege. Staff is not exempt from paying for lost or damaged material.

04-02-04 Purchase of Material

a) Library staff may not purchase books or other materials at a discount from library vendors. This practice is prohibited both by City Policy and State ethics rules governing public employees.

Approved 12/10/02

Revised 2/10/09

Revised 4/14/15

RECOMMENDED CHANGES

Title 4:

Personnel

Chapter 2:

Unique Library Policy

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