



**TWO  
RIVERS**  
WISCONSIN

# LIBRARY BOARD MEETING

Tuesday, March 08, 2022 at 6:00 PM

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

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## AGENDA

**1. CALL TO ORDER**

**2. ROLL CALL**

Board Members: Kathryn Gadd, Stanley Palmer, David Pennefeather, Sharon Sleger, Larry Thomas, Thomas Van Horn, Ned Guyette, Kirsten Sleger, Rick Henrickson

**3. PUBLIC COMMENT**

**4. APPROVAL OF BOARD MEETING MINUTES**

Last Meeting Date: February 8, 2022

**5. RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**

Date: February 2022

**6. BOARD MEMBER COMMENT**

**7. BOARD EDUCATION – Terry Ehle, Youth Services Coordinator – Youth Services Activities**

**8. DIRECTOR'S REPORT**

**9. COMMUNICATIONS**

- A. Patron Thank You Card
- B. Library eLinks – Library's Monthly Online Newsletter
- C. Seehafer Article

**10. REPORT FROM CITY COUNCIL REPRESENTATIVE**

**11. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**

**12. REPORT FROM COUNTY REPRESENTATIVE**

**13. UNFINISHED BUSINESS**

- A. COVID-19 Update
- B. Roofing Project Update

**14. NEW BUSINESS**

- A. Review Collection Development Policy
- B. Recognize Rick Henrickson's Service to the Lester Public Library Board of Trustees

**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. Annual Director Evaluation

## **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  
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WISCONSIN

## LIBRARY BOARD MEETING

Tuesday, February 08, 2022 at 6:00 PM

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

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### MINUTES

1. **CALL TO ORDER** – President Thomas called the meeting to order at 6:00 PM.
2. **ROLL CALL**  
Board Members Present: Stanley Palmer, David Pennefeather, Sharon Slegler, Larry Thomas, Thomas Van Horn, Ned Guyette, and Kirsten Slegler.  
Absent and excused: Rick Henrickson and Kathryn Gadd
3. **PUBLIC COMMENT** - None
4. **GUEST - DOUG DEVRIES, EDWARD JONES** – updated the Board on the Edward Jones investments for the Library Gift Fund. DeVries recommends staying with current investments while keeping an eye on the markets through May 2022.
5. **APPROVAL OF BOARD MEETING MINUTES**  
Motion to approve the minutes from the January 11, 2022 meeting, made by Sharon Slegler, second made by Kirsten Slegler. Voice vote carried unanimously.
6. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**  
Motion to receive and file the expenditure and financial reports from January, 2022, made by Pennefeather, second made by Guyette. Voice vote carried unanimously.
7. **BOARD MEMBER COMMENT** – The Board likes the new Municode layout and noted a couple of edits to the agenda template. Van Horn noted the positive numbers for use of eBooks and other electronic materials. Thomas discussed the ability to gain fiscal credit for Overdrive checkouts to Two Rivers users. Sharon Slegler signed up her grandchild for Babygarten to go and noted it is one thing to know the good work being done for the library's to-go packs, it is another to actually use them with her grandchild – kudos to the youth department and their good work.
8. **DIRECTOR'S REPORT** – Dawson will make the suggested edits to the agenda and took questions concerning his written report.
9. **COMMUNICATIONS**  
A. Library eLinks - Library's Monthly Online Newsletter  
B. Seehafer Article
10. **REPORT FROM CITY COUNCIL REPRESENTATIVE** – Thomas reported on new development projects in the City and upcoming public forums for City Council candidates.
11. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE** – Kirsten Slegler shared there will be a new quarterly school district newsletter for students and families beginning in March entitled 'Raiders Reporter.' Next week is Reading is Fundamental and a staff in-service.
12. **REPORT FROM COUNTY REPRESENTATIVE** – No report.

### 13. UNFINISHED BUSINESS

**A. COVID-19 Update** - The library continues to monitor the situation. While masks are not mandated, staff continue to wear masks when serving the public.

### 14. NEW BUSINESS

**A. Review End of Year Financials** – Motion to move \$28,050.00 from the Gift Fund to balance the 2021 budget made by Van Horn, second made by Palmer. Voice vote carried unanimously.

**B. Appoint a Nominating Committee** – Pennefeather accepted the appointment as nominating committee and will present a slate of officers at a future meeting.

**C. Board Terms Review** – Thomas noted that his last meeting as President will be the March meeting, Pennefeather will run the April meeting. Henrickson's final meeting will be the March meeting after 19 years serving on the Board as the Manitowoc County representative.

**D. Authorize President to Sign the 2021 Annual Report** – Motion to approve the Library 2021 Annual Report and authorize President Thomas to sign the report made by Palmer, second made by Kirsten Sleger. Voice vote carried unanimously.

### 15. BOARD EDUCATION - None

### 16. CLOSED EXECUTIVE SESSION

The Library Board of Trustees reserves the right to enter into Closed Session, per Wisconsin Statutes s.19.85(1)(c) which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered. None

**17. ADJOURNMENT** – Motion to adjourn made by Guyette, second made by Kirsten Sleger. Voice vote carried with 6 aye and 1 nay (Van Horn). Meeting adjourned at 7:17 PM.

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# CITY OF TWO RIVERS

Balance Sheet  
February 28, 2022

## LIBRARY FUND 280

### ASSETS

280-11100	CASH		
280-11800	PETTY CASH ADVANCES	714,078.26	
280-13800	OTHER ACCOUNTS RECEIVABLE	450.00	
280-14400	DUE FROM OTHER FUNDS	.00	
280-15800	DUE FROM TAX FUND	.00	
280-16200	PREPAID TELEPHONE CHARGES	.00	
		.00	
Total Assets			714,528.26

### LIABILITIES AND EQUITY

#### LIABILITIES

280-21100	ACCOUNTS PAYABLE		
280-21110	PAYROLL PAYABLE	.00	
280-21520	DUE WI RETIREMENT FUND	.00	
280-21530	HEALTH INS DDCTNS PAYBLE	.00	
280-21531	LIFE INSURANCE DED PAYABL	.00	
280-21532	DENTAL INSURANCE PAYABLE	.00	
280-21540	CHARITABLE CONT PAYABLE	.00	
280-21541	LIBRARY DEDUCTION PAYABLE	.00	
280-21550	UNION DUES DDCTNS PAYABLE	.00	
280-21560	SECTION 125 PAYABLE	.00	
280-21561	CREDIT UNION DDCTNS PAYAB	.00	
280-21570	ICMA ANNUITY PAYABLE	.00	
280-21581	GARNISHMENT OF WAGES-TAX	.00	
280-21590	OTHER DEDUCTIONS PAYABLE	.00	
280-21810	UNUSED VACATION CREDITS	.00	
280-21910	UNUSED SICK LEAVE CREDITS	.00	
280-21911	UNUSED COMP TIME	1,887.26	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	.00	
280-25200	DUE TO OTHER FUNDS	28.57	
280-26100	DEFERRED TAX RLL CLLCTNS	.00	
280-26910	DESIGNATED FR SUBSEQ YEAR	.00	
280-29410	SALES TAX COLLECTN PYBLE	.00	
		23.31	
Total Liabilities			1,939.14

#### FUND EQUITY

Unappropriated Fund Balance:			
280-34100	FUND BALANCE UNRESERVED		
280-34110	ENCUMBRANCE-PRIOR YEARS	7,799.43	
		.00	
Revenue over Expenditures - YTD			704,671.89
Total Fund Equity			712,471.32
Total Liabilities and Equity			714,410.46

# CITY OF TWO RIVERS

BALANCE SHEET  
FEBRUARY 28, 2022

## LIBRARY GIFT FUND 282

### ASSETS

282-11100	CASH		
282-11301	SAVINGS ACCOUNT - BFN	(	5,383.52)
282-11302	GENERAL FUND INVESTMENT		.00
282-13800	OTHER ACCOUNTS RECEIVABLE		122,307.00
			.00
TOTAL ASSETS			<u>116,923.48</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

282-21100	ACCOUNTS PAYABLE		.00
TOTAL LIABILITIES			.00

#### FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
282-34100	FUND BALANCE UNRESERVED		
282-34110	ENCUMBRANCE-PRIOR YEARS	116,342.48	
		.00	
REVENUE OVER EXPENDITURES - YTD			581.00
TOTAL FUND EQUITY			<u>116,923.48</u>
TOTAL LIABILITIES AND EQUITY			<u>116,923.48</u>

## CITY OF TWO RIVERS

BALANCE SHEET  
FEBRUARY 28, 2022

## LIBRARY BLDING &amp; GROUNDS FUND 456

ASSETS

456-11100	CASH		
456-11301	INVESTMENTS	(	25,330.21)
456-13800	OTHER ACCOUNTS RECEIVABLE		.00
			.00
	TOTAL ASSETS		( 25,330.21)

LIABILITIES AND EQUITYLIABILITIES

456-21100	ACCOUNTS PAYABLE		.00
	TOTAL LIABILITIES		.00

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
456-34100	FUND BALANCE UNRESERVED	36,279.06	
456-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	REVENUE OVER EXPENDITURES - YTD	(	61,609.27)
	TOTAL FUND EQUITY		( 25,330.21)
	TOTAL LIABILITIES AND EQUITY		( 25,330.21)

CITY OF TWO RIVERS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

LIBRARY FUND DETAIL

	PERIOD ACT	BUDGET	YTD ACTUAL	OV(UN)BUD	% OF BDGT	PR YTD ACT
<u>TAXES</u>						
280-41110 GENERAL PROPERTY TAX	0	631,287	631,287	0	100.00	607,007
TOTAL TAXES	0	631,287	631,287	0	100.00	607,007
<u>INTERGOVERNMENTAL REVENUE</u>						
280-43519 COVID ROUTES TO RECOVERY	0	0	0	0	.00	0
280-43720 COUNTY FUNDS	169,305	171,579	169,305	( 2,274)	98.67	166,378
TOTAL INTERGOVERNMENTAL REVE	169,305	171,579	169,305	( 2,274)	98.67	166,378
<u>FINES &amp; FORFEITURES</u>						
280-45300 LIBRARY BOOK FINES	173	2,000	316	( 1,684)	15.80	259
TOTAL FINES & FORFEITURES	173	2,000	316	( 1,684)	15.80	259
<u>CHARGES FOR SERVICE</u>						
280-46712 COPIER SERVICE FEES	399	6,500	787	( 5,713)	12.11	0
TOTAL CHARGES FOR SERVICE	399	6,500	787	( 5,713)	12.11	0
<u>MISCELLANEOUS REVENUE</u>						
280-48300 SALE OF PROP & EQUIP	68	2,500	228	( 2,272)	9.13	59
280-48500 DONATIONS	0	48,845	0	( 48,845)	.00	0
280-48900 OTHER REVENUES	15	2,000	15	( 1,985)	.75	323
TOTAL MISCELLANEOUS REVENUE	83	53,345	243	( 53,102)	.46	382
<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	169,959	864,711	801,938	( 62,773)	92.74	774,026



**CITY OF TWO RIVERS**  
2022 MONTHLY GENERAL FUND REPORT  
FEBRUARY 28, 2022 BUDGET

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<b><u>LESTER LIBRARY</u></b>						
<b>LIBRARY ADMINISTRATION</b>						
<b><u>PERSONNEL SERVICES</u></b>						
280-55110-1100 FULLTIME ADMINISTRATION	20,301	263,910	36,098	( 227,812)	13.68	39,773
280-55110-1220 WAGES - FULLTIME	2,642	34,341	4,706	( 29,635)	13.70	5,306
280-55110-1270 WAGES - PART TIME	9,687	129,272	17,026	( 112,246)	13.17	16,187
280-55110-1280 WAGES-LONGEVITY PAY	0	6,427	0	( 6,427)	.00	0
280-55110-1290 WAGES-OVERTIME	0	495	0	( 495)	.00	185
280-55110-1310 WI RETIREMENT	1,814	22,962	3,137	( 19,825)	13.66	3,526
280-55110-1320 FICA	2,553	33,618	4,427	( 29,191)	13.17	4,554
280-55110-1330 HEALTH INSURANCE	4,585	55,020	9,170	( 45,850)	16.67	10,206
280-55110-1333 HEALTH SAVINGS ACCT EXPENSE	0	0	0	0	.00	0
280-55110-1334 HEALTH INSURANCE OPT-OUT	769	10,000	1,538	( 8,462)	15.38	1,231
280-55110-1340 LIFE INSURANCE	109	1,337	218	( 1,119)	16.31	190
280-55110-1350 OTHER BENEFITS	0	0	0	0	.00	0
280-55110-1361 SICK LEAVE PAYOUT	1,650	0	1,650	1,650	.00	311
<b>TOTAL PERSONNEL SERVICES</b>	<b>44,109</b>	<b>557,382</b>	<b>77,971</b>	<b>( 479,411)</b>	<b>13.99</b>	<b>81,470</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
280-55110-2100 PROF SERV - CITY SERVICES	78	47,484	707	( 46,777)	1.49	7,842
280-55110-2130 PROFESSIONAL SERVICES	361	6,000	406	( 5,594)	6.77	423
280-55110-2200 TELEPHONE EXPENSE	0	1,200	0	( 1,200)	.00	217
280-55110-2210 ELECTRICITY	1,610	22,000	3,040	( 18,960)	13.82	2,695
280-55110-2220 NATURAL GAS/HEAT	4,358	8,500	4,358	( 4,142)	51.27	1,130
280-55110-2230 WATER EXPENSE	153	2,000	315	( 1,685)	15.73	294
280-55110-2240 SEWER EXPENSE	43	750	97	( 653)	12.96	69
280-55110-2250 STORMWATER EXPENSE	80	960	160	( 800)	16.65	160
280-55110-2410 MAINTENANCE EQUIPMENT/VEH	284	24,993	284	( 24,709)	1.14	7,616
280-55110-2450 EQUIPMENT NEW	0	10,800	0	( 10,800)	.00	0
280-55110-2910 PRINTING/ADVERTISING	0	1,500	0	( 1,500)	.00	0
280-55110-2930 TECHNOLOGY	46	21,000	46	( 20,954)	.22	10,005
280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS	1,076	12,908	1,076	( 11,832)	8.33	2,151
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>8,089</b>	<b>160,095</b>	<b>10,488</b>	<b>( 149,607)</b>	<b>6.55</b>	<b>32,604</b>
<b><u>OPERATING SUPPLIES/EXPENSES</u></b>						
280-55110-3100 OFFICE SUPPLIES	149	5,000	149	( 4,851)	2.97	77
280-55110-3110 POSTAGE	42	450	75	( 375)	16.56	46
280-55110-3300 TRAVEL	198	2,284	244	( 2,040)	10.70	0
280-55110-3560 LANDSCAPING	0	14,500	0	( 14,500)	.00	1,266
280-55110-3960 TECH PROC SUPPLIES	0	0	0	0	.00	268
<b>TOTAL OP SUPPLIES/EXP</b>	<b>389</b>	<b>22,234</b>	<b>468</b>	<b>( 21,766)</b>	<b>2.10</b>	<b>1,657</b>

**CITY OF TWO RIVERS**  
**2022 MONTHLY GENERAL FUND REPORT**  
**FEBRUARY 28, 2022 BUDGET**

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u><b>FIXED CHARGES</b></u>						
280-55110-5200 INSURANCES	0	13,400	0	( 13,400)	.00	2,161
280-55110-5950 TRANSFER TO CAP PROJ FND5	0	1,080	0	( 1,080)	.00	1,080
<b>TOTAL FIXED CHARGES</b>	<b>0</b>	<b>14,480</b>	<b>0</b>	<b>( 14,480)</b>	<b>.00</b>	<b>3,241</b>
 <b>TOTAL LIBRARY ADMINISTRATION</b>						
	<b>52,588</b>	<b>754,191</b>	<b>88,927</b>	<b>( 665,264)</b>	<b>11.79</b>	<b>118,971</b>
 <b>ADULT SERVICES</b>						
<u><b>OPERATING SUPPLIES/EXPENSES</b></u>						
280-55111-3230 PERIODICALS	975	4,600	975	( 3,625)	21.21	279
280-55111-3400 NON-FICTION BOOKS	1,160	17,000	1,160	( 15,840)	6.82	1,019
280-55111-3420 FICTION BOOKS	1,506	17,000	1,506	( 15,494)	8.86	1,940
280-55111-3430 LARGE PRINT BOOKS	618	12,000	943	( 11,057)	7.86	1,498
280-55111-3450 MOVIES	463	4,500	463	( 4,037)	10.30	365
280-55111-3470 AUDIOBOOKS	513	4,400	513	( 3,887)	11.67	213
280-55111-3480 MUSIC CD'S	0	500	0	( 500)	.00	0
280-55111-3510 PROGRAMS	0	3,000	0	( 3,000)	.00	0
<b>TOTAL OP SUPPLIES/EXP</b>	<b>5,236</b>	<b>63,000</b>	<b>5,561</b>	<b>( 57,439)</b>	<b>8.83</b>	<b>5,314</b>
 <b>TOTAL ADULT SERVICES</b>						
	<b>5,236</b>	<b>63,000</b>	<b>5,561</b>	<b>( 57,439)</b>	<b>8.83</b>	<b>5,314</b>

**CITY OF TWO RIVERS**  
**2022 MONTHLY GENERAL FUND REPORT**  
**FEBRUARY 28, 2022 BUDGET**

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<b>CHILDREN'S SERVICES</b>						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55112-3230 PERIODICALS	60	540	60 (	480)	11.09	121
280-55112-3400 NON-FICTION BOOKS	15	7,000	15 (	6,985)	.22	324
280-55112-3420 FICTION BOOKS	319	3,800	491 (	3,309)	12.91	873
280-55112-3440 PAPERBACKS	79	1,600	79 (	1,521)	4.92	81
280-55112-3450 MOVIES	60	2,500	60 (	2,440)	2.40	0
280-55112-3470 AUDIOBOOKS	0	1,700	0 (	1,700)	.00	0
280-55112-3510 PROGRAMS	1,458	11,980	1,458 (	10,522)	12.17	702
280-55112-3530 JE BOOKS	160	6,000	361 (	5,639)	6.02	425
<b>TOTAL OP SUPPLIES/EXP</b>	<b>2,151</b>	<b>35,120</b>	<b>2,523 (</b>	<b>32,597)</b>	<b>7.18</b>	<b>2,526</b>
<b>TOTAL CHILDREN'S SERVICES</b>						
	<b>2,151</b>	<b>35,120</b>	<b>2,523 (</b>	<b>32,597)</b>	<b>7.18</b>	<b>2,526</b>
<b>REFERENCE</b>						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55114-3400 NON-FICTION BOOKS	0	1,800	0 (	1,800)	.00	1,616
280-55114-3490 MICROFILM	75	4,100	75 (	4,025)	1.83	0
<b>TOTAL OP SUPPLIES/EXP</b>	<b>75</b>	<b>5,900</b>	<b>75 (</b>	<b>5,825)</b>	<b>1.27</b>	<b>1,616</b>
<b>TOTAL REFERENCE</b>						
	<b>75</b>	<b>5,900</b>	<b>75 (</b>	<b>5,825)</b>	<b>1.27</b>	<b>1,616</b>

**CITY OF TWO RIVERS**  
**2022 MONTHLY GENERAL FUND REPORT**  
**FEBRUARY 28, 2022 BUDGET**

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<b>YOUNG ADULT SERVICES</b>						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55115-3230 PERIODICALS	24	200	24 (	176)	12.00	53
280-55115-3420 FICTION BOOKS	156	5,300	156 (	5,144)	2.95	1,308
280-55115-3470 AUDIOBOOKS	0	1,000	0 (	1,000)	.00	0
280-55115-3510 PROGRAMS	0	0	0	0	.00	0
<b>TOTAL OP SUPPLIES/EXP</b>	<b>180</b>	<b>6,500</b>	<b>180 (</b>	<b>6,320)</b>	<b>2.77</b>	<b>1,361</b>
<b>TOTAL YOUNG ADULT SERVICES</b>	<b>180</b>	<b>6,500</b>	<b>180 (</b>	<b>6,320)</b>	<b>2.77</b>	<b>1,361</b>
<b>TOTAL LESTER LIBRARY EXP</b>	<b>60,230</b>	<b>864,711</b>	<b>97,266 (</b>	<b>767,445)</b>	<b>11.25</b>	<b>129,788</b>
<b>NET REV OVER EXP</b>	<b>109,729</b>	<b>0</b>	<b>704,672</b>	<b>704,672</b>	<b>.00</b>	<b>644,238</b>

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-11100 CASH</b>					
		01/31/2022 (01/22) Balance			604,232.32
02/28/2022	CA	Cash Allocation - Created: 02/03/22 2:32 PM		-2,218.63	
02/28/2022	CA	Cash Allocation - Created: 02/08/22 12:35 PM	151.95		
02/28/2022	CA	Cash Allocation - Created: 02/11/22 9:00 AM		-271.34	
02/28/2022	CA	Cash Allocation - Created: 02/16/22 10:35 AM		-25,030.56	
02/28/2022	CA	Cash Allocation - Created: 02/18/22 8:43 AM		-1,304.54	
02/28/2022	CA	Cash Allocation - Created: 02/23/22 11:39 AM	448.33		
02/28/2022	CA	Cash Allocation - Created: 02/23/22 4:46 PM		-8,086.37	
02/28/2022	CA	Cash Allocation - Created: 02/24/22 3:09 PM		-2,262.50	
02/28/2022	CA	Cash Allocation - Created: 02/27/22 8:44 AM	169,256.70		
02/28/2022	CA	Cash Allocation - Created: 03/01/22 8:35 AM		-20,965.19	
02/28/2022	CA	Cash Allocation - Created: 03/01/22 9:47 AM	128.09		
		02/28/2022 (02/22) Period Totals and Balance	169,985.07 *	-60,139.13 *	714,078.26
<b>280-11800 PETTY CASH ADVANCES</b>					
		01/31/2022 (01/22) Balance			450.00
		02/28/2022 (02/22) Period Totals and Balance	.00 *	.00 *	450.00
<b>280-21100 ACCOUNTS PAYABLE</b>					
		01/31/2022 (01/22) Balance			.00
02/03/2022	CDA	Municipal Elec Utilities of WI	78.12		
02/03/2022	CDA	Wisconsin Public Service	2,140.51		
02/10/2022	CDA	Marco	271.34		
02/17/2022	CDA	Penworthy Company LLC, The	159.60		
02/17/2022	CDA	Unique	44.75		
02/17/2022	CDA	Wisc Dept Of Revenue-DEBITMEMO	24.52		
02/17/2022	CDA	WPPI Energy	1,075.67		
02/24/2022	CDA	4 K's Pest Control LLC	45.00		
02/24/2022	CDA	Wisconsin Public Service	2,217.50		
02/28/2022	AP	Summary Transactions from AP System		-2,218.63	
02/28/2022	AP	Summary Transactions from AP System		-1,391.76	
02/28/2022	AP	Summary Transactions from AP System		-184.12	
02/28/2022	AP	Summary Transactions from AP System		-2,262.50	
		02/28/2022 (02/22) Period Totals and Balance	6,057.01 *	-6,057.01 *	.00
<b>280-21910 UNUSED SICK LEAVE CREDITS</b>					
		01/31/2022 (01/22) Balance			1,887.26-
		02/28/2022 (02/22) Period Totals and Balance	.00 *	.00 *	1,887.26-
<b>280-23105 OTHER DEPOSITS</b>					
		01/31/2022 (01/22) Balance			28.57-
		02/28/2022 (02/22) Period Totals and Balance	.00 *	.00 *	28.57-
<b>280-29410 SALES TAX COLLECTN PYBLE</b>					
		01/31/2022 (01/22) Balance			24.52-
02/07/2022	CR	LIBRARY - SALES TAX		-4.10	
		Description: LIBRARY - SALES TAX			
02/14/2022	CR	LIBRARY - SALES TAX		-8.85	
		Description: LIBRARY - SALES TAX			
02/16/2022	AP	Wisc Dept Of Revenue-DEBITMEMO	24.52		
		**Desc: Jan 2022 Sales Tax			
02/21/2022	CR	LIBRARY - SALES TAX		-5.27	
		Description: LIBRARY - SALES TAX			
02/28/2022	CR	LIBRARY - SALES TAX		-5.09	



Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
		Description: LIBRARY - SALES TAX			
		02/28/2022 (02/22) Period Totals and Balance	24.52 *	-23.31 *	23.31-
<b>280-34100 FUND BALANCE UNRESERVED</b>					
		01/31/2022 (01/22) Balance			7,799.43-
		02/28/2022 (02/22) Period Totals and Balance	.00 *	.00 *	7,799.43-
<b>280-41110 GENERAL PROPERTY TAX</b>					
		01/31/2022 (01/22) Balance			631,287.00-
		02/28/2022 (02/22) 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
<b>280-43720 COUNTY FUNDS</b>					
		01/31/2022 (01/22) Balance			.00
02/21/2022 CR		LIBRARY - COUNTY FUNDS		-51.00	
		Description: LIBRARY - COUNTY FUNDS			
02/24/2022 CR		LIBRARY - COUNTY FUNDS		-169,254.00	
		Description: LIBRARY - COUNTY FUNDS			
		02/28/2022 (02/22) Period Totals and Balance	.00 *	-169,305.00 *	169,305.00-
YTD Encumbrance	.00 YTD Actual	169,305.00- Total	169,305.00- YTD Budget	171,579.00- Unearned	2,274.00
<b>280-45300 LIBRARY BOOK FINES</b>					
		01/31/2022 (01/22) Balance			143.42-
02/07/2022 CR		LIBRARY - LIBRARY BOOK FINES		-65.95	
		Description: LIBRARY - LIBRARY BOOK FINES			
02/14/2022 CR		LIBRARY - LIBRARY BOOK FINES		-29.19	
		Description: LIBRARY - LIBRARY BOOK FINES			
02/21/2022 CR		LIBRARY - LIBRARY BOOK FINES		-56.34	
		Description: LIBRARY - LIBRARY BOOK FINES			
02/28/2022 CR		LIBRARY - LIBRARY BOOK FINES		-21.19	
		Description: LIBRARY - LIBRARY BOOK FINES			
		02/28/2022 (02/22) Period Totals and Balance	.00 *	-172.67 *	316.09-
YTD Encumbrance	.00 YTD Actual	316.09- Total	316.09- YTD Budget	2,000.00- Unearned	1,683.91
<b>280-46712 COPIER SERVICE FEES</b>					
		01/31/2022 (01/22) Balance			388.14-
02/07/2022 CR		LIBRARY - LIBRARY SERVICE FEE		-71.90	
		Description: LIBRARY - LIBRARY SERVICE FEE			
02/14/2022 CR		LIBRARY - LIBRARY SERVICE FEE		-147.10	
		Description: LIBRARY - LIBRARY SERVICE FEE			
02/21/2022 CR		LIBRARY - LIBRARY SERVICE FEE		-87.48	
		Description: LIBRARY - LIBRARY SERVICE FEE			
02/28/2022 CR		LIBRARY - LIBRARY SERVICE FEE		-92.29	
		Description: LIBRARY - LIBRARY SERVICE FEE			
		02/28/2022 (02/22) Period Totals and Balance	.00 *	-398.77 *	786.91-
YTD Encumbrance	.00 YTD Actual	786.91- Total	786.91- YTD Budget	6,500.00- Unearned	5,713.09

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-48300 SALE OF PROP &amp; EQUIP</b>					
		01/31/2022 (01/22) Balance			160.51-
02/07/2022	CR	LIBRARY - SALE-CITY PROPERTY		-10.00	
		Description: LIBRARY - SALE-CITY PROPERTY			
02/14/2022	CR	LIBRARY - SALE-CITY PROPERTY		-30.00	
		Description: LIBRARY - SALE-CITY PROPERTY			
02/21/2022	CR	LIBRARY - SALE-CITY PROPERTY		-18.10	
		Description: LIBRARY - SALE-CITY PROPERTY			
02/28/2022	CR	LIBRARY - SALE-CITY PROPERTY		-9.52	
		Description: LIBRARY - SALE-CITY PROPERTY			
		02/28/2022 (02/22) Period Totals and Balance	.00 *	-67.62 *	228.13-
YTD Encumbrance	.00	YTD Actual	228.13- Total	228.13- YTD Budget	2,500.00- Unearned
					2,271.87
<b>280-48900 OTHER REVENUES</b>					
		01/31/2022 (01/22) Balance			.00
02/21/2022	CR	LIBRARY - LIBRARY-MISCELLANEOUS		-15.00	
		Description: LIBRARY - LIBRARY-MISCELLANEOUS			
		02/28/2022 (02/22) Period Totals and Balance	.00 *	-15.00 *	15.00-
YTD Encumbrance	.00	YTD Actual	15.00- Total	15.00- YTD Budget	2,000.00- Unearned
					1,985.00
<b>280-55110-1100 FULLTIME ADMINISTRATION</b>					
		01/31/2022 (01/22) Balance			15,796.80
02/11/2022	PC	PAYROLL TRANS FOR 2/5/2022 PAY PERIOD	10,150.40		
02/25/2022	PC	PAYROLL TRANS FOR 2/19/2022 PAY PERIOD	10,150.40		
		02/28/2022 (02/22) Period Totals and Balance	20,300.80 *	.00 *	36,097.60
YTD Encumbrance	.00	YTD Actual	36,097.60 Total	36,097.60 YTD Budget	263,910.00 Unearned
					227,812.40-
<b>280-55110-1220 WAGES - FULLTIME</b>					
		01/31/2022 (01/22) Balance			2,064.57
02/11/2022	PC	PAYROLL TRANS FOR 2/5/2022 PAY PERIOD	1,320.80		
02/25/2022	PC	PAYROLL TRANS FOR 2/19/2022 PAY PERIOD	1,320.80		
		02/28/2022 (02/22) Period Totals and Balance	2,641.60 *	.00 *	4,706.17
YTD Encumbrance	.00	YTD Actual	4,706.17 Total	4,706.17 YTD Budget	34,341.00 Unearned
					29,634.83-
<b>280-55110-1270 WAGES - PART TIME</b>					
		01/31/2022 (01/22) Balance			7,339.07
02/11/2022	PC	PAYROLL TRANS FOR 2/5/2022 PAY PERIOD	4,932.25		
02/25/2022	PC	PAYROLL TRANS FOR 2/19/2022 PAY PERIOD	4,755.04		
		02/28/2022 (02/22) Period Totals and Balance	9,687.29 *	.00 *	17,026.36
YTD Encumbrance	.00	YTD Actual	17,026.36 Total	17,026.36 YTD Budget	129,272.00 Unearned
					112,245.64-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-1310 WI RETIREMENT</b>					
		01/31/2022 (01/22) Balance			1,323.58
02/11/2022	PB	PAYROLL TRANS FOR 2/5/2022 PAY PERIOD	960.57		
02/25/2022	PB	PAYROLL TRANS FOR 2/19/2022 PAY PERIOD	853.34		
		02/28/2022 (02/22) Period Totals and Balance	1,813.91 *	.00 *	3,137.49
YTD Encumbrance	.00	YTD Actual 3,137.49 Total	3,137.49	YTD Budget 22,962.00 Unearned	19,824.51-
<b>280-55110-1320 FICA</b>					
		01/31/2022 (01/22) Balance			1,874.07
02/11/2022	PB	PAYROLL TRANS FOR 2/5/2022 PAY PERIOD	1,344.36		
02/25/2022	PB	PAYROLL TRANS FOR 2/19/2022 PAY PERIOD	1,208.51		
		02/28/2022 (02/22) Period Totals and Balance	2,552.87 *	.00 *	4,426.94
YTD Encumbrance	.00	YTD Actual 4,426.94 Total	4,426.94	YTD Budget 33,618.00 Unearned	29,191.06-
<b>280-55110-1330 HEALTH INSURANCE</b>					
		01/31/2022 (01/22) Balance			4,584.96
02/11/2022	PB	PAYROLL TRANS FOR 2/5/2022 PAY PERIOD	2,292.48		
02/25/2022	PB	PAYROLL TRANS FOR 2/19/2022 PAY PERIOD	2,292.48		
		02/28/2022 (02/22) Period Totals and Balance	4,584.96 *	.00 *	9,169.92
YTD Encumbrance	.00	YTD Actual 9,169.92 Total	9,169.92	YTD Budget 55,020.00 Unearned	45,850.08-
<b>280-55110-1334 HEALTH INSURANCE OPT-OUT</b>					
		01/31/2022 (01/22) Balance			769.24
02/11/2022	PC	PAYROLL TRANS FOR 2/5/2022 PAY PERIOD	384.62		
02/25/2022	PC	PAYROLL TRANS FOR 2/19/2022 PAY PERIOD	384.62		
		02/28/2022 (02/22) Period Totals and Balance	769.24 *	.00 *	1,538.48
YTD Encumbrance	.00	YTD Actual 1,538.48 Total	1,538.48	YTD Budget 10,000.00 Unearned	8,461.52-
<b>280-55110-1340 LIFE INSURANCE</b>					
		01/31/2022 (01/22) Balance			109.00
02/11/2022	PB	PAYROLL TRANS FOR 2/5/2022 PAY PERIOD	109.00		
		02/28/2022 (02/22) Period Totals and Balance	109.00 *	.00 *	218.00
YTD Encumbrance	.00	YTD Actual 218.00 Total	218.00	YTD Budget 1,337.00 Unearned	1,119.00-
<b>280-55110-1361 SICK LEAVE PAYOUT</b>					
		01/31/2022 (01/22) Balance			.00
02/11/2022	PC	PAYROLL TRANS FOR 2/5/2022 PAY PERIOD	1,649.70		
		02/28/2022 (02/22) Period Totals and Balance	1,649.70 *	.00 *	1,649.70
YTD Encumbrance	.00	YTD Actual 1,649.70 Total	1,649.70	YTD Budget .00 Unearned	1,649.70



Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-2100 PROF SERV - CITY SERVICES</b>					
		01/31/2022 (01/22) Balance			629.13
01/19/2022	AP	Municipal Elec Utilities of WI	78.12		
		**Desc: Annual Access Fee for MSDS Online - 2022			
		02/28/2022 (02/22) Period Totals and Balance	78.12 *	.00 *	707.25
YTD Encumbrance	.00	YTD Actual 707.25 Total	707.25	YTD Budget 47,484.00 Unearned	46,776.75-
<b>280-55110-2130 PROFESSIONAL SERVICES</b>					
		01/31/2022 (01/22) Balance			45.00
01/31/2022	AP	Marco Technologies LLC	271.34		
		**Desc: Service - Lib			
02/01/2022	AP	Unique	44.75		
		**Desc: Placements - Jan 2022			
02/18/2022	AP	4 K's Pest Control LLC	45.00		
		**Desc: Pest control - Library			
		02/28/2022 (02/22) Period Totals and Balance	361.09 *	.00 *	406.09
YTD Encumbrance	.00	YTD Actual 406.09 Total	406.09	YTD Budget 6,000.00 Unearned	5,593.91-
<b>280-55110-2210 ELECTRICITY</b>					
		01/31/2022 (01/22) Balance			1,429.38
02/15/2022	HJ	Harris Journal Entry	1,610.20		
		02/28/2022 (02/22) Period Totals and Balance	1,610.20 *	.00 *	3,039.58
YTD Encumbrance	.00	YTD Actual 3,039.58 Total	3,039.58	YTD Budget 22,000.00 Unearned	18,960.42-
<b>280-55110-2220 NATURAL GAS/HEAT</b>					
		01/31/2022 (01/22) Balance			.00
01/20/2022	AP	Wisconsin Public Service Corp	2,140.51		
		**Desc: LIBRARY			
02/18/2022	AP	Wisconsin Public Service Corp	2,217.50		
		**Desc: LIBRARY			
		02/28/2022 (02/22) Period Totals and Balance	4,358.01 *	.00 *	4,358.01
YTD Encumbrance	.00	YTD Actual 4,358.01 Total	4,358.01	YTD Budget 8,500.00 Unearned	4,141.99-
<b>280-55110-2230 WATER EXPENSE</b>					
		01/31/2022 (01/22) Balance			161.35
02/15/2022	HJ	Harris Journal Entry	153.25		
		02/28/2022 (02/22) Period Totals and Balance	153.25 *	.00 *	314.60
YTD Encumbrance	.00	YTD Actual 314.60 Total	314.60	YTD Budget 2,000.00 Unearned	1,685.40-
<b>280-55110-2240 SEWER EXPENSE</b>					
		01/31/2022 (01/22) Balance			54.20
02/15/2022	HJ	Harris Journal Entry	43.00		
		02/28/2022 (02/22) Period Totals and Balance	43.00 *	.00 *	97.20
YTD Encumbrance	.00	YTD Actual 97.20 Total	97.20	YTD Budget 750.00 Unearned	652.80-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-2250 STORMWATER EXPENSE</b>					
		01/31/2022 (01/22) Balance			79.93
02/15/2022	HJ	Harris Journal Entry	79.93		
		02/28/2022 (02/22) Period Totals and Balance	79.93 *	.00 *	159.86
YTD Encumbrance	.00	YTD Actual	159.86	Total	159.86
		YTD Budget	960.00	Unearned	800.14-
<b>280-55110-2410 MAINTENANCE EQUIPMENT/VEH</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG - MAIN	245.66		
02/06/2022	JE	KRALL - MAIN	38.45		
		02/28/2022 (02/22) Period Totals and Balance	284.11 *	.00 *	284.11
YTD Encumbrance	.00	YTD Actual	284.11	Total	284.11
		YTD Budget	24,993.00	Unearned	24,708.89-
<b>280-55110-2930 TECHNOLOGY</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	EHLE - TECH	45.99		
		02/28/2022 (02/22) Period Totals and Balance	45.99 *	.00 *	45.99
YTD Encumbrance	.00	YTD Actual	45.99	Total	45.99
		YTD Budget	21,000.00	Unearned	20,954.01-
<b>280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS</b>					
		01/31/2022 (01/22) Balance			.00
02/01/2022	AP	WPPI Energy	1,075.67		
		**Desc: Library HVAC retrofit project			
		02/28/2022 (02/22) Period Totals and Balance	1,075.67 *	.00 *	1,075.67
YTD Encumbrance	.00	YTD Actual	1,075.67	Total	1,075.67
		YTD Budget	12,908.00	Unearned	11,832.33-
<b>280-55110-3100 OFFICE SUPPLIES</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG - OFFICE SUP	60.99		
02/24/2022	CR	LIBRARY-SALES TAX REFUND - LABELS DIR		-2.70	
		Description: LIBRARY-SALES TAX REFUND - LABELS DIRECT			
02/28/2022	JE	Allocation of Paper and Copy Machine Costs - F	90.39		
		02/28/2022 (02/22) Period Totals and Balance	151.38 *	-2.70 *	148.68
YTD Encumbrance	.00	YTD Actual	148.68	Total	148.68
		YTD Budget	5,000.00	Unearned	4,851.32-
<b>280-55110-3110 POSTAGE</b>					
		01/31/2022 (01/22) Balance			32.15
02/06/2022	JE	HAMBURG - POST	14.95		
02/28/2022	JE	Postage Allocation - Feb 2022	27.41		
		02/28/2022 (02/22) Period Totals and Balance	42.36 *	.00 *	74.51
YTD Encumbrance	.00	YTD Actual	74.51	Total	74.51
		YTD Budget	450.00	Unearned	375.49-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-3300 TRAVEL</b>					
		01/31/2022 (01/22) Balance			46.48
02/06/2022	JE	EHLE - TRAVEL/DUE	198.00		
		02/28/2022 (02/22) Period Totals and Balance	198.00 *	.00 *	244.48
YTD Encumbrance	.00	YTD Actual 244.48 Total	244.48	YTD Budget 2,284.00 Unearned	2,039.52-
<b>280-55111-3230 PERIODICALS</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG - A MAG	975.48		
		02/28/2022 (02/22) Period Totals and Balance	975.48 *	.00 *	975.48
YTD Encumbrance	.00	YTD Actual 975.48 Total	975.48	YTD Budget 4,600.00 Unearned	3,624.52-
<b>280-55111-3400 NON-FICTION BOOKS</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG - A NON FIC	1,159.68		
		02/28/2022 (02/22) Period Totals and Balance	1,159.68 *	.00 *	1,159.68
YTD Encumbrance	.00	YTD Actual 1,159.68 Total	1,159.68	YTD Budget 17,000.00 Unearned	15,840.32-
<b>280-55111-3420 FICTION BOOKS</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG - A FIC	1,506.27		
		02/28/2022 (02/22) Period Totals and Balance	1,506.27 *	.00 *	1,506.27
YTD Encumbrance	.00	YTD Actual 1,506.27 Total	1,506.27	YTD Budget 17,000.00 Unearned	15,493.73-
<b>280-55111-3430 LARGE PRINT BOOKS</b>					
		01/31/2022 (01/22) Balance			325.38
02/06/2022	JE	HAMBURG - A LG PRINT	617.79		
		02/28/2022 (02/22) Period Totals and Balance	617.79 *	.00 *	943.17
YTD Encumbrance	.00	YTD Actual 943.17 Total	943.17	YTD Budget 12,000.00 Unearned	11,056.83-
<b>280-55111-3450 MOVIES</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG - A DVD	463.31		
		02/28/2022 (02/22) Period Totals and Balance	463.31 *	.00 *	463.31
YTD Encumbrance	.00	YTD Actual 463.31 Total	463.31	YTD Budget 4,500.00 Unearned	4,036.69-
<b>280-55111-3470 AUDIOBOOKS</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG - A AUDIO	513.32		
		02/28/2022 (02/22) Period Totals and Balance	513.32 *	.00 *	513.32
YTD Encumbrance	.00	YTD Actual 513.32 Total	513.32	YTD Budget 4,400.00 Unearned	3,886.68-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55112-3230 PERIODICALS</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	EHLE - J MAG	59.90		
		02/28/2022 (02/22) Period Totals and Balance	59.90 *	.00 *	59.90
YTD Encumbrance	.00	YTD Actual	59.90 Total	59.90 YTD Budget	540.00 Unearned
					480.10-
<b>280-55112-3400 NON-FICTION BOOKS</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	EHLE - J NON FIC	15.27		
		02/28/2022 (02/22) Period Totals and Balance	15.27 *	.00 *	15.27
YTD Encumbrance	.00	YTD Actual	15.27 Total	15.27 YTD Budget	7,000.00 Unearned
					6,984.73-
<b>280-55112-3420 FICTION BOOKS</b>					
		01/31/2022 (01/22) Balance			171.41
02/06/2022	JE	EHLE - J FIC	159.66		
02/07/2022	AP	Penworthy Company LLC, The	159.60		
		**Desc: JFic - Lib			
		02/28/2022 (02/22) Period Totals and Balance	319.26 *	.00 *	490.67
YTD Encumbrance	.00	YTD Actual	490.67 Total	490.67 YTD Budget	3,800.00 Unearned
					3,309.33-
<b>280-55112-3440 PAPERBACKS</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	EHLE - PAP BACK	78.75		
		02/28/2022 (02/22) Period Totals and Balance	78.75 *	.00 *	78.75
YTD Encumbrance	.00	YTD Actual	78.75 Total	78.75 YTD Budget	1,600.00 Unearned
					1,521.25-
<b>280-55112-3450 MOVIES</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	EHLE - JDVD	59.90		
		02/28/2022 (02/22) Period Totals and Balance	59.90 *	.00 *	59.90
YTD Encumbrance	.00	YTD Actual	59.90 Total	59.90 YTD Budget	2,500.00 Unearned
					2,440.10-
<b>280-55112-3510 PROGRAMS</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	EHLE - J PROG	1,433.43		
02/06/2022	JE	HAMBURG - JPROG	24.10		
		02/28/2022 (02/22) Period Totals and Balance	1,457.53 *	.00 *	1,457.53
YTD Encumbrance	.00	YTD Actual	1,457.53 Total	1,457.53 YTD Budget	11,980.00 Unearned
					10,522.47-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55112-3530 JE BOOKS</b>					
		01/31/2022 (01/22) Balance			200.83
02/06/2022	JE	EHLE - J EASY FIC	160.33		
		02/28/2022 (02/22) Period Totals and Balance	160.33 *	.00 *	361.16
YTD Encumbrance	.00	YTD Actual	361.16	Total	361.16
		YTD Budget	6,000.00	Unearned	5,638.84-
<b>280-55114-3490 MICROFILM</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG -	74.90		
		02/28/2022 (02/22) Period Totals and Balance	74.90 *	.00 *	74.90
YTD Encumbrance	.00	YTD Actual	74.90	Total	74.90
		YTD Budget	4,100.00	Unearned	4,025.10-
<b>280-55115-3230 PERIODICALS</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	EHLE - YA MAG	23.99		
		02/28/2022 (02/22) Period Totals and Balance	23.99 *	.00 *	23.99
YTD Encumbrance	.00	YTD Actual	23.99	Total	23.99
		YTD Budget	200.00	Unearned	176.01-
<b>280-55115-3420 FICTION BOOKS</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	EHLE - YA FIC	156.25		
		02/28/2022 (02/22) Period Totals and Balance	156.25 *	.00 *	156.25
YTD Encumbrance	.00	YTD Actual	156.25	Total	156.25
		YTD Budget	5,300.00	Unearned	5,143.75-
Number of transactions: 98			Number of accounts: 51		
			Debit	Credit	Proof
Total LIBRARY FUND:			236,299.01	-236,181.21	117.80



Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>282-11100 CASH</b>					
		01/31/2022 (01/22) Balance			32,859.75-
02/28/2022	CA	Cash Allocation - Created: 02/23/22 11:39 AM	28,078.00		
02/28/2022	CA	Cash Allocation - Created: 02/23/22 4:46 PM		-614.77	
02/28/2022	CA	Cash Allocation - Created: 03/01/22 9:47 AM	13.00		
		02/28/2022 (02/22) Period Totals and Balance	28,091.00 *	-614.77 *	5,383.52-
<b>282-11302 GENERAL FUND INVESTMENT</b>					
		01/31/2022 (01/22) Balance			150,357.00
02/17/2022	CR	LIBRARY INVESTMENT REDEMPTION - EDW		-28,050.00	
		Description: LIBRARY INVESTMENT REDEMPTION - EDWARD JONES			
		02/28/2022 (02/22) Period Totals and Balance	.00 *	-28,050.00 *	122,307.00
<b>282-34100 FUND BALANCE UNRESERVED</b>					
		01/31/2022 (01/22) Balance			116,342.48-
		02/28/2022 (02/22) Period Totals and Balance	.00 *	.00 *	116,342.48-
<b>282-48500 DONATIONS</b>					
		01/31/2022 (01/22) Balance			1,154.77-
02/21/2022	CR	LIBRARY - DONATIONS-GIFT FUND		-28.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
02/28/2022	CR	LIBRARY - DONATIONS-GIFT FUND		-13.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
		02/28/2022 (02/22) Period Totals and Balance	.00 *	-41.00 *	1,195.77-
YTD Encumbrance	.00	YTD Actual 1,195.77- Total	1,195.77- YTD Budget	5,000.00- Unearned	3,804.23
<b>282-55110-7004 ADULT GIFT</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG - A GIFT	14.95		
		02/28/2022 (02/22) Period Totals and Balance	14.95 *	.00 *	14.95
YTD Encumbrance	.00	YTD Actual 14.95 Total	14.95 YTD Budget	2,000.00 Unearned	1,985.05-
<b>282-55110-7005 MEYER FOUNDATION</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG - MEYER FDN	11.94		
		02/28/2022 (02/22) Period Totals and Balance	11.94 *	.00 *	11.94
YTD Encumbrance	.00	YTD Actual 11.94 Total	11.94 YTD Budget	700.00 Unearned	688.06-
<b>282-55110-7006 ADULT GRANT</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	HAMBURG - A GRANT	119.14		
		02/28/2022 (02/22) Period Totals and Balance	119.14 *	.00 *	119.14
YTD Encumbrance	.00	YTD Actual 119.14 Total	119.14 YTD Budget	.00 Unearned	119.14

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>282-55110-7008 YOUTH GIFT</b>					
		01/31/2022 (01/22) Balance			.00
02/06/2022	JE	EHLE - J GIFT	468.74		
		02/28/2022 (02/22) Period Totals and Balance	468.74 *	.00 *	468.74
YTD Encumbrance	.00	YTD Actual	468.74	Total	468.74
			YTD Budget	2,000.00	Unearned
					1,531.26-
Number of transactions: 10    Number of accounts: 8			Debit	Credit	Proof
Total LIBRARY GIFT FUND:			28,705.77	-28,705.77	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>456-11100 CASH</b>					
		01/31/2022 (01/22) Balance			25,336.21-
02/28/2022	CA	Cash Allocation - Created: 02/08/22 12:35 PM	6.00		
		02/28/2022 (02/22) Period Totals and Balance	6.00 *	.00 *	25,330.21-
<b>456-34100 FUND BALANCE UNRESERVED</b>					
		01/31/2022 (01/22) Balance			36,279.06-
		02/28/2022 (02/22) Period Totals and Balance	.00 *	.00 *	36,279.06-
<b>456-48500 DONATIONS</b>					
		01/31/2022 (01/22) Balance			51.40-
02/07/2022	CR	LIBRARY - DONATIONS-BUILDING FUNDS		-6.00	
		Description: LIBRARY - DONATIONS-BUILDING FUNDS			
		02/28/2022 (02/22) Period Totals and Balance	.00 *	-6.00 *	57.40-
YTD Encumbrance	.00 YTD Actual	57.40- Total	57.40- YTD Budget	.00 Unearned	57.40-
<b>456-51600-8170 CO - OTHER IMPROVEMENTS</b>					
		01/31/2022 (01/22) Balance			61,666.67
		02/28/2022 (02/22) Period Totals and Balance	.00 *	.00 *	61,666.67
YTD Encumbrance	.00 YTD Actual	61,666.67 Total	61,666.67 YTD Budget	.00 Unearned	61,666.67
Number of transactions: 2    Number of accounts: 4			Debit	Credit	Proof
Total LIBRARY BLDING & GROUNDS FUND:			6.00	-6.00	.00
Number of transactions: 110    Number of accounts: 230			Debit	Credit	Proof
Grand Totals:			265,010.78	-264,892.98	117.80

## Report Criteria:

Actual amounts

Accounts with balances or activity

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



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

### Important tax form information

As of Feb. 15, Edward Jones has furnished all required 2021 Consolidated 1099 Tax Statements to clients. If you received a Figures Not Final tax statement, that means we did not receive final tax information for at least one of your securities by Feb. 15. Security issuers may file extensions or have a March 15 deadline to provide information to brokers. Once we receive final information for your securities, we will furnish you a final tax form. Visit [edwardjones.com/taxcenter](http://edwardjones.com/taxcenter) to learn more.

## 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](http://www.edwardjones.com/advisorybrochures).

#### Account Value

**\$115,242.56**

1 Month Ago	\$143,850.11
1 Year Ago	\$328,837.12
3 Years Ago	\$266,677.40
5 Years Ago	\$275,687.04

#### Value Summary

	This Period	This Year
Beginning value	\$143,850.11	\$150,357.17
Assets added to account	0.00	0.00
Assets withdrawn from account	-28,050.00	-28,050.00
Fees and charges	-146.14	-293.91
Change in value	-411.41	-6,770.70
<b>Ending Value</b>	<b>\$115,242.56</b>	

For more information regarding the Value Summary section, please visit [www.edwardjones.com/mystatementguide](http://www.edwardjones.com/mystatementguide).

### Asset Details (as of Feb 25, 2022)

additional details at [www.edwardjones.com/access](http://www.edwardjones.com/access)

#### Assets Held At Edward Jones

Exchange Traded & Closed End Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
iShares S&P SC 600 Value ETF	101.82	23	1,175.53	1,166.33	\$2,341.86
Vanguard FTSE All-World Ex US	124.05	19	2,383.55	-26.60	2,356.95
Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Artisan INTL Small-Mid I	18.01	63.925	1,095.37	55.92	1,151.29
Bridge Builder Core Bond	9.98	2,212.695	22,581.18	-498.48	22,082.70
Bridge Builder Core Plus Bond	9.90	2,817.595	28,590.20	-696.01	27,894.19
Bridge Builder INTL Equity	12.50	1,181.314	13,352.67	1,413.76	14,766.43
Bridge Builder Large Growth	20.75	603.89	9,408.71	3,122.01	12,530.72

**Asset Details (continued)**

Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Bridge Builder Large Value	17.06	883.552	10,771.98	4,301.42	15,073.40
Bridge Builder Small/Mid Grw	14.46	239.699	3,406.40	59.65	3,466.05
Bridge Builder Small/Mid Value	14.39	408.569	4,459.16	1,420.15	5,879.31
JPM U.S. Govt Mny Mkt Capital	1.00	1,859.3	—	—	1,859.30
MainStay Mackay High Yd Cp R6	5.42	1,077.557	5,942.97	-102.61	5,840.36
<b>Total Account Value</b>					<b>\$115,242.56</b>

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

**Summary of Realized Gain/Loss**

	This Year
Short Term (assets held 1 year or less)	\$11.26
Long Term (held over 1 year)	3,535.92
<b>Total</b>	<b>\$3,547.18</b>

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

**Detail of Realized Gain/Loss from Sale of Securities**

	Purchase Date	Sale Date	Quantity	Cost Basis	Proceeds	Realized Gain/Loss	
Artisan INTL Small-Mid I	09/23/2020	02/09	5.562	\$95.31	\$104.06	\$8.75	LT
Bridge Builder Core Bond	—	02/09	503.709	5,139.79	5,082.42	-57.37	LT
Bridge Builder Large Value	03/26/2020	02/09	303.108	3,695.40	5,325.61	1,630.21	LT
Bridge Builder Large Growth	06/02/2020	02/09	133.331	2,077.32	2,918.61	841.29	LT
Bridge Builder Small/Mid Value	—	02/09	122.107	1,332.69	1,787.63	454.94	LT
Bridge Builder Small/Mid Grw	10/10/2019	02/09	32.684	464.48	493.53	29.05	LT
Bridge Builder Core Plus Bond	—	02/09	655.926	6,654.73	6,565.83	-88.90	LT
Bridge Builder INTL Equity	10/10/2019	02/09	257.405	2,909.51	3,390.03	480.52	LT
iShares S&P SC 600 Value ETF	—	02/09	5	255.55	507.35	251.80	LT

**Detail of Realized Gain/Loss from Sale of Securities (continued)**

	<b>Purchase Date</b>	<b>Sale Date</b>	<b>Quantity</b>	<b>Cost Basis</b>	<b>Proceeds</b>	<b>Realized Gain/Loss</b>	
MainStay Mackay High Yd Cp R6	10/10/2019	02/09	266.621	1,470.13	1,455.75	-14.38	LT
Vanguard FTSE All-World Ex US	03/08/2021	02/09	3	376.35	387.61	11.26	ST

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**

<b>Date</b>	<b>Description</b>	<b>Quantity</b>	<b>Amount</b>
2/01	Dividend on JPM U.S. Govt Mny Mkt Capital on 2,036.96 Shares at Daily Accrual Rate		\$0.05
2/01	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	0.05	-0.05
2/01	Dividend on Bridge Builder Core Bond on 2,711.448 Shares at Daily Accrual Rate		50.55
2/01	Reinvestment into Bridge Builder Core Bond @ 10.20	4.956	-50.55
2/01	Dividend on Bridge Builder Core Plus Bond on 3,467.785 Shares at Daily Accrual Rate		57.93
2/01	Reinvestment into Bridge Builder Core Plus Bond @ 10.10	5.736	-57.93
2/01	Dividend on MainStay Mackay High Yd Cp R6 on 1,337.978 Shares @ 0.025		33.85
2/01	Reinvestment into MainStay Mackay High Yd Cp R6 @ 5.46	6.2	-33.85
2/07	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-146.14	146.14
2/07	Program & Portfolio Strat Fees		-146.14
2/11	Sell JPM U.S. Govt Mny Mkt Capital @ 1.00	-31.57	31.57
2/11	Sell Artisan INTL Small-Mid I @ 18.71	-5.562	104.06
2/11	Sell Bridge Builder Core Bond @ 10.09	-503.709	5,082.42
2/11	Sell Bridge Builder Large Value @ 17.57	-303.108	5,325.61
2/11	Sell Bridge Builder Large Growth @ 21.89	-133.331	2,918.61
2/11	Sell Bridge Builder Small/Mid Value @ 14.64	-122.107	1,787.64
2/11	Sell Bridge Builder Small/Mid Grw @ 15.10	-32.684	493.53
2/11	Sell Bridge Builder Core Plus Bond @ 10.01	-655.926	6,565.82
2/11	Sell Bridge Builder INTL Equity @ 13.17	-257.405	3,390.03
2/11	Sell iShares S&P SC 600 Value ETF @ 101.47	-5	507.35
2/11	Sell MainStay Mackay High Yd Cp R6 @ 5.46	-266.621	1,455.75
2/11	Sell Vanguard FTSE All-World Ex US @ 129.204	-3	387.61
2/11	Check Issued Check Number 149165652		-28,050.00

**Money Market Detail by Date**

**Beginning Balance on Jan 29**

**\$0.00**

Date	Transaction	Description	Deposits	Withdrawals	Balance
2/11	Deposit		28,050.00		\$28,050.00
2/11	Withdrawal	Money Market Sale		-28,050.00	\$0.00
<b>Total</b>			<b>\$28,050.00</b>	<b>-\$28,050.00</b>	

**Ending Balance on Feb 25**

**\$0.00**

For more information about the Advisory Solutions program, see the applicable program brochure at [www.edwardjones.com/advisorybrochures](http://www.edwardjones.com/advisorybrochures).



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

**Statement Date** Jan 29 - Feb 25, 2022

**Page 5 of 6**

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## About Edward Jones

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

**Statement of Financial Condition** — Edward Jones' Statement of Financial Condition is available at [edwardjones.com/about/financial-reports.html](http://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](mailto: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](http://edwardjones.com/disclosures).

## CONTACT INFORMATION

Client Relations		Online Access	Other Contacts
 Toll Free Phone 800-441-2357	Monday – Friday 7 a.m. – 7 p.m. CT	 <a href="http://edwardjones.com/access">edwardjones.com/access</a>	 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  
February 2022**

**News**

- The open Customer Service Clerk position was filled, please welcome Tanya Terp to the LPL team. Tanya's first day was February 23<sup>rd</sup> and will be working at the circulation desk.
- City Department heads met to investigate lowering our annual fire extinguisher inspection fees across the City. We also discussed the viability of centralizing cleaning and paper products purchasing.
- The Herald Times Reporter and the Green Bay Gazette, both published by Gannett, Inc., will cease publication of the Saturday edition.
- Adult Services Coordinator Chris Hamburg and Reference Associate Alan Wambold have been digitizing collections from the reference area. Most recent is digitizing City of Two Rivers Annual Reports and the Two Rivers High School's literary quarterly published between 1912 and 1926. Wambold has identified gaps in the library collection and is seeking assistance in finding those materials with other city entities. The collections are scheduled for a March launch and will be managed online via
- Terry Ehle applied for and Lester Public Library has been selected, again, as a 2022 Wisconsin Association of Independent Colleges and Universities (WAICU) Nonprofit Internship Site. Through the generous support of two Wisconsin foundations, WAICU is currently able to offer summer internships. A student will spend their summer working for the Lester Public Library, at no cost to the library. Student interns receive a \$2,000 summer stipend (disbursed throughout the summer) and a \$3,000 scholarship in exchange for 400 hours of work over 10 summer weeks. Interns gain valuable experience in the nonprofit sector and get a summer of amazing experiences.

**Library Foundation – No Report**

**Library Legislation – No Report**

**Activities**

02/01/22 – Help Desk Shift  
02/02/22 – City Department Heads Meeting  
02/03/22 – Lester Public Library Management Team Meeting  
02/07/22 – Customer Service Clerk Interviews  
02/07/22 – Two Rivers City Council Meeting  
02/08/22 – Lester Public Library Board Meeting  
02/09/22 – Lester Public Library All Staff Meeting  
02/09/22 – Customer Service Clerk Interview  
02/10/22 – City of Two Rivers Safety Committee Meeting

02/10/22 – Customer Service Clerk Interview  
02/11/22 – Was the Guest on WOMT Radio's 'Be My Guest'  
02/14/22 – City Annual Fire Protection Inspections Meeting  
02/16/22 – City Department Heads Meeting  
02/17/22 – Help Desk Shift  
02/21/22 – Two Rivers City Council Meeting  
02/24/22 – Met with Lester Public Library Board of Trustees President, Larry Thomas  
02/26/22 – Staff Celebration at the Library

Jeff Dawson, Director, Lester Public Library 03/01/2022



# Lester Public Library Statistical Report

Feb-22

Circulation										
Feb 2022			Feb 2021			2022 YTD			2021 YTD	
Circulation Total			5,777			18,266			11,603	
Total Visitors			0			7,393			0	
Users	Total	%Circ	Total	%Circ	#DIV/0!	Total	%Circ		Total	%Circ
Children (0-11)	370	4%	143	2%	159%	820	4%		322	3%
Young Adult (11-17)	122	1%	131	2%	-7%	266	1%		258	2%
Adult (18+)	7,336	82%	4,874	84%	51%	14,906	82%		9,794	84%
Outreach	305	3%	29	1%	952%	583	3%		67	1%
School	136	2%	65	1%	109%	409	2%		341	3%
ALL OTHERS	685	8%	535	9%	28%	1,282	7%		1,021	9%
Item Type	Total	%Circ	Total	%Circ		Total	%Circ		Total	%Circ
Adult	5,413	60%	3,765	65%	44%	11,557	63%		7,660	66%
Youth	3,541	40%	2,012	35%	76%	6,709	37%		3,943	34%
	Total	%Circ	Total	%Circ		Total	%Circ		Total	%Circ
Self-check use	2,156	24%	0	0%	#DIV/0!	4,324	24%		0	0%
Drive Through Use	799	9%	0	0%	#DIV/0!	1,708	9%		0	0%
LARS ACTIVITY										
Sent to LARS	2,496		2,855	-13%		5,056			5,889	-14%
Rec from LARS	1,285		2,005	-36%		2,807			4,107	-32%
NEW REGISTRATIONS										
Total	18		5	260%		45			14	221%
OVERDRIVE EBooks & EAudiobooks										
Total	1584		1571	1%		3,281			3,178	3%

# Information Services

	Feb 2022	Feb 2021	%Chng #DIV/0!	2022 YTD	2021 YTD	%Chng #DIV/0!
Walk-in	795	0		1543	0	
Phone	446	1659	-73%	987	3403	-71%
Mail	0	0	0%	0	0	
Electronic	101	179	-44%	266	407	-35%
<b>Reference Total</b>	<b>1342</b>	<b>1838</b>	<b>-27%</b>	<b>2796</b>	<b>3810</b>	<b>-27%</b>
Internet Use (Hours)	235	0	#DIV/0!	456	0	#DIV/0!
<b>Computer Use Total</b>	<b>235</b>	<b>0</b>	<b>#DIV/0!</b>	<b>456</b>	<b>0</b>	<b>#DIV/0!</b>

## Children's Programming

In-house Programs	8	7	14%	15	10	50%
In-house Attendance	717	494	45%	1286	719	79%
Outreach Programs	4	2	100%	9	4	125%
Outreach Attendance	363	41	785%	945	83	1039%

## Young Adult Programs

In-house Programs	1	1	0%	1	1	0%
In-house Attendance	11	15	-27%	11	15	-27%

## Adult Programs

In-house Programs	2	1	100%	4	2	100%
In-house Attendance	18	8	125%	34	29	17%

## Meeting Room Use

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

Thank You!

we love the story time  
and the Art to go packs!  
They are fun to create!

Aria

Kate ♥

THANK YOU

**Lester Public Library March 2022 eNews**  
tehle@lesterlibrary.org | TUE MAR 1 7:15 PM | 22 min read



[See more>](#)

# LIBRARY eLINKS

*Lester Public Library Read. Discover. Connect. Enrich. March 2022*

## An Invitation to play!

You may expect to enter the hushed confines of a solemn institution when you walk in the Lester Public Library. What you will encounter, however, are sweet sounds of joie de vivre emanating from the dramatic play center in the youth area, where children are amidst adventures.

At *Sweets Bakery*, children busily discuss menu items, take orders, serve a delightful assortment of pastries, and ring up the charges. It's a wonderful pretend world where kids and their adults immerse themselves in play, because that's the BEST way for children to learn.



Sweets, with outfitted kitchen, a service counter and donut station, lots of goodies, and chairs and tables for customers, is our latest dramatic play scenario. Prior installations have included the Taco Truck, the Caterpillar Café, an animal hospital and a space station. We change it up three times a year (though it's hard for patrons AND us every time we take down a beloved scenario to make way for another). Our goal is to keep offering new worlds that kids can explore in different ways, with new vocabulary sets to develop.



Dramatic play (also called pretend play) is *more* than fun; it's a learning experience that engages virtually every part of a child's developing brain. Kids love to take on role-playing scenarios like parent and child, cashier and customer, or characters in a fairy tale, and this kind of play is an integral part of a child's social, emotional and cognitive development.

It strengthens other crucial skills, like *self-regulation*, helping children inhibit their impulses, coordinate with others and make plans. Disagreements between children crop up naturally in dramatic play, offering the chance for *conflict resolution*—working through their differences and arranging a compromise. It provides opportunities to see *functional print* like words on menus and other signage, giving them experience with the many ways we use text every day. And it increases *reading comprehension* since children often act out scenes from favorite stories, which helps them gain deeper understanding of a story.

So visit the bakery with your child to order pastries and coffee. Ask questions about the items and what they cost. Request specific colors or amounts. Pay and ask for change. The positive results of your interactions will last a lifetime.

Sweets will be here through April 23. What's to come? There are *oceans* of possibilities.

See photos of Sweets Bakery at <https://bit.ly/3guLiPp>.



Are you an *above average* reader?



According to the Pew Research Center, American adults read an average of 12 books per year, with half reading four or fewer. Do you find yourself ranking below average? **We challenge you to step up your game!** Ages 14+ can earn a digital badge each month when you read at least two books. Become a member of "*the better half*" when you log book #5 (you're still below average, but you're *less* below average than half of America!).

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

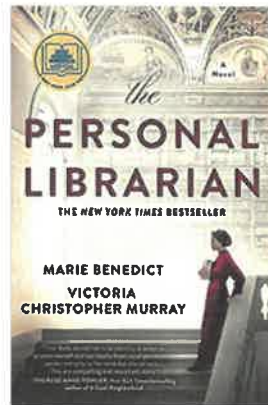


This is your opportunity to shine! Bragging rights are at stake.



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

**Join a book club; new members welcome!**



**Book Discussion Group**  
**Wednesday, March 2 4:00 PM**

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

**Selection:** *The Personal Librarian* by Marie Benedict

Belle da Costa Greene is hired by J. P. Morgan to curate a collection of rare manuscripts, books and artwork for his newly built Pierpont Morgan Library. Belle becomes one of the most powerful people in the art and book world, known for her impeccable taste and shrewd negotiating for critical works as she helps create a world-class collection.

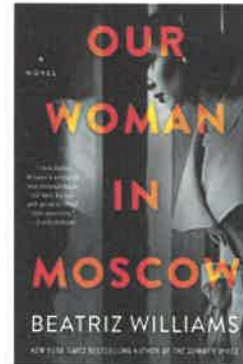
But Belle has a secret, one she must protect at all costs. She was born Belle Marion Greener, daughter of Richard Greener, the first Black graduate of Harvard and a well-known advocate for equality.

**April 6 selection:** *All the Frequent Troubles of Our Days* by Rebecca Donner

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

Meet via Zoom to discuss *Our Woman in Moscow*, a thriller set in the Cold War espionage of 1948, by Beatriz Williams.

Autumn, 1948: Iris Digby, her American diplomat husband Sasha, and their two children vanish from London. Were they eliminated by the Soviet intelligence service? Or have the Digbys defected to Moscow with a trove of the West's most vital secrets? Four years later Ruth Macallister receives a postcard from Iris, the twin sister she hasn't seen since their catastrophic parting in Rome in the summer of 1940. Now Ruth is on her way to Moscow, posing as the wife of counterintelligence agent Sumner Fox in a precarious plot to extract the Digbys from behind the Iron Curtain.



Pick up a copy at the front desk or drive-thru. Email [chamburg@lesterlibrary.org](mailto:chamburg@lesterlibrary.org) for the meeting link.



**New packs every week!**

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

#### Youth Art To Go

*New packs available March 7 & 21*

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

#### March Family Activity Pack: Scavenger Hunts

*New packs available the first of each month*

Scavenger hunts are more than just a way to keep kids busy. They build critical thinking skills and help families build special memories. They allow kids to practice teamwork and social interaction. Depending on the type, scavenger hunts can also be a fun source of exercise. We've included a number of hunts for you and your family to tackle (keeping the unpredictability of Wisconsin's March weather in mind) as well as ideas to inspire you to create your own fun hunts. Obtain packs at the front desk or drive-thru while supplies last. No library card required.



#### Snowshoes & S'mores @ Woodland Dunes

Friday, March 4 • 7:00-8:15 PM Middle School • 8:30-9:45 PM High School • \$2

Embark upon a guided snowshoe hike then circle a warm fire and make s'mores! If there's no snow, we'll simply enjoy the fresh air and gathering around the fire! Registration required by Thursday, March 3. Call (920)793-4007 or email [jessicaj@woodlanddunes.org](mailto:jessicaj@woodlanddunes.org) (include name, grade & phone number). Masks required. Space is limited. Postponed if weather is poor.

#### Seussical Jr. @ Two Rivers High School

Saturday, March 5 • 6:30 PM (Doors open at 6) • All Ages • \$5

L.B. Clarke students bring Horton the Elephant, the Cat in the Hat and all of your favorite Dr. Seuss characters to life! From the Jungle of Nool to the Circus McGurkus, the Cat in the Hat narrates the story of Horton, who discovers a speck of dust containing tiny people called the Whos. The powers of friendship, loyalty, family and community are challenged—but emerge triumphant!

#### Activity Night @ LB Clarke Middle School

Friday, March 11 • 6:00-8:00 PM • Grades 5-8 • \$3

End-of-quarter activity night for LBC students.

#### Teen Late Night @ Lester Public Library

Friday, March 11 • 8:00-11:00 PM • 6th-12th Grades • FREE

Hang out, eat pizza, play games. Space is limited. Permission slips are required; pick up at

the library's Help Desk prior to the event.

#### Music Trivia Night @ Two Rivers High School

Friday, March 25 • 7:00-9:00 PM • 9th-12th Grades • \$5/person or \$30/team of 8

Five rounds of questions: name that tune; movie theme songs; finish the lyrics and more. Musical games like Encore in between. Win prizes! Dress as your favorite singer/band /musical cast—or as a #1 fan. Prizes for best costumes too! Concessions available for purchase. Register your team with Ms. Meulbroek or Ms. Honeck. Sponsored by the Two Rivers High School Music Boosters.



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

#### It's easy:

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

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

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

#### PrinterOn mobile printing



#### Print from home or on the go!

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

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

#### Reading challenges for ALL ages!





Register now on [Beanstack](#)!  
Winter challenges run thru April 30.

#### Read to Me | Ages 0-7

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

#### Read on My Own | Ages 8-17

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

#### Adult Reading Challenge | Ages 18+

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



Discover diverse books, log activities, and READ WOKE.

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

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

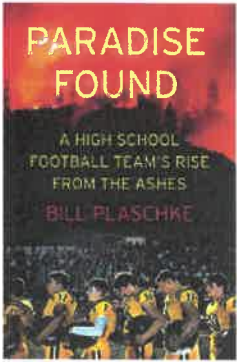
The Read Woke movement was created by Lewis, *School Library Journal* 2020 Librarian of the Year. To be included as suggested titles, the books must:

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

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

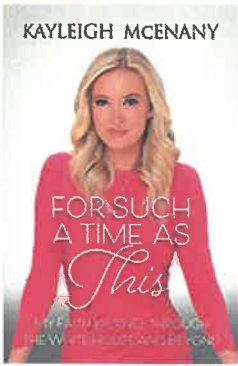
#### NEW Nonfiction Book Browse





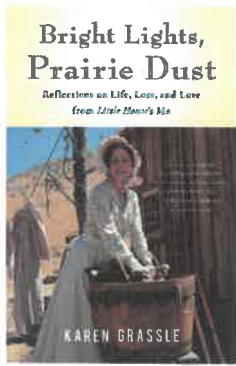
**Paradise Found**  
by Bill Plaschke

[Place hold >](#)



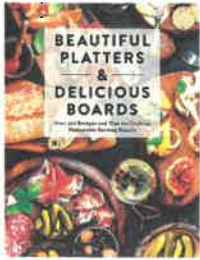
**For Such a Time as This**  
by Kayleigh McEnany

[Place hold >](#)



**Bright Lights, Prairie Dust**  
by Karen Grassle

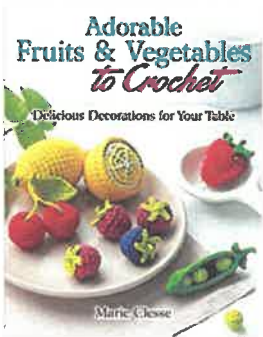
[Place hold >](#)



**Beautiful Platters & Delicious Boards: Over 150 Recipes and Tips for Crafting Memorable Serving Boards**

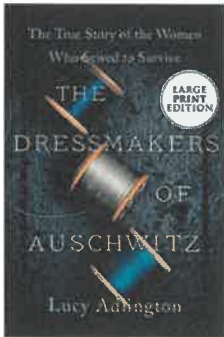
Beautiful boards to serve as sources of inspiration, and more than 150 recipes that will help you curate the perfect collection of bites. Organized by seasonal ingredients, find recipes for crackers and breads, dozens of flavor-forward dips, spreads, and condiments, decadent desserts perfect for sharing, and vibrant photographs that show you how to assemble memorable boards.

[Place hold >](#)



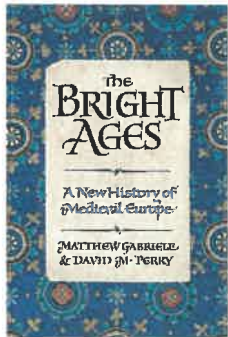
**Adorable Fruits & Vegetables to Crochet**  
by Marie Clesse

[Place hold >](#)



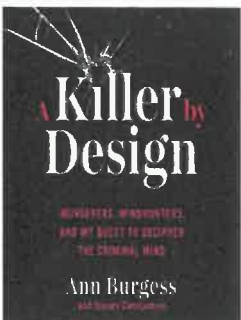
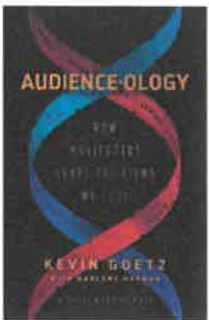
**The Dressmakers of Auschwitz**  
by Lucy Adlington

[Place hold >](#)



**The Bright Ages**  
by Matthew Gabriele

[Place hold >](#)



*Audience-ology*  
by Kevin Goetz

[Place hold>](#)

*A Killer by Design*  
by Ann Burgess

[Place hold>](#)

*Apparently There Were*  
*Complaints* by Sharon Gless

[Place hold >](#)

### Digital books, audiobooks & magazines



#### Browse, borrow & read on your favorite device

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

#### "Lucky Day" collection

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

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

[\[Click here\]](#)



#### Local and state history

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

[\[Click here\]](#)



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Find tests, tutorials and other help to prepare for career success, college admission and high school equivalency. Exam prep for civil service, CDL, cosmetology, real estate, law enforcement, military and lots more. Resources for students of all ages as well as educators.

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

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

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# Lester Public Library Hosts “Sweets Bakery”

Feb 26, 2022 | 1:00 PM

Local News



*The following article was submitted by the Lester Public Library.*

## **An invitation to play**

You may expect to enter the hushed confines of a solemn institution when you walk in the Lester Public Library. What you will encounter, however, are sweet sounds of joie de vivre emanating from the dramatic play center in the youth area, where children are amidst adventures.

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So visit the bakery with your child to order pastries and coffee. Ask questions about the items and what they cost. Request specific colors or amounts. Pay and ask for change. The positive results of your interactions will last a lifetime.

Sweets will be here through April 23. What's to come? There are oceans of possibilities.

See photos of Sweets Bakery at <https://bit.ly/3guLiPp>.

**Title 2:  
Chapter 1:**

**Services  
Collection Development**

**02-01-01      Philosophy**

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

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

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

**02-01-02      Selection**

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

c) While a single standard cannot be applied to each work the following general criteria are used in selecting materials for purchase by the Lester Public Library:

- 1) Importance and value to the collection
- 2) Reputation, credibility and /or authoritativeness of the author, artist, publisher or producer
- 3) Current appeal, popular demand and timeliness
- 4) Significance of the subject matter
- 5) Local interest
- 6) Availability or scarcity of materials on the subject
- 7) Cost
- 8) Level of difficulty and specialization
- 9) Reviews, summaries and descriptions of materials
- 10) Format suitability
- 11) Accessibility to materials elsewhere in area libraries
- 12) Physical quality and level of durability
- 13) Ability to collect and maintain complete series

d) The Director shall approve the individual selection tools used by selectors. In general, they would include both professional journals published for librarians as well as any media used by the general public to make their personal reading/viewing/listening choices.

## **02-01-03      Gifts**

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



## 02-01-04 Deaccessioning Library Collections

- a) Systematic removal of materials is essential in order to maintain the quality, health, currency and purpose of Library collections. Factors considered in the examination of materials for removal include:
- Accuracy: if it is now misleading or inaccurate
  - Physical condition: if it is in poor condition and not repairable
  - Dated: if it is superseded by a new edition or by newer and better information on the subject
  - Significance: if it is of no discernable merit
  - Usage and relevancy: if it lacks usage and is irrelevant
  - Circulation: if it has not circulated or been used for a long time in accordance to a given collection.
- b) Withdrawn items may be given to the Library Foundation for resale.

## 02-01-05 Reconsideration of Library Material

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



## **Request for Reconsideration of Lester Public Library Material Form**

Request for reconsideration must be completed by a Two Rivers resident with a library card in good standing. Please complete the following form and return it to a staff member along with the item to be reconsidered, if possible. The request will be passed to the Library Director. Within 21 days you will receive a written response, including the Director's decision as to the disposition of the item. In the process of framing a response, the Director may consult reviews of the material as well as the opinions of other library staff.

If you are not satisfied with the Director's response, you may appeal the request to the Lester Public Library Board of Trustees within 45 days of the Director's response. Such appeals must be submitted in writing and attached to your original request for reconsideration form. Appeals must be made 10 days prior to the monthly Board meeting at which the request will be reconsidered.

Decisions made by the Board are binding for the life of the material within the library.

**Name:** \_\_\_\_\_

**Library Card Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Title of the item that you are requesting the library to reconsider:**

**What would you like done with this item?**

**I have read, listened to, or viewed this title in its entirety:** Yes \_\_\_\_\_ No \_\_\_\_\_

**What specifically do you object to and why? (include page numbers)**

**What do you expect might be the result of reading/listening/viewing this item?**

**Is the problematic element a major theme of the book or is it limited to a particular scene?**

**Have you read any professional (NOT Amazon patron) reviews of this work that support your opinion? If so please include copies or citations or website addresses so we can find them.**

**Is there any person or group for which this item would not be objectionable, or that may benefit from reading/listening/viewing this item?**

**Is there anything else you would like to say about this item?**

## Lester Public Library Director Goals 2021-2022

Categories	Priority Level I to V	Timeline
Board Review/Update of 4 library policies	I	Ongoing
Maintain high visibility in the community	I	Ongoing
Implement strategic plan/ provide quarterly updates to the Board	I	Ongoing
Create Budget	I	Nov-21
Improve marketing of services	I	Ongoing
Monitor COVID-19 progress towards full operations	I	Ongoing
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
New furniture options and installation	I	Dec-21
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
Act as Secretary on the Spirit of the Rivers 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

## *Job Description*

*Classification:* Director, full time

*Title:* Director

### *Distinguishing Features of the Position*

The Library Director should demonstrate leadership, vision and creativity in library administration, community relations and service delivery. The Director is responsible for the general administration of the library which includes planning, organizing and directing the operation of a public library program; overseeing the maintenance of the library building and grounds and supervising a staff of library employees and volunteers. The Director applies library board policies to actual work situations, instructs library personnel and assigns reviews and evaluates their work. As a City Department Head the Director will participate in City Staff meetings and attend City Council meetings. The Directory may delegate authority as needed.

### *Examples of Characteristic Work*

#### **Library Board of Trustees**

1. Serves as executive officer of the library and administrative officer to the library board.
2. Prepares the annual budget for the library board, presents the budget to the City Manager and to the City Council.
3. Administers approved budget, analyzing and coordinating budget throughout the year.
4. Advises the board on policy matters. Prepares new and updates library policy for board review and approval.
5. Participates in board meetings, reporting on monthly and yearly status of the library.
6. Functions as the official record keeper of the institution and prepares a variety of reports for local, state and federal governments.
7. Acts as liaison between the library board and staff and the City of Two Rivers administration and government.
8. With library staff and board create and implement strategic plans.

#### **Library Staff**

1. Performs the role of professional library consultant to the library board and staff.
2. Plans, directs and oversees procedures governing library services.
3. Administers personnel regulations including the Fair Labor Standards Act.
4. Conducts search for new personnel when needed and with the aid of appropriate staff, hires, trains and supervises staff, terminates employment when necessary.
5. Conducts regular staff meetings and confers with staff on specific problems and services.
6. Arranges special training activities as required.
7. Oversees the annual written evaluation of the performance of personnel.
8. Together with staff develops and implements programs for adults and children.
9. Direct supervisor of management and custodial staff.

## **Two Rivers Community**

1. Acts as a spokesperson for the library in the community.
2. Establishes overall services of the library in light of changing community needs.
3. Conducts a public relations program to generate public awareness of library services and resources.
4. Supervises an active volunteers program.
5. Works with local, county and state government officials to meet the needs of the library.
6. Participates actively in community affairs outside of the library.
7. Partner with city and county businesses.
8. Establish membership in area business organizations.
9. Participates as a Department Head in the administrative government of the City of Two Rivers and must reside in the City of Two Rivers.
10. Acts as social media advisor for the City of Two Rivers.
11. Provides input to area organizations as cultural affairs liaison for the City of Two Rivers.

## **Library Community**

1. Consult with the Manitowoc Public Library in matters and projects of mutual concern.
2. Serves as LPL Liaison to the Manitowoc Calumet Library System.
3. Represents LPL as a member of the library Automation Resource Sharing Consortium (LARS) Participants Council.
4. Consults with the Wisconsin Department of Public Instruction, Public Library Development Team in public library concerns, projects and legislation at the state level.
5. Participates in the Wisconsin Library Association and regional and local library organizations.
6. Work with librarians from other institutions in the furtherance of the library profession.
7. Correspond with librarians outside of LPL concerning mutual problems.

## **Professional Activities**

1. Oversees the selection of print, audiovisual and digital materials and their cataloging and processing.
2. Writes grant proposals to obtain additional funding.
3. Ensures the maximum usefulness and efficiency of the library's computer systems.
4. Purchases equipment and supplies as needed. Assures that equipment is kept in good operating condition.
5. Ensures repairs to and maintenance of library building, its contents and grounds.
6. Does other related work as required.

## *Qualifications*

### **Essential Knowledge and Abilities**

1. Demonstrates advanced administrative ability.
2. Demonstrates leadership ability.
3. Demonstrates good judgment, integrity and dependability.
4. Is able to effectively communicate with board of trustees, staff, city officials and the public, both orally and in writing.
5. Understands basic library philosophy, goals, principles and procedures.
6. Has comprehensive knowledge of professional library science and administration.
7. Is able to plan, organize and direct a program of library services.
8. Is able to use knowledge and training to productively meet the needs of the community.
9. Is able to establish and maintain good working, advisory and consulting relationships with community groups.
10. Has knowledge of advanced computer technology and automation.
11. Effectively utilize online social media applications.

### **Essential Training and Experience**

1. Earned Master of Library Science (MLS) or Master of Library Information Science (MLIS) degree from an accredited library school.
2. Qualified for a Grade One Wisconsin Library Certificate.
3. Employed for at least five years with progressively more responsible public library experience.

Revised March, 2016