



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, June 10, 2025 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, Jack Powalisz, Sharon Sleger, Don Weiss, Ned Guyette, Mary Glaser, Katie Stone, Shannon Derby

3. PUBLIC COMMENT

4. APPROVAL OF BOARD MEETING MINUTES – Action Item

Last Meeting Date: May 13, 2025

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

Date: May 2025

6. BOARD EDUCATION

A. Terry Ehle, Youth Services Coordinator, 2025 Summer Reading Program

7. BOARD MEMBER COMMENT

8. DIRECTOR'S REPORT

9. COMMUNICATIONS

A. Library Newsletter – June 2025

B. Note thanking Chris Hamburg, Adult Services Coordinator and Kimberlina Seim, Youth Reference Associate, for their assistance

C. Bob Fay's article, "Two Rivers Carnegie Library Dedicated in 1914," appeared on the front page of the Herald Times Reporter (5/23/2025). The article is also posted on the HTR and Manitowoc County Historical Society websites.

D. Corrected Lester Public Library Board of Trustees Contact Information

10. REPORT FROM CITY COUNCIL REPRESENTATIVE

11. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE

12. REPORT FROM COUNTY REPRESENTATIVE

13. UNFINISHED BUSINESS - None

14. NEW BUSINESS

15. CLOSED EXECUTIVE SESSION – None

16. ADJOURNMENT – Action Item

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

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



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, May 13, 2025 at 6:00 PM

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

MINUTES

1. **CALL TO ORDER** – President Sleger called the meeting to order at 6:00 PM.
2. **ROLL CALL**
Board Members Present: Jack Powalisz, Shannon Derby, Don Weiss, Kathryn Gadd, Sharon Sleger, Ned Guyette, Stanley Palmer, and Mary Glaser. Absent and excused – Katie Stone. Also present: Chris Hamburg, Adult Services Coordinator, and Jeff Dawson, Director
3. **PUBLIC COMMENT** – None
4. **WELCOME NEW BOARD MEMBER, JACK POWALISZ**
Board members introduced themselves and Powalisz shared information about himself.
5. **APPROVAL OF BOARD MEETING MINUTES**
Motion to approve the minutes from the April 8, 2025, meeting, made by Weiss, second made by Glaser. Voice vote carried unanimously.
6. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from April 2025, made by Palmer, second made by Powalisz. Voice vote carried unanimously.
7. **BOARD MEMBER COMMENT**
Weiss noted the additional information, how much you saved by using the library, was included on the checkout receipt from the Brillion Public Library – Hamburg will investigate possibility of including that information on LPL's receipts. Derby reminded the Board to check out the Two Rivers School District Art Show on display throughout the library. Sleger noted the parking lot was almost to capacity this morning (May 13, 2025) – it is not unusual on Story Time mornings.
8. **DIRECTOR'S REPORT**
Dawson fielded questions and comments concerning his report.
9. **COMMUNICATIONS**
 - A. Library Newsletter – May 2025
 - B. Seehafer News.com article on Rotary Awards, featuring Terry Ehle, Youth Services Coordinator
 - C. Library Board Member Contact Information – Dawson will make corrections and bring to the June Board meeting
10. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
At the last Council meeting there were a variety of resolutions from several City Departments. A City delegation went to celebrate May 5 Liberation Day in Domazlice, Czech Republic.

11. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE

Year ends June 6, 2025. Getting training on a new math program called 'Bridges.' Making preparations for summer school.

12. REPORT FROM COUNTY REPRESENTATIVE

Clean Sweep date change – Oct. 10 for farms and businesses and Oct. 11 for residents. Federal funding stoppages have the County trying to plan future and current projects dependent upon that funding. Hwy R is in the prep stage for resurfacing.

13. UNFINISHED BUSINESS – None

14. NEW BUSINESS

- A. Motion to approve Sleger as Library Board representative to the Lester Public Library Foundation made by Glaser, second made by Guyette. Voice vote carried unanimously.
- B. Motion to waive reading and approve the Resolution of Gratitude to David Pennefeather, made by Guyette, second made by Derby. Voice vote carried unanimously.
- C. Board Calendar for 2025-2026 was discussed.

15. BOARD EDUCATION – None

16. CLOSED EXECUTIVE SESSION – None

17. ADJOURNMENT

Motion to adjourn made by Weiss, second made by Gadd. Voice vote carried unanimously.
Meeting adjourned at 6:43 PM.

Respectfully submitted by Jeff Dawson, Director

CITY OF TWO RIVERS

Balance Sheet
May 31, 2025

LIBRARY FUND 280

ASSETS

280-11100	CASH	573,857.69	
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			574,307.69

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	1,511.97	
280-21911	UNUSED COMP TIME	.00	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	132.76	
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 COLLECTN PYBLE	13.75	
Total Liabilities			1,658.48

FUND EQUITY

Unappropriated Fund Balance:			
280-34100	FUND BALANCE UNRESERVED	(219.59)	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
Revenue over Expenditures - YTD		572,868.80	
Total Fund Equity			572,649.21
Total Liabilities and Equity			574,307.69

CITY OF TWO RIVERS

BALANCE SHEET

MAY 31, 2025

LIBRARY GIFT FUND 282

ASSETS

282-11100	CASH	(2,259.84)	
282-11301	SAVINGS ACCOUNT - BFN		.00	
282-11302	GENERAL FUND INVESTMENT		84,367.00	
282-13800	OTHER ACCOUNTS RECEIVABLE		.00	
				<hr/>
TOTAL ASSETS				82,107.16

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
282-34100	FUND BALANCE UNRESERVED	82,140.08		
282-34110	ENCUMBRANCE-PRIOR YEARS	.00		
REVENUE OVER EXPENDITURES - YTD		(32.92)	
				<hr/>
TOTAL FUND EQUITY				82,107.16
				<hr/>
TOTAL LIABILITIES AND EQUITY				82,107.16

CITY OF TWO RIVERS

BALANCE SHEET

MAY 31, 2025

LIBRARY BLDING & GROUNDS FUND 456

ASSETS

456-11100	CASH	10,246.32	
456-11301	INVESTMENTS	.00	
456-13800	OTHER ACCOUNTS RECEIVABLE	.00	
	TOTAL ASSETS		10,246.32

LIABILITIES AND EQUITY

LIABILITIES

456-21100	ACCOUNTS PAYABLE	.00	
	TOTAL LIABILITIES		.00

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
456-34100	FUND BALANCE UNRESERVED	9,093.83	
456-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	REVENUE OVER EXPENDITURES - YTD	1,152.49	
	TOTAL FUND EQUITY		10,246.32
	TOTAL LIABILITIES AND EQUITY		10,246.32

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

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	681,790	681,790	0	100.00	681,790
	TOTAL TAXES	0	681,790	681,790	0	100.00	681,790
	<u>INTERGOVERNMENTAL REVENUE</u>						
280-43720	COUNTY FUNDS	0	226,835	226,835	0	100.00	192,519
	TOTAL INTERGOVERNMENTAL REVE	0	226,835	226,835	0	100.00	192,519
	<u>FINES & FORFEITURES</u>						
280-45300	LIBRARY BOOK FINES	31	3,100	1,142	(1,958)	36.85	1,143
	TOTAL FINES & FORFEITURES	31	3,100	1,142	(1,958)	36.85	1,143
	<u>CHARGES FOR SERVICE</u>						
280-46712	COPIER SERVICE FEES	454	9,000	2,992	(6,008)	33.24	3,134
	TOTAL CHARGES FOR SERVICE	454	9,000	2,992	(6,008)	33.24	3,134
	<u>MISCELLANEOUS REVENUE</u>						
280-48300	SALE OF PROP & EQUIP	6	4,000	1,192	(2,808)	29.80	832
280-48500	DONATIONS	27	74,000	17,556	(56,444)	23.72	17,395
280-48900	OTHER REVENUES	0	3,000	1,567	(1,433)	52.22	1,377
	TOTAL MISCELLANEOUS REVENUE	33	81,000	20,315	(60,685)	25.08	19,604
	<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	518	1,001,725	933,074	(68,651)	93.15	898,189

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
MAY 31, 2025 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2025 BUDGET	2025 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	21,629	328,037	129,638 (198,399)	39.52	129,367	
280-55110-1200	WAGES - FULLTIME	202	0	832	832	.00	263
280-55110-1220	WAGES - FULLTIME	2,784	42,224	9,488 (32,736)	22.47	17,073	
280-55110-1230	WAGES - PART TIME	1,549	0	1,549	1,549	.00	0
280-55110-1270	WAGES - PART TIME	9,946	161,838	61,489 (100,349)	37.99	66,480	
280-55110-1280	WAGES-LONGEVITY PAY	0	8,139	0 (8,139)	.00	0	
280-55110-1290	WAGES-OVERTIME	0	487	0 (487)	.00	0	
280-55110-1310	WI RETIREMENT	2,000	29,954	11,299 (18,655)	37.72	11,595	
280-55110-1320	FICA	2,616	41,366	14,731 (26,635)	35.61	15,571	
280-55110-1330	HEALTH INSURANCE	8,496	112,162	42,479 (69,683)	37.87	39,863	
280-55110-1334	HEALTH INSURANCE OPT-OUT	577	0	2,115	2,115	.00	1,577
280-55110-1340	LIFE INSURANCE	134	1,679	669 (1,010)	39.86	652	
280-55110-1350	OTHER BENEFITS	0	0	0	0	.00	0
280-55110-1361	SICK LEAVE PAYOUT	0	0	1,320	1,320	.00	467
TOTAL PERSONNEL SERVICES		49,932	725,886	275,610 (450,276)	37.97	282,908	
<u>CONTRACTUAL SERVICES</u>							
280-55110-2100	PROF SERV - CITY SERVICES	0	51,900	11,703 (40,197)	22.55	24,802	
280-55110-2130	PROFESSIONAL SERVICES	100	6,500	1,617 (4,883)	24.88	960	
280-55110-2200	TELEPHONE EXPENSE	0	1,200	335 (865)	27.92	468	
280-55110-2210	ELECTRICITY	1,412	25,000	7,648 (17,352)	30.59	6,904	
280-55110-2220	NATURAL GAS/HEAT	0	13,500	5,379 (8,121)	39.85	5,181	
280-55110-2230	WATER EXPENSE	183	2,160	889 (1,271)	41.14	902	
280-55110-2240	SEWER EXPENSE	69	891	313 (578)	35.09	325	
280-55110-2250	STORMWATER EXPENSE	80	960	400 (560)	41.63	400	
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	1,353	25,000	6,073 (18,927)	24.29	8,012	
280-55110-2450	EQUIPMENT NEW	0	7,500	0 (7,500)	.00	678	
280-55110-2910	PRINTING/ADVERTISING	137	200	137 (63)	68.50	0	
280-55110-2930	TECHNOLOGY	5,967	15,000	8,461 (6,539)	56.41	6,831	
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	0	0	0	0	.00	0
TOTAL CONTRACTUAL SERVICES		9,301	149,811	42,955 (106,856)	28.67	55,462	

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
MAY 31, 2025 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2025 BUDGET	2025 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55110-3100 OFFICE SUPPLIES	0	6,000	1,930	(4,070)	32.16	2,515
280-55110-3110 POSTAGE	0	450	52	(398)	11.53	164
280-55110-3300 TRAVEL	85	1,000	938	(63)	93.75	567
280-55110-3560 LANDSCAPING	4,512	17,000	4,512	(12,488)	26.54	5,767
280-55110-3960 TECH PROC SUPPLIES	0	0	0	0	.00	52
TOTAL OP SUPPLIES/EXP	4,597	24,450	7,431	(17,019)	30.39	9,065
<u>FIXED CHARGES</u>						
280-55110-5200 INSURANCES	0	14,400	4,349	(10,051)	30.20	6,349
280-55110-5950 TRANSFER TO CAP PROJ FNDS	0	2,706	3,300	594	121.95	1,440
TOTAL FIXED CHARGES	0	17,106	7,649	(9,457)	44.72	7,789
TOTAL LIBRARY ADMINISTRATION	63,830	917,253	333,645	(583,608)	36.37	355,224
ADULT SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55111-3230 PERIODICALS	0	2,900	2,022	(878)	69.72	3,073
280-55111-3400 NON-FICTION BOOKS	0	14,000	3,585	(10,415)	25.61	7,819
280-55111-3420 FICTION BOOKS	0	14,000	3,865	(10,135)	27.61	5,509
280-55111-3430 LARGE PRINT BOOKS	281	10,000	3,283	(6,717)	32.83	4,256
280-55111-3450 MOVIES	0	1,900	925	(975)	48.69	1,366
280-55111-3470 AUDIOBOOKS	0	3,200	642	(2,558)	20.05	1,620
280-55111-3480 MUSIC CD'S	0	0	0	0	.00	0
280-55111-3510 PROGRAMS	0	2,000	232	(1,768)	11.59	1,035
TOTAL OP SUPPLIES/EXP	281	48,000	14,554	(33,446)	30.32	24,677
TOTAL ADULT SERVICES	281	48,000	14,554	(33,446)	30.32	24,677

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
MAY 31, 2025 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2025 BUDGET	2025 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
CHILDREN'S SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55112-3230 PERIODICALS	0	300	214	(86)	71.27	313
280-55112-3400 NON-FICTION BOOKS	0	6,138	2,325	(3,813)	37.88	3,565
280-55112-3420 FICTION BOOKS	0	1,000	1,776	776	177.61	2,079
280-55112-3440 PAPERBACKS	0	700	261	(439)	37.22	286
280-55112-3450 MOVIES	0	1,200	107	(1,093)	8.89	170
280-55112-3470 AUDIOBOOKS	0	1,700	11	(1,689)	.63	0
280-55112-3510 PROGRAMS	450	10,000	2,775	(7,225)	27.75	1,918
280-55112-3530 JE BOOKS	0	6,000	1,402	(4,598)	23.36	2,487
TOTAL OP SUPPLIES/EXP	450	27,038	8,870	(18,168)	32.81	10,818
TOTAL CHILDREN'S SERVICES						
	450	27,038	8,870	(18,168)	32.81	10,818
REFERENCE						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55114-3400 NON-FICTION BOOKS	0	0	0	0	.00	0
280-55114-3490 MICROFILM	0	5,200	1,875	(3,325)	36.06	1,800
TOTAL OP SUPPLIES/EXP	0	5,200	1,875	(3,325)	36.06	1,800
TOTAL REFERENCE						
	0	5,200	1,875	(3,325)	36.06	1,800

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
MAY 31, 2025 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2025 BUDGET	2025 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
YOUNG ADULT SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55115-3230 PERIODICALS	0	200	0	(200)	.00	0
280-55115-3420 FICTION BOOKS	0	4,800	1,262	(3,538)	26.28	1,483
280-55115-3470 AUDIOBOOKS	0	500	0	(500)	.00	0
280-55115-3510 PROGRAMS	0	0	0	0	.00	(500)
TOTAL OP SUPPLIES/EXP	0	5,500	1,262	(4,238)	22.94	983
TOTAL YOUNG ADULT SERVICES	0	5,500	1,262	(4,238)	22.94	983
TOTAL LESTER LIBRARY EXP	64,561	1,002,991	360,205	(642,786)	35.91	393,501
NET REV OVER EXP	(64,043)	(1,266)	572,869	574,135	45,250.30	504,688

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CASH		04/30/2025 (04/25) Balance	280-11100			667,064.64
05/31/2025	CA	Cash Allocation - Created: 05/05/25 5:10 PM			37,863.25-	
05/31/2025	CA	Cash Allocation - Created: 06/04/25 3:05 PM			55,343.70-	
		05/31/2025 (05/25) Period Totals and Balance		.00 *	93,206.95- *	573,857.69
PETTY CASH ADVANCES		04/30/2025 (04/25) Balance	280-11800			450.00
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	450.00
ACCOUNTS PAYABLE		04/30/2025 (04/25) Balance	280-21100			853.69
05/01/2025	CDA	4 K's Pest Control LLC		50.00		
05/01/2025	CDA	Manitowoc-Calumet Library System		4,312.78		
05/01/2025	CDA	Wisconsin Public Service Corp		800.31		
05/08/2025	CDA	Marco		502.51		
05/08/2025	CDA	WOMT		137.00		
05/21/2025	CDA	Meescan Inc			1,654.00-	
05/22/2025	CDA	Cengage Group		60.78		
05/22/2025	CDA	Cretton Enterprises Inc		4,511.58		
05/22/2025	CDA	Ellerman Glass Inc		180.00		
05/22/2025	CDA	Meescan Inc		1,654.00		
05/22/2025	CDA	Unique Management Services Inc		34.95		
05/22/2025	CDA	Wisc Dept Of Revenue-DEBITMEMO		81.73		
05/29/2025	CDA	Center Point Large Print		219.93		
05/29/2025	CDA	Pease, Thomas A		450.00		
05/29/2025	CDA	Veterans' Plumbing LLC		620.90		
05/31/2025	AP	Summary Transactions from AP System			4,362.78-	
05/31/2025	AP	Summary Transactions from AP System			639.51-	
05/31/2025	AP	Summary Transactions from AP System			6,523.04-	
05/31/2025	AP	Summary Transactions from AP System			1,290.83-	
		05/31/2025 (05/25) Period Totals and Balance		13,616.47 *	14,470.16- *	.00
PAYROLL PAYABLE		04/30/2025 (04/25) Balance	280-21110			29,952.62-
05/06/2025	JE	Reverse Month End Wage Accrual-April		29,952.62		
		05/31/2025 (05/25) Period Totals and Balance		29,952.62 *	.00 *	.00
UNUSED SICK LEAVE CREDITS		04/30/2025 (04/25) Balance	280-21910			1,511.97-
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	1,511.97-
OTHER DEPOSITS		04/30/2025 (04/25) Balance	280-23105			129.90-
05/19/2025	CR	LIBRARY-DUE TO OTHERS - BOOK BAGS			2.86-	
		Description: LIBRARY-DUE TO OTHERS - BOOK BAGS				
		05/31/2025 (05/25) Period Totals and Balance		.00 *	2.86- *	132.76-
SALES TAX COLLECTN PYBLE		04/30/2025 (04/25) Balance	280-29410			81.73-
04/30/2025	AP	Wisc Dept Of Revenue-DEBITMEMO		81.73		
		**Desc: Sales Tax April 2025				
05/05/2025	CR	LIBRARY - SALES TAX			7.84-	
		Description: LIBRARY - SALES TAX				
05/12/2025	CR	LIBRARY - SALES TAX		.00		
		Description: LIBRARY - SALES TAX				
05/19/2025	CR	LIBRARY - SALES TAX			5.91-	
		Description: LIBRARY - SALES TAX				
		05/31/2025 (05/25) Period Totals and Balance		81.73 *	13.75- *	13.75-

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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FUND BALANCE UNRESERVED		04/30/2025 (04/25) Balance 280-34100				219.59
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	219.59
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GENERAL PROPERTY TAX		04/30/2025 (04/25) Balance 280-41110				681,790.00-
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	681,790.00-
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YTD Encumbrance	.00	YTD Actual -681,790.00 Total -681,790.00 YTD Budget -681,790.00 Unearned			.00	
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COUNTY FUNDS		04/30/2025 (04/25) Balance 280-43720				226,835.00-
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	226,835.00-
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YTD Encumbrance	.00	YTD Actual -226,835.00 Total -226,835.00 YTD Budget -226,835.00 Unearned			.00	
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LIBRARY BOOK FINES		04/30/2025 (04/25) Balance 280-45300				1,111.69-
05/05/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			11.60-	
05/12/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			1.40-	
05/19/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			7.60-	
05/27/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			10.10-	
		05/31/2025 (05/25) Period Totals and Balance		.00 *	30.70- *	1,142.39-
YTD Encumbrance	.00	YTD Actual -1,142.39 Total -1,142.39 YTD Budget -3,100.00 Unearned			1,957.61	
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COPIER SERVICE FEES		04/30/2025 (04/25) Balance 280-46712				2,537.46-
05/05/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			156.86-	
05/12/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			108.95-	
05/19/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			114.95-	
05/27/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			73.43-	
		05/31/2025 (05/25) Period Totals and Balance		.00 *	454.19- *	2,991.65-
YTD Encumbrance	.00	YTD Actual -2,991.65 Total -2,991.65 YTD Budget -9,000.00 Unearned			6,008.35	
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SALE OF PROP & EQUIP		04/30/2025 (04/25) Balance 280-48300				1,186.17-
05/19/2025	CR	LIBRARY - SALE-CITY PROPERTY Description: LIBRARY - SALE-CITY PROPERTY			.48-	

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
05/27/2025	CR	LIBRARY - SALE-CITY PROPERTY Description: LIBRARY - SALE-CITY PROPERTY			5.24-	
05/31/2025 (05/25) Period Totals and Balance				.00 *	5.72- *	1,191.89-
YTD Encumbrance	.00	YTD Actual	-1,191.89 Total	-1,191.89 YTD Budget	-4,000.00 Unearned	2,808.11
DONATIONS		04/30/2025 (04/25) Balance 280-48500				17,529.00-
05/12/2025	CR	LIBRARY - DONATIONS-GENERAL Description: LIBRARY - DONATIONS-GENERAL			10.70-	
05/19/2025	CR	LIBRARY - DONATIONS-GENERAL Description: LIBRARY - DONATIONS-GENERAL			16.50-	
05/31/2025 (05/25) Period Totals and Balance				.00 *	27.20- *	17,556.20-
YTD Encumbrance	.00	YTD Actual	-17,556.20 Total	-17,556.20 YTD Budget	-74,000.00 Unearned	56,443.80
OTHER REVENUES		04/30/2025 (04/25) Balance 280-48900				1,566.66-
05/31/2025 (05/25) Period Totals and Balance				.00 *	.00 *	1,566.66-
YTD Encumbrance	.00	YTD Actual	-1,566.66 Total	-1,566.66 YTD Budget	-3,000.00 Unearned	1,433.34
FULLTIME ADMINISTRATION		04/30/2025 (04/25) Balance 280-55110-1100				108,009.60
05/02/2025	PC	PAYROLL TRANS FOR 4/26/2025 PAY PERIO		12,616.80		
05/06/2025	JE	Reverse Month End Wage Accrual-April			16,221.60-	
05/16/2025	PC	PAYROLL TRANS FOR 5/10/2025 PAY PERIO		12,616.80		
05/30/2025	PC	PAYROLL TRANS FOR 5/24/2025 PAY PERIO		12,616.80		
05/31/2025 (05/25) Period Totals and Balance				37,850.40 *	16,221.60- *	129,638.40
YTD Encumbrance	.00	YTD Actual	129,638.40 Total	129,638.40 YTD Budget	328,037.00 Unexpended	198,398.60
WAGES - FULLTIME		04/30/2025 (04/25) Balance 280-55110-1200				630.38
05/02/2025	PC	PAYROLL TRANS FOR 4/26/2025 PAY PERIO		201.75		
05/31/2025 (05/25) Period Totals and Balance				201.75 *	.00 *	832.13
YTD Encumbrance	.00	YTD Actual	832.13 Total	832.13 YTD Budget	.00 Unexpended	(832.13)
WAGES - FULLTIME		04/30/2025 (04/25) Balance 280-55110-1220				6,704.06
05/02/2025	PC	PAYROLL TRANS FOR 4/26/2025 PAY PERIO		1,624.00		
05/06/2025	JE	Reverse Month End Wage Accrual-April			2,088.00-	
05/16/2025	PC	PAYROLL TRANS FOR 5/10/2025 PAY PERIO		1,624.00		
05/30/2025	PC	PAYROLL TRANS FOR 5/24/2025 PAY PERIO		1,624.00		
05/31/2025 (05/25) Period Totals and Balance				4,872.00 *	2,088.00- *	9,488.06
YTD Encumbrance	.00	YTD Actual	9,488.06 Total	9,488.06 YTD Budget	42,224.00 Unexpended	32,735.94
WAGES - PART TIME		04/30/2025 (04/25) Balance 280-55110-1230				.00
05/02/2025	PC	PAYROLL TRANS FOR 4/26/2025 PAY PERIO		379.96		
05/16/2025	PC	PAYROLL TRANS FOR 5/10/2025 PAY PERIO		561.68		
05/30/2025	PC	PAYROLL TRANS FOR 5/24/2025 PAY PERIO		607.11		
05/31/2025 (05/25) Period Totals and Balance				1,548.75 *	.00 *	1,548.75
YTD Encumbrance	.00	YTD Actual	1,548.75 Total	1,548.75 YTD Budget	.00 Unexpended	(1,548.75)

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
WAGES - PART TIME		04/30/2025 (04/25) Balance 280-55110-1270				51,542.50
05/02/2025	PC	PAYROLL TRANS FOR 4/26/2025 PAY PERIO		6,375.92		
05/06/2025	JE	Reverse Month End Wage Accrual-April			8,197.61-	
05/16/2025	PC	PAYROLL TRANS FOR 5/10/2025 PAY PERIO		5,653.45		
05/30/2025	PC	PAYROLL TRANS FOR 5/24/2025 PAY PERIO		6,114.43		
		05/31/2025 (05/25) Period Totals and Balance		18,143.80 *	8,197.61- *	61,488.69
YTD Encumbrance	.00	YTD Actual	61,488.69 Total	61,488.69 YTD Budget	161,838.00 Unexpended	100,349.31
WI RETIREMENT		04/30/2025 (04/25) Balance 280-55110-1310				9,298.98
05/02/2025	PB	PAYROLL TRANS FOR 4/26/2025 PAY PERIO		1,155.42		
05/06/2025	JE	Reverse Month End Wage Accrual-April			1,485.54-	
05/16/2025	PB	PAYROLL TRANS FOR 5/10/2025 PAY PERIO		1,159.06		
05/30/2025	PB	PAYROLL TRANS FOR 5/24/2025 PAY PERIO		1,171.20		
		05/31/2025 (05/25) Period Totals and Balance		3,485.68 *	1,485.54- *	11,299.12
YTD Encumbrance	.00	YTD Actual	11,299.12 Total	11,299.12 YTD Budget	29,954.00 Unexpended	18,654.88
FICA		04/30/2025 (04/25) Balance 280-55110-1320				12,114.71
05/02/2025	PB	PAYROLL TRANS FOR 4/26/2025 PAY PERIO		1,524.34		
05/06/2025	JE	Reverse Month End Wage Accrual-April			1,959.87-	
05/16/2025	PB	PAYROLL TRANS FOR 5/10/2025 PAY PERIO		1,478.12		
05/30/2025	PB	PAYROLL TRANS FOR 5/24/2025 PAY PERIO		1,573.54		
		05/31/2025 (05/25) Period Totals and Balance		4,576.00 *	1,959.87- *	14,730.84
YTD Encumbrance	.00	YTD Actual	14,730.84 Total	14,730.84 YTD Budget	41,366.00 Unexpended	26,635.16
HEALTH INSURANCE		04/30/2025 (04/25) Balance 280-55110-1330				33,983.20
05/02/2025	PB	PAYROLL TRANS FOR 4/26/2025 PAY PERIO		8,495.80		
		05/31/2025 (05/25) Period Totals and Balance		8,495.80 *	.00 *	42,479.00
YTD Encumbrance	.00	YTD Actual	42,479.00 Total	42,479.00 YTD Budget	112,162.00 Unexpended	69,683.00
HEALTH INSURANCE OPT-OUT		04/30/2025 (04/25) Balance 280-55110-1334				1,538.48
05/02/2025	PC	PAYROLL TRANS FOR 4/26/2025 PAY PERIO		192.31		
05/16/2025	PC	PAYROLL TRANS FOR 5/10/2025 PAY PERIO		192.31		
05/30/2025	PC	PAYROLL TRANS FOR 5/24/2025 PAY PERIO		192.31		
		05/31/2025 (05/25) Period Totals and Balance		576.93 *	.00 *	2,115.41
YTD Encumbrance	.00	YTD Actual	2,115.41 Total	2,115.41 YTD Budget	.00 Unexpended	(2,115.41)
LIFE INSURANCE		04/30/2025 (04/25) Balance 280-55110-1340				535.44
05/02/2025	PB	PAYROLL TRANS FOR 4/26/2025 PAY PERIO		133.86		
		05/31/2025 (05/25) Period Totals and Balance		133.86 *	.00 *	669.30
YTD Encumbrance	.00	YTD Actual	669.30 Total	669.30 YTD Budget	1,679.00 Unexpended	1,009.70
SICK LEAVE PAYOUT		04/30/2025 (04/25) Balance 280-55110-1361				1,319.92
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	1,319.92
YTD Encumbrance	.00	YTD Actual	1,319.92 Total	1,319.92 YTD Budget	.00 Unexpended	(1,319.92)
PROF SERV - CITY SERVICES		04/30/2025 (04/25) Balance 280-55110-2100				11,703.40
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	11,703.40
YTD Encumbrance	.00	YTD Actual	11,703.40 Total	11,703.40 YTD Budget	51,900.00 Unexpended	40,196.60

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
PROFESSIONAL SERVICES						
		04/30/2025 (04/25) Balance	280-55110-2130			1,517.47
05/01/2025	AP	Unique Management Services Inc		34.95		
		**Desc: Professional Services - Library				
05/16/2025 PC PAYROLL TRANS FOR 5/10/2025 PAY PERIO						
		05/31/2025 (05/25) Period Totals and Balance		99.95 *	.00 *	1,617.42
YTD Encumbrance	.00	YTD Actual	1,617.42 Total	1,617.42	YTD Budget	6,500.00 Unexpended 4,882.58
TELEPHONE EXPENSE						
		04/30/2025 (04/25) Balance	280-55110-2200			335.02
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	335.02
YTD Encumbrance	.00	YTD Actual	335.02 Total	335.02	YTD Budget	1,200.00 Unexpended 864.98
ELECTRICITY						
		04/30/2025 (04/25) Balance	280-55110-2210			6,236.82
05/20/2025	HJ	Harris Journal Entry		1,411.62		
		05/31/2025 (05/25) Period Totals and Balance		1,411.62 *	.00 *	7,648.44
YTD Encumbrance	.00	YTD Actual	7,648.44 Total	7,648.44	YTD Budget	25,000.00 Unexpended 17,351.56
NATURAL GAS/HEAT						
		04/30/2025 (04/25) Balance	280-55110-2220			5,379.27
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	5,379.27
YTD Encumbrance	.00	YTD Actual	5,379.27 Total	5,379.27	YTD Budget	13,500.00 Unexpended 8,120.73
WATER EXPENSE						
		04/30/2025 (04/25) Balance	280-55110-2230			705.66
05/20/2025	HJ	Harris Journal Entry		182.97		
		05/31/2025 (05/25) Period Totals and Balance		182.97 *	.00 *	888.63
YTD Encumbrance	.00	YTD Actual	888.63 Total	888.63	YTD Budget	2,160.00 Unexpended 1,271.37
SEWER EXPENSE						
		04/30/2025 (04/25) Balance	280-55110-2240			243.40
05/20/2025	HJ	Harris Journal Entry		69.25		
		05/31/2025 (05/25) Period Totals and Balance		69.25 *	.00 *	312.65
YTD Encumbrance	.00	YTD Actual	312.65 Total	312.65	YTD Budget	891.00 Unexpended 578.35
STORMWATER EXPENSE						
		04/30/2025 (04/25) Balance	280-55110-2250			319.72
05/20/2025	HJ	Harris Journal Entry		79.93		
		05/31/2025 (05/25) Period Totals and Balance		79.93 *	.00 *	399.65
YTD Encumbrance	.00	YTD Actual	399.65 Total	399.65	YTD Budget	960.00 Unexpended 560.35
MAINTENANCE EQUIPMENT/VEH						
		04/30/2025 (04/25) Balance	280-55110-2410			4,719.49
04/25/2025	AP	4 K's Pest Control LLC		50.00		
		**Desc: General Pest Control - Library				
04/30/2025	AP	Marco Technologies LLC		502.51		
		**Desc: Maint - Lib				
05/01/2025	AP	Ellerman Glass Inc		180.00		
		**Desc: Maint - Library				
05/09/2025	AP	Veterans' Plumbing LLC		620.90		
		**Desc: MAINTENANCE - LIBRARY				
		05/31/2025 (05/25) Period Totals and Balance		1,353.41 *	.00 *	6,072.90

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance	.00	YTD Actual	6,072.90 Total	6,072.90	YTD Budget	25,000.00 Unexpended 18,927.10
PRINTING/ADVERTISING						
04/30/2025	AP	WOMT	04/30/2025 (04/25) Balance 280-55110-2910			.00
				137.00		
				**Desc: National Library Week - Lib		
				05/31/2025 (05/25) Period Totals and Balance	137.00 *	.00 * 137.00
YTD Encumbrance	.00	YTD Actual	137.00 Total	137.00	YTD Budget	200.00 Unexpended 63.00
TECHNOLOGY						
04/03/2025	AP	Meescan Inc	04/30/2025 (04/25) Balance 280-55110-2930			2,494.31
				1,654.00		
				**Desc: Renewal - Meescan Annual Licence - Tier 3 - LIB		
04/22/2025	AP	Manitowoc-Calumet Library System		4,312.78		
				**Desc: Tech-Lib		
				05/31/2025 (05/25) Period Totals and Balance	5,966.78 *	.00 * 8,461.09
YTD Encumbrance	.00	YTD Actual	8,461.09 Total	8,461.09	YTD Budget	15,000.00 Unexpended 6,538.91
OFFICE SUPPLIES						
			04/30/2025 (04/25) Balance 280-55110-3100			1,929.70
				05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 * 1,929.70
YTD Encumbrance	.00	YTD Actual	1,929.70 Total	1,929.70	YTD Budget	6,000.00 Unexpended 4,070.30
POSTAGE						
			04/30/2025 (04/25) Balance 280-55110-3110			51.90
				05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 * 51.90
YTD Encumbrance	.00	YTD Actual	51.90 Total	51.90	YTD Budget	450.00 Unexpended 398.10
TRAVEL						
05/16/2025	PC	PAYROLL TRANS FOR 5/10/2025 PAY PERIO	04/30/2025 (04/25) Balance 280-55110-3300			852.34
				85.16		
				05/31/2025 (05/25) Period Totals and Balance	85.16 *	.00 * 937.50
YTD Encumbrance	.00	YTD Actual	937.50 Total	937.50	YTD Budget	1,000.00 Unexpended 62.50
LANDSCAPING						
04/30/2025	AP	Cretton Enterprises Inc	04/30/2025 (04/25) Balance 280-55110-3560			.00
				4,511.58		
				**Desc: Spring Clean-Up - Library		
				05/31/2025 (05/25) Period Totals and Balance	4,511.58 *	.00 * 4,511.58
YTD Encumbrance	.00	YTD Actual	4,511.58 Total	4,511.58	YTD Budget	17,000.00 Unexpended 12,488.42
INSURANCES						
			04/30/2025 (04/25) Balance 280-55110-5200			4,349.25
				05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 * 4,349.25
YTD Encumbrance	.00	YTD Actual	4,349.25 Total	4,349.25	YTD Budget	14,400.00 Unexpended 10,050.75
TRANSFER TO CAP PROJ FNDS						
			04/30/2025 (04/25) Balance 280-55110-5950			3,300.00
				05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 * 3,300.00
YTD Encumbrance	.00	YTD Actual	3,300.00 Total	3,300.00	YTD Budget	2,706.00 Unexpended (594.00)

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
PERIODICALS		04/30/2025 (04/25) Balance	280-55111-3230			2,021.83
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	2,021.83
YTD Encumbrance	.00	YTD Actual	2,021.83 Total	2,021.83	YTD Budget	2,900.00 Unexpended 878.17
NON-FICTION BOOKS		04/30/2025 (04/25) Balance	280-55111-3400			3,585.28
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	3,585.28
YTD Encumbrance	.00	YTD Actual	3,585.28 Total	3,585.28	YTD Budget	14,000.00 Unexpended 10,414.72
FICTION BOOKS		04/30/2025 (04/25) Balance	280-55111-3420			3,865.09
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	3,865.09
YTD Encumbrance	.00	YTD Actual	3,865.09 Total	3,865.09	YTD Budget	14,000.00 Unexpended 10,134.91
LARGE PRINT BOOKS		04/30/2025 (04/25) Balance	280-55111-3430			3,002.04
04/09/2025	AP	Cengage Learning Inc. / Gale		30.39		
		**Desc: ALP - Library				
04/28/2025	AP	Cengage Learning Inc. / Gale		30.39		
		**Desc: ALP - Library				
05/01/2025	AP	Center Point Large Print		46.74		
		**Desc: Alp-Library				
05/03/2025	AP	Center Point Large Print		173.19		
		**Desc: Alp-Library				
		05/31/2025 (05/25) Period Totals and Balance		280.71 *	.00 *	3,282.75
YTD Encumbrance	.00	YTD Actual	3,282.75 Total	3,282.75	YTD Budget	10,000.00 Unexpended 6,717.25
MOVIES		04/30/2025 (04/25) Balance	280-55111-3450			925.07
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	925.07
YTD Encumbrance	.00	YTD Actual	925.07 Total	925.07	YTD Budget	1,900.00 Unexpended 974.93
AUDIOBOOKS		04/30/2025 (04/25) Balance	280-55111-3470			641.74
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	641.74
YTD Encumbrance	.00	YTD Actual	641.74 Total	641.74	YTD Budget	3,200.00 Unexpended 2,558.26
PROGRAMS		04/30/2025 (04/25) Balance	280-55111-3510			231.75
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	231.75
YTD Encumbrance	.00	YTD Actual	231.75 Total	231.75	YTD Budget	2,000.00 Unexpended 1,768.25
PERIODICALS		04/30/2025 (04/25) Balance	280-55112-3230			213.81
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	213.81
YTD Encumbrance	.00	YTD Actual	213.81 Total	213.81	YTD Budget	300.00 Unexpended 86.19
NON-FICTION BOOKS		04/30/2025 (04/25) Balance	280-55112-3400			2,325.05
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	2,325.05
YTD Encumbrance	.00	YTD Actual	2,325.05 Total	2,325.05	YTD Budget	6,138.00 Unexpended 3,812.95

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
FICTION BOOKS						
		04/30/2025 (04/25) Balance	280-55112-3420			1,776.14
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	1,776.14
YTD Encumbrance	.00	YTD Actual	1,776.14 Total	1,776.14 YTD Budget	1,000.00 Unexpended	(776.14)
PAPERBACKS						
		04/30/2025 (04/25) Balance	280-55112-3440			260.57
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	260.57
YTD Encumbrance	.00	YTD Actual	260.57 Total	260.57 YTD Budget	700.00 Unexpended	439.43
MOVIES						
		04/30/2025 (04/25) Balance	280-55112-3450			106.72
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	106.72
YTD Encumbrance	.00	YTD Actual	106.72 Total	106.72 YTD Budget	1,200.00 Unexpended	1,093.28
AUDIOBOOKS						
		04/30/2025 (04/25) Balance	280-55112-3470			10.63
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	10.63
YTD Encumbrance	.00	YTD Actual	10.63 Total	10.63 YTD Budget	1,700.00 Unexpended	1,689.37
PROGRAMS						
05/21/2025	AP	Pease, Thomas A	04/30/2025 (04/25) Balance 280-55112-3510	450.00		2,325.13
		**Desc: 2025 Summer Reading Performer - Lib				
		05/31/2025 (05/25) Period Totals and Balance		450.00 *	.00 *	2,775.13
YTD Encumbrance	.00	YTD Actual	2,775.13 Total	2,775.13 YTD Budget	10,000.00 Unexpended	7,224.87
JE BOOKS						
		04/30/2025 (04/25) Balance	280-55112-3530			1,401.87
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	1,401.87
YTD Encumbrance	.00	YTD Actual	1,401.87 Total	1,401.87 YTD Budget	6,000.00 Unexpended	4,598.13
MICROFILM						
		04/30/2025 (04/25) Balance	280-55114-3490			1,875.00
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	1,875.00
YTD Encumbrance	.00	YTD Actual	1,875.00 Total	1,875.00 YTD Budget	5,200.00 Unexpended	3,325.00
FICTION BOOKS						
		04/30/2025 (04/25) Balance	280-55115-3420			1,261.54
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	1,261.54
YTD Encumbrance	.00	YTD Actual	1,261.54 Total	1,261.54 YTD Budget	4,800.00 Unexpended	3,538.46
Number of Transactions: 88 Number of Accounts: 60				Debit	Credit	Proof
Total LIBRARY FUND:				138,164.15	138,164.15-	.00

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CASH		04/30/2025 (04/25) Balance 282-11100				2,314.77-
05/31/2025	CA	Cash Allocation - Created: 06/04/25 3:05 PM		54.93		
		05/31/2025 (05/25) Period Totals and Balance		54.93 *	.00 *	2,259.84-
GENERAL FUND INVESTMENT		04/30/2025 (04/25) Balance 282-11302				84,367.00
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	84,367.00
FUND BALANCE UNRESERVED		04/30/2025 (04/25) Balance 282-34100				82,140.08-
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	82,140.08-
INTEREST ON INVESTMENTS		04/30/2025 (04/25) Balance 282-48110				358.00-
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	358.00-
YTD Encumbrance	.00	YTD Actual	-358.00 Total	-358.00	YTD Budget	-10,000.00 Unearned 9,642.00
DONATIONS		04/30/2025 (04/25) Balance 282-48500				2,252.00-
05/19/2025	CR	LIBRARY - DONATIONS-GIFT FUND			51.00-	
		Description: LIBRARY - DONATIONS-GIFT FUND				
05/27/2025	CR	LIBRARY - DONATIONS-GIFT FUND			3.93-	
		Description: LIBRARY - DONATIONS-GIFT FUND				
		05/31/2025 (05/25) Period Totals and Balance		.00 *	54.93- *	2,306.93-
YTD Encumbrance	.00	YTD Actual	-2,306.93 Total	-2,306.93	YTD Budget	-6,000.00 Unearned 3,693.07
ADULT GIFT		04/30/2025 (04/25) Balance 282-55110-7004				1,640.75
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	1,640.75
YTD Encumbrance	.00	YTD Actual	1,640.75 Total	1,640.75	YTD Budget	1,500.00 Unexpended (140.75)
MEYER FOUNDATION		04/30/2025 (04/25) Balance 282-55110-7005				510.14
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	510.14
YTD Encumbrance	.00	YTD Actual	510.14 Total	510.14	YTD Budget	700.00 Unexpended 189.86
YOUTH GIFT		04/30/2025 (04/25) Balance 282-55110-7008				546.96
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	546.96
YTD Encumbrance	.00	YTD Actual	546.96 Total	546.96	YTD Budget	3,000.00 Unexpended 2,453.04
Number of Transactions: 3 Number of Accounts: 8				Debit	Credit	Proof
Total LIBRARY GIFT FUND:				54.93	54.93-	.00

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CASH		04/30/2025 (04/25) Balance 456-11100				10,240.87
05/31/2025	CA	Cash Allocation - Created: 06/04/25 3:05 PM		5.45		
		05/31/2025 (05/25) Period Totals and Balance		5.45 *	.00 *	10,246.32
FUND BALANCE UNRESERVED		04/30/2025 (04/25) Balance 456-34100				9,093.83-
		05/31/2025 (05/25) Period Totals and Balance		.00 *	.00 *	9,093.83-
DONATIONS		04/30/2025 (04/25) Balance 456-48500				1,147.04-
05/12/2025	CR	LIBRARY - DONATIONS-BUILDING FUNDS			5.45-	
		Description: LIBRARY - DONATIONS-BUILDING FUNDS				
		05/31/2025 (05/25) Period Totals and Balance		.00 *	5.45- *	1,152.49-
YTD Encumbrance	.00	YTD Actual -1,152.49 Total -1,152.49	YTD Budget	.00	Unearned (1,152.49)	

Number of Transactions: 2 Number of Accounts: 3

Debit

Credit

Proof

Total LIBRARY BLDING & GROUNDS FUND:

5.45

5.45-

.00

Number of Transactions: 93 Number of Accounts: 71

Debit

Credit

Proof

Grand Totals:

138,224.53

138,224.53-

.00

Report Criteria:

Actual Amounts

Accounts With Balances Or Activity

Summarize Payroll Detail

Print Period Totals

Print Grand Totals

Include Only Description Comments

Print Transactions In Date Order

Include FUNDS: 280,282,456

Page and Total by FUND

All Segments Tested for Total Breaks

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

2025 Purpose, Inclusion and Citizenship Report: "Serving Deeply"

At Edward Jones, we're fueled by our purpose: to partner for positive impact to improve the lives of our clients and colleagues, and together, better our communities and society. Learn how we're investing in tools, resources and capabilities that enable us to make a greater impact by downloading our 2025 Purpose, Inclusion and Citizenship Report, "Serving Deeply," at edwardjones.com/servingdeeply.

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.

Advisory Solutions Quarterly Performance Reports (QPR) - We identified an error to your Advisory Solutions Fee on page 7 of your QPR for Q3 2024 and Q1 2025. For an accurate display of Advisory Solutions Fees please refer to your account statements. Please contact your financial advisor if you have any questions. We apologize for this inconvenience.

Account Value

\$86,620.13

1 Month Ago	\$83,917.02
1 Year Ago	\$84,487.91
3 Years Ago	\$88,759.34
5 Years Ago	\$365,807.28

Value Summary

	This Period	This Year
Beginning value	\$83,917.02	\$87,954.28
Assets added to account	0.00	0.00
Assets withdrawn from account	0.00	-4,000.00
Fees and charges	-76.53	-406.38
Change in value	2,779.64	3,072.23
Ending Value	\$86,620.13	

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

Asset Details (as of May 30, 2025)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

	Current Yield/Rate	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market	3.66%*	\$16.02	—	—	\$16.02

* 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
Ish Core S&P 500	592.15	5	2,598.45	362.30	2,960.75
Ish RS MD-C ETF	88.96	19	1,634.79	55.45	1,690.24

Asset Details (continued)

Exchange Traded & Closed End Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Vng Growth Index	413.14	4	1,529.28	123.28	1,652.56
Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Artisan INTL Small-Mid I	19.02	53.668	920.11	100.66	1,020.77
Bridge Builder Core Bond	8.91	1,783.845	17,946.37	-2,052.31	15,894.06
Bridge Builder Core Plus Bond	8.74	2,203.48	22,125.57	-2,867.15	19,258.42
Bridge Builder INTL Equity	14.43	600.594	6,822.53	1,844.04	8,666.57
Bridge Builder Large Growth	25.57	399.349	6,518.41	3,692.94	10,211.35
Bridge Builder Large Value	17.29	596.618	7,532.29	2,783.24	10,315.53
Bridge Builder Small/Mid Grw	15.64	154.985	2,203.54	220.43	2,423.97
Bridge Builder Small/Mid Value	13.83	235.154	2,634.13	618.05	3,252.18
JPM U.S. Govt Mny Mkt Capital	1.00	321	—	—	321.00
MFS INTL Intrinsic Value R6	41.88	23.837	990.76	7.53	998.29
Nyli Mackay HI Yld Corp BD R6	5.15	874.145	4,742.47	-240.62	4,501.85
PIMCO INTL Bond (USD-Hedged) I	9.88	90.577	873.15	21.75	894.90
Principal Midcap R6	45.91	55.362	2,044.53	497.14	2,541.67
Total Account Value					\$86,620.13

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)	\$0.90
Long Term (held over 1 year)	1,012.31
Total	\$1,013.21

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

Investment and Other Activity by Date

Date	Description	Quantity	Amount
5/01	Dividend on JPM U.S. Govt Mny Mkt Capital on 396.11 Shares at Daily Accrual Rate		\$1.42
5/01	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	1.42	-1.42
5/01	Dividend on Bridge Builder Core Bond on 1,777.417 Shares at Daily Accrual Rate		57.85

Investment and Other Activity by Date (continued)

Date	Description	Quantity	Amount
5/01	Reinvestment into Bridge Builder Core Bond @ 9.00	6.428	-57.85
5/01	Dividend on Bridge Builder Core Plus Bond on 2,194.094 Shares at Daily Accrual Rate		82.69
5/01	Reinvestment into Bridge Builder Core Plus Bond @ 8.81	9.386	-82.69
5/01	Dividend on Nyli Mackay HI Yld Corp BD R6 on 869.313 Shares @ 0.028		24.69
5/01	Reinvestment into Nyli Mackay HI Yld Corp BD R6 @ 5.11	4.832	-24.69
5/01	Dividend on PIMCO INTL Bond (USD-Hedged) I on 90.233 Shares at Daily Accrual Rate		3.41
5/01	Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.91	0.344	-3.41
5/07	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-76.53	76.53
5/07	Program & Platform Fees		-76.53

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

About Edward Jones

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

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

About Your Account

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

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

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

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

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

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

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

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








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

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

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

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

CONTACT INFORMATION

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

S1EDJ001 Rev 11/21

**Lester Public Library
Director's Report
May 2025**

News

- Please welcome Tierney Dewane, Customer Service Clerk, to the library. Tierney started working at the front desk May 6, 2025.
- Terry Ehle, Youth Services Coordinator, presented at the Wisconsin Association of Public Libraries annual conference in Oshkosh, Wisconsin, May 1, 2025. Her presentation: "Book Talk 101: Engage, Excite, and Empower Readers," was very well received. Here is Terry's description of the presentation: "As a librarian, you already understand stories—now it's time to share that magic! Learn to create quick, compelling, and irresistible book talks that captivate your audience in under a minute. Whether or not you've read the book, you'll learn the skills to confidently present a title and make it come alive. Then, explore how to turn book talking into a powerful tool for building strong, lifelong readers within your community, with a focus on outreach to schools. Walk away with practical tips, strategies, and a new enthusiasm for connecting readers with the stories they'll love!"
- **NEW Book It! Personalized monthly book subscription** is coming in June: Looking for your next great read? Let us do the browsing for you! With *Book It!*, our expert staff will hand-pick 2-3 books each month based on your favorite genres or authors, or whatever vibe you're feeling. Find the request forms at the front desk, and fill out by the 15th of each month to receive your customized *Book It!* bundle at the start of the next month. No commitment required—sign up monthly or as you like. Library card required. For adults 18+. **Bundles available starting Monday, June 2—sign up by May 15 to get one.** Chris and Terry partnered to expand the popular teen subscriptions to our adult patrons.
- Shannon Derby was appointed to the Lester Public Library Board of Trustees as the City Council Representative to the Board at the May 5, 2025, City Council meeting.
- Terry Ehle toured Neenah Public Library youth staff (7) through the youth area, Tuesday, May 7, 2025.

Library Foundation – No Report

Library Legislation

- After firing the head of the Library of Congress, Dr. Carla Hayden, May 8, 2025, via email, the president put his former personal lawyer, Todd Blanche, in charge of the facility.

Dr. Carla Hayden was sworn in as the 14th Librarian of Congress on September 14, 2016. Dr. Hayden was nominated to the position by President Barack Obama on February 24, 2016, and her nomination was confirmed by the U.S. Senate later that year on July 13.

The first woman and first African American to lead the national library, Dr. Hayden's work to connect all Americans to the Library of Congress led to a redefinition and modernization of the Library's mission: to engage, inspire and inform Congress and the American people with a universal and enduring source of knowledge and creativity.

White House spokesperson Karoline Leavitt explained Hayden's firing by saying "[t]here were quite concerning things that she had done at the Library of Congress in the pursuit of [diversity, equity, and inclusion] and putting inappropriate books in the library for children," but the Library of Congress collects according to a list of principles to enable it to perform research for members of Congress and to keep a record of the American people. It is not a lending library. In order to conduct research at the Library of Congress, researchers must be at least 16 years old.

It is not likely a coincidence that the administration fired Librarian of Congress Carla Hayden May 8, 2025, and Register of Copyrights Shira Perlmutter on May 10, 2025. Both Hayden and Perlmutter have questioned the unauthorized use of copyrighted material to train AI.

Pushing back on Trump's designation of Deputy Attorney General Todd Blanche as acting librarian, lawmakers said Tuesday, May 13, 2025, that control of the institution remains with its top career official, Robert R. Newlen. Newlen told staff at the library that he is the acting head, according to an email obtained by The Washington Post.

- Victory in Lawsuit Filed Against Trump Administration's Dismantling of IMLS, by Kelly Jensen, Tuesday, May 13, 2025. In what could be seen as a total victory, today Judge John J. McConnell, Jr. issued a temporary injunction in the case of 21 state attorneys general who sued Donald Trump over the unlawful dismantling of the Institute for Museum and Library Services (IMLS). The short ruling requires the following actions:
 1. The directive in section two of Executive Order 14238 shall be enjoined as it pertains to the IMLS, as well as the Minority Business Development Agency (MBDA) and and Federal Mediation and Conciliation Services (FMCS). This means that the demand to whittle these agencies down to the most basic functions shall not continue.
 2. Any actions taken to carry out the demands of that Executive Order as they pertain to those three above agencies must be reversed.
 3. No further actions can be taken upon the agencies listed above.
 4. Defendants are to hire back employees who were terminated as a result of this Executive Order.
 5. Money promised via grants must be returned to those who've earned them, with the only exceptions being that the grant recipients have failed to meet their end of their agreements.

6. Previously withheld funds from grant recipients must be disbursed.
7. The defendants have seven days to tell the court how they're going about meeting the requirements of the decision or explain where and how they are not abiding by the decision.

This is a major win for Americans and a major win for public libraries and museums nationwide, which have spent the past two months worried about whether or not federal funding would continue. On Friday, May 16, 2025, the Trump administration entered an appeal on the above stated decision.

Activities

05/01/25 – Two Rivers Business Association Monthly Meeting
05/01/25 – Met with Sharon Sleger, President, Lester Public Library Board of Trustees
05/02/25 – Help Desk Shift
05/05/24 – Two Rivers City Council Meeting
05/06/25 – Help Desk Shift
05/08/25 – Help Desk Shift
05/08/25 – Attended the Two Rivers 1st Annual National Travel and Tourism Week Celebration at Sepia Chapel
05/09/25 – Help Desk Shift
05/12/25 – Help Desk Shift
05/13/25 – Help Desk Shift
05/13/25 – Lester Public Library Board of Trustees Meeting
05/14/25 – Lester Public Library All Staff Meeting
05/14/25 – City of Two Rivers Department Heads Meeting
05/19/24 – Two Rivers City Council Meeting
05/20/25 – Lester Public Library Management Team Meeting
05/20/25 – Lakeshore Community Foundation Annual Update at the Capitol Civic Centre, Manitowoc, with Terry Ehle, Youth Services Coordinator
05/27/25 – Lester Public Library Management Team Meeting
05/28/25 – City of Two Rivers Department Heads Meeting
05/28/25 – Manitowoc Calumet Library System Board Meeting
05/29/25 – City Manager Candidates Public Meet and Greet, Community House
05/30/25 – City Manager Candidates Department Heads Meetings, City Hall

Jeff Dawson, Director, Lester Public Library 06/02/2025

Lester Public Library Statistical Report

May-25

Circulation									
	May 2025	May 2024	%Chng	2025 YTD		2024 YTD		%Chng	
Circulation Total	7,945	8,027	-1%	44,161		43,323		2%	
Total Visitors	5,429	5,306	2%	27,774		29,941		-7%	
Users	Total	%Circ		Total	%Circ	Total	%Circ		
Children (0-11)	492	6%	98%	2,262	5%	1,602	4%	41%	
Young Adult (11-17)	203	3%	54%	1,296	3%	746	2%	74%	
Adult (18+)	6,706	84%	-3%	36,994	84%	36,625	85%	1%	
Outreach	133	2%	-23%	1,324	3%	1,611	4%	-18%	
School	61	1%	-59%	606	1%	832	2%	-27%	
ALL OTHERS	350	4%	-14%	1,679	4%	1,907	4%	-12%	
Item Type	Total	%Circ		Total	%Circ	Total	%Circ		
Adult	5,022	63%	-6%	27,264	62%	27,989	65%	-3%	
Youth	2,923	37%	9%	16,897	38%	15,334	35%	10%	
	Total	%Circ		Total	%Circ	Total	%Circ		
Self-check use	2,406	30%	1%	13,169	30%	13,250	31%	-1%	
Drive Through Use	435	5%	-26%	2,740	6%	2,811	6%	-3%	
LARS ACTIVITY									
Sent to LARS	2,611	2,605	0%	13,349		13,373		0%	
Rec from LARS	1,243	1,400	-11%	6,585		7,208		-9%	
NEW REGISTRATIONS									
Total	31	26	19%	153		156		-2%	
OVERDRIVE EBooks & EAudiobooks									
Total	1955	2015	-3%	9,472		9,502		0%	

Information Services

	May 2025	May 2024	%Chng	2025 YTD	2024 YTD	%Chng
Walk-in	788	861	-8%	3,740	5,053	-26%
Phone	192	229	-16%	1,026	1,500	-32%
Mail	0	0	0%	0	0	
Electronic	86	128	-33%	802	735	9%
Reference Total	1,066	1,218	-12%	5,568	7,288	-24%

PC Internet Use # of Users	461	469	-2%	2,686	2,392	12%
PC Internet Use (Hours)	313	358	-13%	1,691	1,862	-9%
Computer Use Total	774	827	-6%	4,377	4,254	3%

Children's Programming

In-house Programs	16	14	14%	91	84	8%
In-house Attendance	1,019	907	12%	6,507	6,850	-5%
Outreach Programs	11	9	22%	45	33	36%
Outreach Attendance	1,175	1,271	-8%	3,815	3,515	9%

Young Adult Programs

In-house Programs	0	0	#DIV/0!	3	7	-57%
In-house Attendance	0	0	#DIV/0!	43	468	-91%

Adult Programs

In-house Programs	12	8	50%	63	53	19%
In-house Attendance	208	125	66%	1,150	2,270	-49%

Meeting Room Use

Bookings	4	3	33%	30	26	15%
Attendance	48	62	-23%	510	308	66%

Reference Monthly Statistical Summary

May 2025

Reference Questions

Adult Walk In	788
Adult Phone	192
Adult Email	86
Adult Mail	0
Reference Total	1066

Computer Usage

# of Users	461
Internet Hours	313
	313

Email Requests

*Adult Requests	86
*Youth Requests	
	86

# Books Checked Out	38
New Library Cards	10

Dramatic Play

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

# times counted	12
# of patrons	96

Youth Programs

In House	16
Attendance	1019
Outreach	11
Attendance	1175

Young Adult Programs

In House	0
Attendance	0

Adult Programs

Attendance

IP Book Club	10
IP Strictly Fiction	9
IP LPL Flix	53
IP Adult Craft	23
IP Bilingual Class	52
IP Book to Art	
IP Tech	2
IP International Film	10
IP Sit'n'Stitch	4
IP Blood Pressure	2
IP Myers Webinar	14
IP Plant Swap	25
IP Genealogy	4

Total # Programs	12
Total Attendance	208

IP=In Person

IP Family Game Night	7
IP Story Time/2	75
*Story Time To-Go/2	118
Art to Go/2	132
Family Activity Packs	208
IP Babygarten AM	14
IP Babygarten PM	
Dramatic Play	96
IP Reedsville K	51
IP 4K Family Night	53
Neenah Visit	8
IP Move & Shakers AM	144
IP Move & Shakers PM	113
	1019

Magee 4th	82
Koenig SRP	245
LBC 5th	105
Mishicot Middle Sch	195
LBC 6th	92
Com. Baby Shower	23
Mishicot 4K Night	48
LBC 7th	60
TRHS	13
Magee SRP	228
LBC 8th	84
	1175

	0

LIBRARY LINKS

LESTER PUBLIC LIBRARY

JUNE 2025



Honor Find more photos @ [flickr.com/photos/lesterpubliclibrary](https://www.flickr.com/photos/lesterpubliclibrary)

Worker Connection

Mondays • 10:00 AM-noon

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

Family Game Night

Mondays • 6:00-7:30 PM

We have all your favorite board and card games. FREE popcorn! Bring drinks, select your games, and find a spot anywhere in the library to play.

Beekeeping: From Hive to Honey

Thursday, Aug 14 • 6:00 PM

A comprehensive class presented by Steve & Mary Massey. Learn about essential tools and supplies, practices necessary to maintain healthy hives, and how to harvest and process honey. Along the way, explore bee behavior and the interesting roles within the hive hierarchy. And take a look at an observation hive with live bees behind glass!

THIS MONTH:

Attracting Hummingbirds

Wednesday, June 4 • 6:30 PM • Live Webinar

Wisconsin gardening expert and author Melinda Myers describes how to invite hummingbirds into your landscape by planting their favorite flowers and shrubs in gardens and containers. She also shares tips on placing, filling and cleaning feeders, and providing water sources. Viewers have the opportunity to submit questions. Meet at the fireplace.

Tom Pease returns!

Wednesday, June 25 • 2:00 PM

The acclaimed children's performer is back to delight kids and grownups with his infectiously fun music. His songs are easy to sing along with and DELIGHTFUL, and his audience always ends up raucously participating. Bring chairs and blankets for this concert on the lawn, though you may find yourself springing up often to offer *Eight Hugs a Day* or to show your umbilicus as Pease performs *The Belly Button Song*.



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

READING CHALLENGES

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

Summer Reading 2025

Color Our World challenges for all ages begin June 9!

READY to READ?! And yes, audiobooks count! Log books read to earn digital badges and prizes, and adults earn automatic entries into a drawing for \$100 in Chamber Bucks. And if you don't want to go digital, paper reading logs are available—just ask!

The challenges:

- **Read to Me (Ages 0-5):** Earn a reading badge and PRIZE for every five books read to you by your favorite reader. Read 50 books to complete the challenge.
- **Read on My Own (Ages 6-11):** Earn a reading badge and PRIZE for every two books. Read 20 books to complete the challenge.
- **Teens (Ages 12-17):** Earn reading badges and PRIZES like backpacks, water bottles, art supplies and books! Read five books to complete the challenge.
- **Adults (Ages 18+):** Receive a prize for reading just two books. Read up to 20 books to automatically earn entries into the drawing for \$100 in Chamber Bucks—the more you read, the better your odds!



In It 4 LOVE (Ages 18+)

Aw, sweet romance: a new reading challenge for those who swoon...who melt...who get weak in the knees. Indulge in the magic! Explore irresistible tropes, discover award-winning stories, and fall head over heels for unforgettable romantic leads. Complete activities to earn a special patch that showcases your dedication to the genre.



Ongoing Challenges

- **Above Average Reader 2025** (Ages 14+): American adults read an average of 12 books each year, with half reading four or fewer. How do you rank? Attain ABOVE AVERAGE status when you hit 13 to receive a tote or patch. Continue reading to achieve SUPERIOR status—log 52 books in 2025 to receive a patch for your tote.
- **Mystery Maven** (Ages 18+): Don your deerstalkers, dear readers, and investigate different subgenres and award-winning titles. Perform all activities to complete the challenge and snag an elusive patch as a shrewd connoisseur of mystery.
- **Babies Bloom:** Read 100 books by age one. Share books to strengthen 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 as you hit each 100-book milestone!
- **500 Books Before Middle School** (Ages 6-10): Now that your child is reading on their own, challenge them to read 500 books before middle school. Earn reading badges, fun charms, and FREE BOOKS!

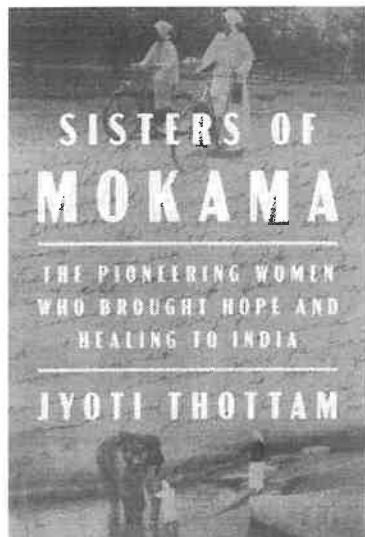
BOOK CLUBS

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

Book Discussion Group

Strictly Fiction

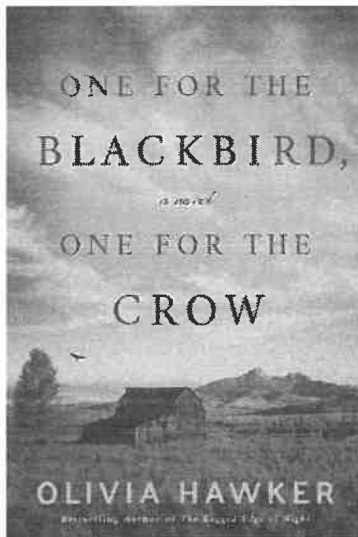
Book to Art



Wednesday, June 4
4:00 PM

Sisters of Mokama by Jyoti Thottam

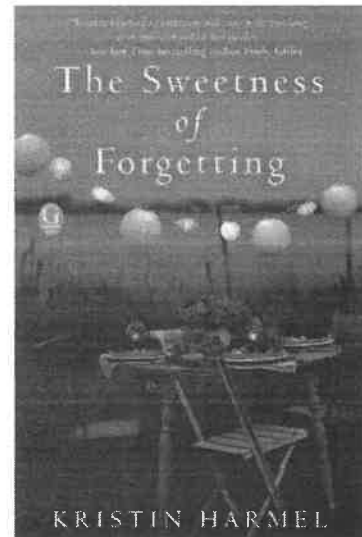
The true story of six nuns from Kentucky who traveled to India in 1947 to build a hospital in the aftermath of Indian independence. Facing extreme conditions, they established Nazareth Hospital and a nursing school, which empowered many Indian women—including the author's mother—with education and opportunity.



Monday, June 2
6:30 PM

One for the Blackbird, One for the Crow by Olivia Hawker (*Western*)

The Bemis and Webber families have relied on each other for survival since they first settled on the Wyoming frontier. But when a falling out finds Substance Webber dead and Ernest Bemis in prison, their wives must work together to save both of their families as brutal winter approaches.

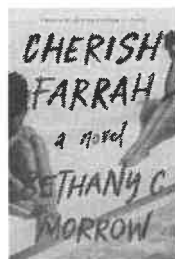


Saturday, June 28
11:00 AM

The Sweetness of Forgetting By Kristin Harmel

Bakery owner Hope McKenna-Smith, a divorced mother to a surly preteen daughter, is unexpectedly called upon by her aging grandmother. With a long-hidden secret to reveal, her grandmother sends Hope on a life-altering journey across the globe—one that will change everything she thought she knew about herself and her family.

For fans of *The White Lotus*...try these!



MOVIES

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

LPL FLIX



Friday, June 6

1:00 PM

Last Breath

Rated PG-13. Runtime: 1:33.

The true story of seasoned deep-sea divers who battle the raging elements to rescue a crewmate who's trapped hundreds of feet below the ocean's surface after the ship's dynamic positioning system fails, causing it to drift away from the dive site.

INTERNATIONAL FILM



Tuesday, June 17

6:00 PM

Slow

Rated PG-13. Runtime: 1:48.

A 2024 Lithuanian romantic drama. Dancer Elena and sign language interpreter Dovydas meet and form a beautiful bond. As they dive into a new relationship, they must navigate how to build their own kind of intimacy.

Get CRAFTY

Sit'n'Stitch

Saturday, June 14

10:00 AM-2:00 PM

A companionable meetup for cross stitch aficionados. Bring a current project and enjoy your craft down by the fireplace. Beverages and snacks welcome.

Bug Out

Saturday, June 21

10:30 AM-12:30 PM

Make cute and colorful bugs with plastic spoons. We'll furnish all the supplies! For adults 18+ and children 8+ accompanied by an adult. Registration required; call 920.793.8888.



LPL Summer Gallery

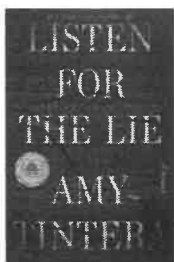
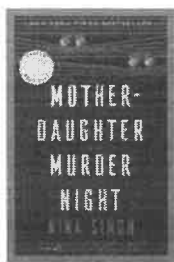
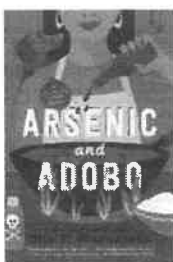
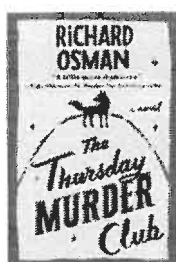
Calling all artists!

Help bring our summer gallery to life! Stop by and choose a canvas size that inspires you—take it home, create your masterpiece, and return it to the Help Desk to be displayed. We have a variety of sizes available, and artists of all ages are welcome to participate! Available June 9.

Get Crafty Newsletter

Sign up today for updates on all things crafty at the library—classes, new books, and more! Email lesref@lesterlibrary.org and provide your name and email.

For fans of *Only Murders in the Building*...try these!





NEW Teen Anime Club

Thursday, June 12 • 2:00-4:00 PM • Grades 6-12

Anime and manga fans: Watch anime, talk about favorite series, do creative projects—and SNACK of course! Action, romance, slice-of-life...there's something for everyone. Collaborate to choose a regular meeting time and what to watch next.

Wander Squad

Tuesday, June 24 • 6:00-8:30 PM • Grades 6-12

Time to hit the trail! Start at the library to zazzle water bottle holders and hiking sticks. Then step out for a hike along the lake with a stop at McDonald's for cones—because adventure should ALWAYS end with ice cream. *Call to register.*

LPL Pages

Teen Book Subscription

Get books selected just for you! Scan the QR code to answer a few questions, then pick up your box at the library and start reading. Each one includes two great books and some fun surprises. Boxes are issued every other month. If not already subscribed, sign up by June 15 to receive the June edition. Grades 8-12.

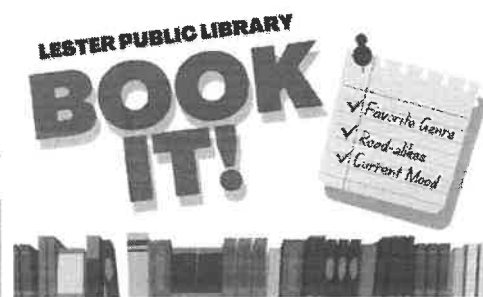


Bilingual Language Classes

Wednesdays through July 30 • 6-7:30 PM • Ages 18+

A welcoming class for Spanish and English speakers who want to learn or improve skills in the other language. Instruction is based on the sandwich technique of pronunciation, conversation and grammar. Ages 18+

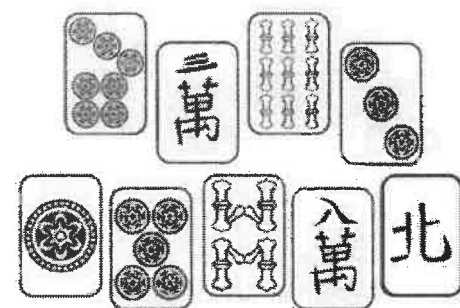
No registration required. Presented by Woods Outreach.



NEW Book it!

Personalized monthly book subscription

Looking for your next great read? Let us do the browsing for you! With *Book It!*, our expert staff will hand pick 2-3 books each month based on your favorite genres or authors, or whatever vibe you're feeling. Fill out a request form by the 15th of each month to receive your customized bundle at the start of the next month. No commitment required—sign up monthly or as you like. Library card required. 18+



Mah Jongg

**Fridays, July 11-Aug 1
10:30 AM-12:30 PM**

Explore the fun and challenge of this strategic game with ancient Chinese roots. It's a great way to stay mentally active and socially engaged! The game can be complex, so consistent attendance is encouraged. Instructed by Kathy Palmer.

Fee is \$15 for the 2025 National Mah Jongg League card. Call 920.793.8888 to reserve your spot in this four-week class.



To-go Packs

(Pick up while supplies last!)

Families with STEAM

New packs June 2, July 1 & Aug 1

Families with school-age kids can tackle projects that incorporate science, technology, engineering, art & math. No library card required. Sponsored by NextEra Energy.

Story Time To Go

New packs June 16, June 30 & Aug 4

Packs contain books, music suggestions, finger plays, art, and math & science activities that bolster those five vital early literacy practices: read, sing, talk, play & write! For ages 0-6. Library card required to check out accompanying books.

Youth Art To Go (Ages 6ish-11ish)

New packs out Mondays, June 16-Aug 18

Supplies to create art like optical illusions, polymer tangle beads & rainbow collages inspired by artist Alma Thomas.

Teen Art To Go (Ages 12-18)

New packs out Mondays, June 16-Aug 18

Terrific art projects like felt succulents, puffy paper clip toppers & watercolor geodes.

TReasure Quest

June 16-Aug 29

A whole new summer conundrum. Follow clues. Solve puzzles. Unravel secrets. Your Mission: **Save The Day!** You & your compadres will receive a succession of six puzzle packets (assuming you have **What It Takes** to progress) that require visits to various spots around Our Fair City.

Pick up your first packet at the library's front desk. The citizens are counting on you.

StoryWalks®

All summer long!

Outdoor storybooks! Read *I Ain't Gonna Paint No More* by Karen Beaumont along the lovely library path & revel in *Nature is an Artist* by Jennifer Lavallee at Zander Park (1406 Parkway Blvd).

Special Events:

Tom Pease

Wednesday, June 25 • 2:00 PM

Dance, sing, LAUGH: Tom Pease entertains on the library lawn. Fun for all ages!

Creative Roots

Wednesday, July 9 • 2:00-4:00 PM

The magic of trees! Make seed necklaces & nature journals. Shadow art! We'll go inside if it rains. For all ages. A Wisconsin DNR Urban Forestry program.

Nature is an Artist @ Zander Park

Wednesday, July 30 • 2:00-4:00 PM

A new StoryWalk® selection: *Nature is an Artist* by Jennifer Lavallee. Nature prints. MUD! Plus, paint alongside Senior Center members to turn rocks into a BIG OL' SNAKE! Gonna be one fun MESS.

Brat Fry

Wednesday, Aug 6 • 12:00-3:00 PM

Brats, burgers, 'dogs & drinks. We deliver to businesses and city departments, too! Proceeds help build community health & early literacy.

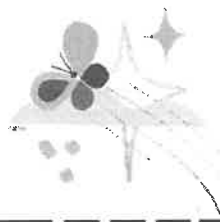
Art Splash

Wednesday, Aug 6 • 1:30-3:30 PM

The MESSIEST, most COLORFUL fun of summer: BIG painting & FOAM! Bring towels. Swimsuits and goggles A-OK. Prep for the extreme fun by filling bellies at the **BRAT FRY**. Art Splashes can't go inside the library once the MESSY begins—so plan accordingly.

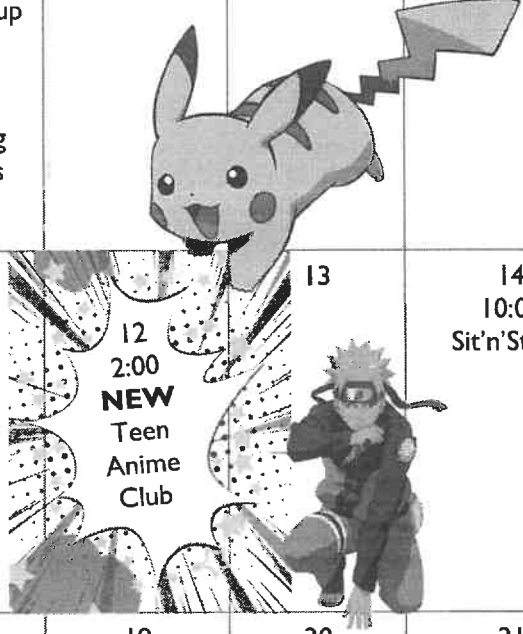

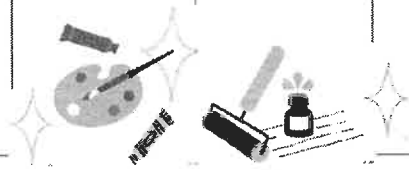


JUNE



Request Book It! &
LPL Pages by June 15!



MON	TUE	WED	THU	FRI	SAT
<p>2</p> <p>NEW Families w/ STEAM pack</p> <p>10:00-noon Worker Connection</p> <p>6:00-7:30 Family Game Night</p> <p>6:30 Strictly Fiction</p>	<p>3</p>	<p>4</p> <p>4:00 Book Discussion Group</p> <p>6:00-7:30 Bilingual Class</p> <p>6:30 Attracting Hummingbirds Webinar</p>	<p>5</p>	<p>6</p> <p>1:00 LPL Flix</p>	<p>7</p>
<p>9</p> <p>Summer Reading Challenges begin</p> <p>NEW Dramatic Play Center Opens</p> <p>10:00-noon Worker Connection</p> <p>6:00-7:30 Family Game Night</p>	<p>10</p> <p>10:15 Story Time</p> <p>6:00 Library Board Meeting</p>	<p>11</p> <p>6:00-7:30 Bilingual Class</p>	<p>12</p> <p>2:00 NEW Teen Anime Club</p> 		<p>14</p> <p>10:00 Sit'n'Stitch</p>
<p>16</p> <p>TReasure Quest Begins</p> <p>NEW Story Time, Art & Teen Art To Go packs</p> <p>10:00-noon Worker Connection</p> <p>6:00-7:30 Family Game Night</p>	<p>17</p> <p>10:15 Story Time</p> <p>6:00 International Film</p>	<p>18</p> <p>3:00 STEAM in Action</p> <p>6:00-7:30 Bilingual Class</p>	<p>19</p>	<p>20</p>	<p>21</p> <p>10:30 Bug Out Craft Class</p>
<p>23</p> <p>NEW Art & Teen Art To Go</p> <p>10:00-noon Worker Connection</p> <p>6:00-7:30 Family Game Night</p>	<p>24</p> <p>10:15 Story Time</p> <p>6:00 TEEN Wander Squad</p>	<p>25</p> <p>6:00-7:30 Bilingual Class</p> <p>2:00 TOM PEASE</p>	<p>26</p>	<p>27</p>	<p>28</p> <p>11:00 Book to Art Club</p>
<p>30</p> <p>NEW Story Time, Art & Teen Art To Go packs</p> <p>10:00-noon Worker Connection</p> <p>6:00-7:30 Family Game Night</p>	 <div>  <p>COLOR OUR WORLD™</p> <p>Summer Library Program</p> <p>Visit www.lesterlibrary.org/summer for full details!</p> </div>				

5/20/25

Hello,

I came in to make copies for a project and wanted to let you know that Chris was A+ helpful! Super friendly + kind. Great employee!

Thank you!

Rebecca Towell



Kimberlina was great too!

Two Rivers' Carnegie Library Dedicated in 1914

May 15, 2025 - Written by Bob Fay



(photo: New Free Public Library, Two Rivers, Wis., 1914; H. C. BENKE POSTCARD)

The Joseph Mann Library was built in 1891 on Main (now 16th) Street in Two Rivers. By 1912, the library had outgrown its space and a larger building was needed. A building committee, consisting of John F. Magee, Henry C. Wilke and Dr. Eugene Gates, was appointed to consider a larger facility.

In August 1912, the building committee sent a letter to James Bertram, Andrew Carnegie's secretary, requesting a donation of \$20,000 to build a library. The previous year, the Carnegie Corporation had endowed \$125 million to support all of its charities, including libraries.

On January 9, 1913, the committee was notified that \$12,500 from steel magnate and philanthropist Andrew Carnegie would be received.

The site selected for the new free public library was the George Wehausen property, just east of the old library. When some difficulty arose in obtaining a clear title to the property, a lot on the north side of 16th Street, directly across from the existing library, was donated by brewery owner Charles Mueller.

A Prairie School-style building, 60 × 34 feet, designed by the Madison architectural firm of Claude and Starck, was completed in 1914. The building was constructed of cream brick and featured an arched front doorway, low-pitched green tile roof with wide eaves, white stone trim, steam heat and electric lights.



(photo: Lizzie Baetz, librarian, in front of the Joseph Mann (Carnegie) Library, c1914-1919)

HUBERT R. WENTORF PHOTO COLLECTION, LESTER PUBLIC LIBRARY, TWO RIVERS)

The main floor consisted of reading, reference and children's rooms. Rooms were softly lit for reading books, magazines and newspapers. Floors were covered with heavy linoleum. A meeting room, storage and furnace rooms and restroom were located in the basement, or lower level.

Frank Wolfe, brick mason, submitted the low bid of \$11,643 and was awarded the contract on October 16, 1913. Local labor and materials were used in construction. John Reiss did the carpentry and woodwork. Interior painting was done by Fred Viel. Fixtures and tables were made by the Alberts & Meyer Mfg. Co.

By February 1914, the new library building was nearly completed. A public drinking fountain and light pole, erected in memory of Leopold and Clara Mann in 1902, was moved across the street from the old library and placed in front of the new building.

On June 4, 1914, the Carnegie library was dedicated. An open house and afternoon reception with music by the Gloe-Naidl orchestra was held. An evening program featured speeches by J. F. Magee, library board president, Mayor Conrad Baetz, and Matthew Dudgeon, of the state library commission, who spoke on 'The Library, A Community Asset.' Musical selections included a vocal duet by teachers Gleason Scoville and Josephine Treat and the Liederkrantz Male Quartet.

Although a Carnegie Library, the name of the old Joseph Mann Library was retained.

The first head librarian of the new library was Lizzie Baetz, employed at the old library since 1900. She was replaced by Rosalie Beale in 1919. Three librarians, each serving a few months, followed in quick succession during the early 1920s – Edith Hess, Mary Dow and Dena Lindley.

In 1924, Bernice Hocking Knight became librarian, serving 17 years until her death in 1941.

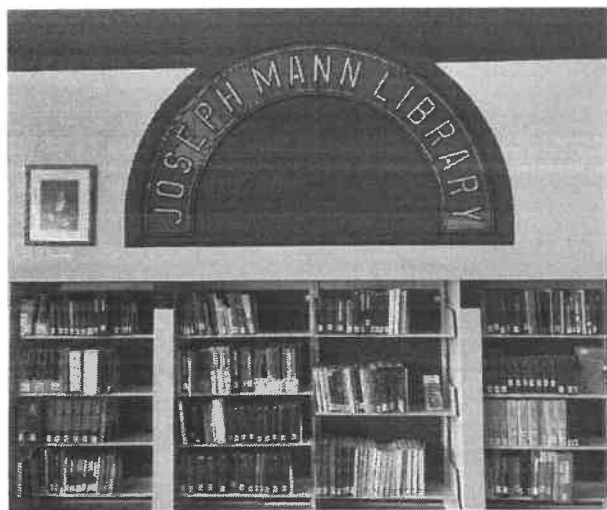
In 1953 and 1969 major library building additions and renovations were completed as more space was needed for collections and programs.

Other librarians included – Theodora Haman (1942-1957), Gertrude Kaminsky (1957-1958), Lee Gregory (1959-1965) and Jessie Lyman (1965-1975). The last Joseph Mann Library directors were Elsie Heitkemper (1976-1992) and Ken Hall (1992-1998).

In 1997, the Joseph Mann Library closed when the new Lester Public Library opened in Lakeshore Park. The arched lead glass JOSEPH MANN LIBRARY sign from above the front door of the 1914 Carnegie library is displayed on a wall in the modern, single story facility.

The Carnegie library building, vacant for a number of years, was razed in 2006. Today, the city-owned property is a parking lot.

Memories of the 83-year-old Carnegie library connect us to the past. Generations of local residents recall using the card catalog to find a book, browsing encyclopedias for a school report and attending story hours in the children's room.



(photo: by Bob Fay)

The arched lead glass JOSEPH MANN LIBRARY sign from above the front door of the 1914 Carnegie library is displayed in the Lester Public Library

Bob Fay is a historian and former executive director of the Manitowoc County Historical Society.

LESTER PUBLIC LIBRARY

BOARD OF TRUSTEES

2025-2026

<p>Sharon Sleger – President 3rd Term Expires 5/2026 3625 Tannery Road Two Rivers WI 54241 Phone: 920-242-8275 Email: sharonsleger@gmail.com</p>	<p>Kate Gadd – Vice President 2nd Term Expires – 5/2027 2401 Jefferson Street Two Rivers, WI 54241 Phone: 920-645-1811 Email: katieg919@gmail.com</p>
<p>Don Weiss - County Representative 1813 28th Street Two Rivers, WI 54241 Phone: 920-905-5921 Email: donweiss@manitowoccountywi.gov</p>	<p>Mary Glaser – School Representative 12526 Lakeshore Road Two Rivers, WI 54241 Phone: 920-755-2756 Email: mary.glaser@trschoools.k12.wi.us</p>
<p>Shannon Derby – City Council Representative 1713 24th Street Two Rivers WI 54241 Phone: 920-973-6054 Email: sderby@two-rivers.org</p>	<p>Stanley Palmer 3rd Term Expires - 5/2026 331 23rd St. Two Rivers, WI 54241 Phone: 920-553-1318 Email: spalmer@exchange.uta.edu</p>
<p>Ned Guyette 2nd Term Expires – 5/2028 2501 Washington Street Two Rivers, WI 54241 920-242-5325 Email: guyettened@gmail.com</p>	<p>Katie Stone 1st Term Expires – 5/2027 805 27th Street Two Rivers WI 54241 Phone: 920-737-1465 Email: katnissjstone@gmail.com</p>
<p>Jack Powalisz 1st Term Expires – 5/2028 414 Highland Court Two Rivers, WI 54241 920-973-1882 jackpowalisz@yahoo.com</p>	

02-04-01 Philosophy

- a) The purpose of the Library's display cases and bulletin boards is to promote intellectual freedom, life-long learning, cultural and leisure activities, and increase awareness of the Library's resources. The Library provides display facilities for public and Library use. Exhibits using these facilities shall further one or more of these purposes:
- to call attention to a theme related to Library services, collections or programs
 - to bring together Library materials from several subject areas related to a theme of current interest
 - to highlight current issues, events or other subjects of public interest
 - to display high quality original art, crafts, photographs or writings created by Wisconsin artists or contained in traveling exhibits
 - to explain the activities of, or issues of interest to, local organizations and agencies engaged in educational, recreational, cultural, intellectual or charitable activities
 - to display interesting collections or hobbies of local residents

02-04-02 Disclaimer

- a) The Director, at his/her discretion, may require the following statement to be included in/on any display: **The Lester Public Library is not a sponsor of this display and does not necessarily endorse the viewpoint expressed here.**
- b) The Library assumes no responsibility for theft, loss, damage or destruction of items left for display.
- c) The Library does not accept responsibility for ensuring that all points of view are represented in any single display. Granting of permission to display materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.
- d) The Library reserves the right to refuse display space to exhibits that, in its opinion, do not further the purpose in Section **02-04-01**.

P-02-04-03 Procedures

Approval

- a) All items to be placed in exhibit cases, on bulletin boards, or in literature displays must be approved by the Director or her/his designee.

Restrictions

- a) Use of bulletin boards, literature displays, and exhibit cases will be restricted to educational, informational or artistic items. Because exhibit space is in high demand, exhibits from for-profit groups and individuals will be accepted only if they are of a purely artistic or educational nature. No advertising, including job ads, or other for-profit displays will be accepted.

1. Exceptions: Governmental job postings; notice of upcoming events of a cultural or artistic nature sponsored by non-profit groups within the City of Two Rivers or its immediate environs; events sponsored by Two Rivers service organizations.
2. The Director may request proof of non-profit status from a group or individual before granting display space.

Displays Outside of Display Cases or Bulletin Boards

- a) Though exhibits are usually restricted to either exhibit cases or bulletin boards, other areas of the library may be used with prior permission of the Director.

Priority

- a) Because exhibit space is limited, the following priority will be followed when granting requests for space:
 1. Library sponsored exhibits
 2. Exhibits sponsored by other governmental agencies
 3. Exhibits sponsored by non-profit groups headquartered within the City of Two Rivers
 4. All others.

Schedule

- a) Because of limitations in space, continuing displays will not be allowed. Items on bulletin boards or literature displays lacking new material will be left no more than 8 weeks. Exhibits may be cancelled or rescheduled as library need arises.

10-12-93

Revised and Board Approved 05/12/09

Reviewed with no changes by the Board 02/14/17

02-04-01 **Philosophy**

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 - to display interesting collections or hobbies of local residents

b) The Lester Public Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View" statements.

- Library Bill of Rights: <http://www.ala.org/advocacy/intfreedom/librarybill>
- ALA Freedom to Read Statement: <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- ALA Freedom to View Statement: <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

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 - 2. The Director may request proof of non-profit status from a group or individual before granting display space.

Displays Outside of Display Cases or Bulletin Boards

- a) Though exhibits are usually restricted to either exhibit cases or bulletin boards, other areas of the library may be used with prior permission of the Director.

Priority

- a) Because exhibit space is limited, the following priority will be followed when granting requests for space:
 - 1. Library sponsored exhibits
 - 2. Exhibits sponsored by other governmental agencies
 - 3. Exhibits sponsored by non-profit groups headquartered within the City of Two Rivers
 - 4. All others.

Schedule

- a) Because of limitations in space, continuing displays will not be allowed. Items on bulletin boards or literature displays lacking new material will be left no more than 8 weeks. Exhibits may be cancelled or rescheduled as library need arises.

Procedures for the Questioning of Library Displays by Patrons

In the event a patron has questions or concerns regarding a library display, the following procedures should be used:

- a) The patron is referred to the supervisor in charge staff member.
 - This staff member makes every attempt to satisfy the patron's concern by clarifying the established display policies on an informal, positive, one-to-one basis.
 - After the interview, the staff member notifies the Library Director in a brief written statement as to the date, circumstances, and the result of the patron's concern.
- b) A patron who wishes to pursue their question further is referred to the Library Director or their designated alternate as soon as possible. A concern taken to this level constitutes a formalized complaint.

- During the interview with the patron, the Director or designated alternate fills out one copy of the Request for Reconsideration of Library Material form.
 - The Director then meets with the management team to review the display in question and prepare a written recommendation within ten (10) days.
 - The Director decides based on the committee's recommendation.
 - The Director notifies the patron in writing of their decision within five (5) working days of receiving the committee's recommendation.
- c) A patron who wishes to make their objection known even further can forward their complaint directly to the President of the Library Board of Trustees for consideration at the next regularly scheduled Board meeting.
- The Library Board sends its recommendation to the Library Director.
 - The Library Director then reviews their original decision in the context of the Board recommendation and confirms or sends a revised opinion to the patron in writing, with a copy sent to the Library Board of Trustees.
 - The Library Director's decision on the complaint is final and without further appeal.

10-12-93

Revised and Board Approved 05/12/09

Reviewed with no changes by the Board 02/14/17