



**TWO  
RIVERS**  
WISCONSIN

## **LIBRARY BOARD MEETING**

**Tuesday, August 8, 2023 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, Tracey Koach, Don Weiss, Ned Guyette, Mary Glaser, Katie Stone

**3. PUBLIC COMMENT**

**4. APPROVAL OF BOARD MEETING MINUTES – Action Item**

Last Meeting Date: July 11, 2023

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

Date: July 2023

**6. BOARD MEMBER COMMENT**

**7. DIRECTOR'S REPORT**

**8. COMMUNICATIONS**

A. Library Newsletter – August 2023

**9. REPORT FROM CITY COUNCIL REPRESENTATIVE**

**10. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**

**11. REPORT FROM COUNTY REPRESENTATIVE**

**12. UNFINISHED BUSINESS**

A. Review Policy – Title 2 Services Chapter 5 Internet Access – **Possible Action Item**

**13. NEW BUSINESS - None**

**14. BOARD EDUCATION**

A. Library Garden Tour with Cretton Landscaping

**15. CLOSED EXECUTIVE SESSION**

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

## **16. ADJOURNMENT**

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

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



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WISCONSIN

## **LIBRARY BOARD MEETING**

**Tuesday, July 11, 2023 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 Palmer called the meeting to order at 6:00 PM.
2. **ROLL CALL**  
Board Members Present: David Pennefeather, Sharon Sleger, Katie Stone, Don Weiss, Ned Guyette, Tracey Koach, Kathryn Gadd, Mary Glaser and Stanley Palmer. Absent and Excused: all present. Also present: Chris Hamburg, Adult Services Coordinator, and Jeff Dawson, Director.
3. **PUBLIC COMMENT** – None
4. **APPROVAL OF BOARD MEETING MINUTES**  
Motion to approve the minutes from the June 13, 2023, meeting, made by Weiss, second made by Guyette. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**  
Motion to receive and file the expenditure and financial reports from June, 2023, made by Sleger, second made by Glaser. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT** - None
7. **DIRECTOR'S REPORT**  
Dawson fielded questions concerning his monthly report.
8. **COMMUNICATIONS**
  - A. Library Links – the monthly printed library newsletter.
  - B. Save Our Songbirds Press Release
  - C. Email from Amber Sedivy, Cameron, Wisconsin
  - D. Article from the Raider Reporter
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE** – Central Park West opening ceremonies and performances this Saturday and Sunday. Lincoln Avenue construction should be complete by the end of August.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE** – Second session of summer school begins this week and preparing for the fall semester.
11. **REPORT FROM COUNTY REPRESENTATIVE** – Celebrated the Kobel family for 25 years as foster parents for Manitowoc County. Successful Breakfast on the Farm, 3700 people served. The 4-H Dairy Judging Team – Jenna Gries, Lauren Siemers, Clarissa Ulness, and Emma Vos – won the state and national competitions. This qualified them for a trip to Scotland, Ireland, and England, where they acted as judges in dairy competitions.
12. **UNFINISHED BUSINESS** - None

**13. NEW BUSINESS**

A. Reviewed Policy – Title 2 Services Chapter 5 Internet Access – changes were discussed and further changes will be brought to the August meeting for possible approval.

**14. BOARD EDUCATION – None**

**15. CLOSED EXECUTIVE SESSION – None**

**16. ADJOURNMENT**

Motion to adjourn made by Glaser, second made by Sleger. Voice vote carried unanimously.  
Meeting adjourned at 6:45 PM.

Respectfully submitted by Jeff Dawson

# CITY OF TWO RIVERS

Balance Sheet

July 31, 2023

## LIBRARY FUND 280

### ASSETS

280-11100	CASH	360,280.60	
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			360,730.60

### LIABILITIES AND EQUITY

#### LIABILITIES

280-21100	ACCOUNTS PAYABLE	.00	
280-21110	PAYROLL PAYABLE	.00	
280-21520	DUE WI RETIREMENT FUND	.00	
280-21530	HEALTH INS DDCTNS PAYBLE	.00	
280-21531	LIFE INSURANCE DED PAYABL	.00	
280-21532	DENTAL INSURANCE PAYABLE	.00	
280-21540	CHARITABLE CONT PAYABLE	.00	
280-21541	LIBRARY DEDUCTION PAYABLE	.00	
280-21550	UNION DUES DDCTNS PAYABLE	.00	
280-21560	SECTION 125 PAYABLE	.00	
280-21561	CREDIT UNION DDCTNS PAYAB	.00	
280-21570	ICMA ANNUITY PAYABLE	.00	
280-21581	GARNISHMENT OF WAGES-TAX	.00	
280-21590	OTHER DEDUCTIONS PAYABLE	.00	
280-21810	UNUSED VACATION CREDITS	.00	
280-21910	UNUSED SICK LEAVE CREDITS	1,280.65	
280-21911	UNUSED COMP TIME	.00	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	.00	
280-25200	DUE TO OTHER FUNDS	.00	
280-26100	DEFERRED TAX RLL CLLCTNS	.00	
280-26910	DESIGNATED FR SUBSEQ YEAR	.00	
280-29410	SALES TAX COLLCTN PYBLE	26.92	
Total Liabilities			1,307.57

#### FUND EQUITY

Unappropriated Fund Balance:			
280-34100	FUND BALANCE UNRESERVED	18,005.68	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
Revenue over Expenditures - YTD		341,417.35	
Total Fund Equity			359,423.03
Total Liabilities and Equity			360,730.60

# CITY OF TWO RIVERS

## BALANCE SHEET

JULY 31, 2023

### LIBRARY GIFT FUND 282

#### ASSETS

282-11100	CASH	(	345.50)	
282-11301	SAVINGS ACCOUNT - BFN		.00	
282-11302	GENERAL FUND INVESTMENT		89,629.00	
282-13800	OTHER ACCOUNTS RECEIVABLE		.00	
TOTAL ASSETS				89,283.50

#### LIABILITIES AND EQUITY

##### LIABILITIES

282-21100	ACCOUNTS PAYABLE		.00	
TOTAL LIABILITIES				.00

##### FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
282-34100	FUND BALANCE UNRESERVED	79,690.36		
282-34110	ENCUMBRANCE-PRIOR YEARS	.00		
REVENUE OVER EXPENDITURES - YTD			9,593.14	
TOTAL FUND EQUITY				89,283.50
TOTAL LIABILITIES AND EQUITY				89,283.50

# CITY OF TWO RIVERS

## BALANCE SHEET

JULY 31, 2023

### LIBRARY BLDING & GROUNDS FUND 456

#### ASSETS

456-11100	CASH	(	31,353.58)	
456-11301	INVESTMENTS		.00	
456-13800	OTHER ACCOUNTS RECEIVABLE		.00	
	TOTAL ASSETS		(	31,353.58)

#### LIABILITIES AND EQUITY

##### LIABILITIES

456-21100	ACCOUNTS PAYABLE		.00	
	TOTAL LIABILITIES			.00

##### FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
456-34100	FUND BALANCE UNRESERVED	24,237.00		
456-34110	ENCUMBRANCE-PRIOR YEARS	.00		
	REVENUE OVER EXPENDITURES - YTD	(	55,590.58)	
	TOTAL FUND EQUITY		(	31,353.58)
	TOTAL LIABILITIES AND EQUITY		(	31,353.58)

CITY OF TWO RIVERS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JULY 31, 2023

LIBRARY FUND DETAIL

		PERIOD ACT	BUDGET	YTD ACTUAL	OV(UN)BUD	% OF BDGT	PR YTD ACT
<u>TAXES</u>							
280-41110	GENERAL PROPERTY TAX	0	631,287	631,287	0	100.00	631,287
	TOTAL TAXES	0	631,287	631,287	0	100.00	631,287
<u>INTERGOVERNMENTAL REVENUE</u>							
280-43519	COVID ROUTES TO RECOVERY	0	0	0	0	.00	0
280-43720	COUNTY FUNDS	0	175,877	175,877	0	100.00	171,601
	TOTAL INTERGOVERNMENTAL REVE	0	175,877	175,877	0	100.00	171,601
<u>FINES &amp; FORFEITURES</u>							
280-45300	LIBRARY BOOK FINES	381	4,000	1,774	( 2,226)	44.34	1,412
	TOTAL FINES & FORFEITURES	381	4,000	1,774	( 2,226)	44.34	1,412
<u>CHARGES FOR SERVICE</u>							
280-46712	COPIER SERVICE FEES	464	8,500	3,293	( 5,207)	38.74	2,916
	TOTAL CHARGES FOR SERVICE	464	8,500	3,293	( 5,207)	38.74	2,916
<u>MISCELLANEOUS REVENUE</u>							
280-48200	RENT-CITY PROPERTY	0	0	0	0	.00	34
280-48300	SALE OF PROP & EQUIP	74	5,000	953	( 4,047)	19.06	1,246
280-48500	DONATIONS	0	65,653	16,500	( 49,153)	25.13	15,000
280-48900	OTHER REVENUES	0	2,500	868	( 1,632)	34.74	870
	TOTAL MISCELLANEOUS REVENUE	74	73,153	18,322	( 54,831)	25.05	17,150
<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	919	892,817	830,552	( 62,265)	93.03	824,366



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

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD	2023	2023	OVER	% OF	PRIOR YTD
	ACTUAL	BUDGET	YTD ACTUAL	(UNDER) BUDGET	BUDGET	ACTUAL
<b><u>LESTER LIBRARY</u></b>						
<b>LIBRARY ADMINISTRATION</b>						
<i><u>PERSONNEL SERVICES</u></i>						
280-55110-1100	FULLTIME ADMINISTRATION	16,430	271,829	151,600 ( 120,229)	55.77	153,552
280-55110-1220	WAGES - FULLTIME	2,137	35,370	19,312 ( 16,058)	54.60	19,990
280-55110-1270	WAGES - PART TIME	8,300	129,375	73,508 ( 55,867)	56.82	74,517
280-55110-1280	WAGES-LONGEVITY PAY	0	6,620	0 ( 6,620)	.00	0
280-55110-1290	WAGES-OVERTIME	0	510	0 ( 510)	.00	0
280-55110-1310	WI RETIREMENT	1,445	24,739	13,444 ( 11,295)	54.34	13,024
280-55110-1320	FICA	1,930	34,326	17,781 ( 16,545)	51.80	18,610
280-55110-1330	HEALTH INSURANCE	6,550	84,364	45,848 ( 38,516)	54.35	32,095
280-55110-1333	HEALTH SAVINGS ACCT EXPENSE	0	0	0 0	.00	0
280-55110-1334	HEALTH INSURANCE OPT-OUT	385	5,000	2,885 ( 2,115)	57.69	5,769
280-55110-1340	LIFE INSURANCE	130	1,500	846 ( 654)	56.39	779
280-55110-1350	OTHER BENEFITS	0	0	0 0	.00	0
280-55110-1361	SICK LEAVE PAYOUT	0	1,200	1,122 ( 78)	93.49	1,650
<b>TOTAL PERSONNEL SERVICES</b>		<b>37,306</b>	<b>594,833</b>	<b>326,346 ( 268,487)</b>	<b>54.86</b>	<b>319,986</b>
<i><u>CONTRACTUAL SERVICES</u></i>						
280-55110-2100	PROF SERV - CITY SERVICES	645	48,909	26,169 ( 22,740)	53.50	26,527
280-55110-2130	PROFESSIONAL SERVICES	339	6,000	4,561 ( 1,439)	76.01	3,002
280-55110-2200	TELEPHONE EXPENSE	0	1,200	578 ( 622)	48.15	669
280-55110-2210	ELECTRICITY	2,028	23,000	15,532 ( 7,468)	67.53	11,742
280-55110-2220	NATURAL GAS/HEAT	251	11,000	8,445 ( 2,555)	76.77	8,726
280-55110-2230	WATER EXPENSE	178	2,000	1,239 ( 761)	61.94	1,138
280-55110-2240	SEWER EXPENSE	79	750	545 ( 205)	72.61	391
280-55110-2250	STORMWATER EXPENSE	80	960	560 ( 400)	58.28	560
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	2,872	25,000	11,808 ( 13,192)	47.23	9,350
280-55110-2430	EQUIPMENT REPAIRS	0	0	0 0	.00	0
280-55110-2450	EQUIPMENT NEW	1,976	7,500	6,048 ( 1,452)	80.64	0
280-55110-2910	PRINTING/ADVERTISING	0	1,000	508 ( 492)	50.80	616
280-55110-2930	TECHNOLOGY	46	16,000	8,904 ( 7,097)	55.65	4,331
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	0	6,455	6,454 ( 1)	99.98	6,454
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>8,493</b>	<b>149,774</b>	<b>91,348 ( 58,426)</b>	<b>60.99</b>	<b>73,504</b>

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

**LESTER LIBRARY F 280 EXPENSE DETAIL**

			2023		OVER		
	PERIOD		2023	YTD	(UNDER)	% OF	PRIOR YTD
	ACTUAL		BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL
	<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55110-3100	OFFICE SUPPLIES	128	6,000	3,142	( 2,858)	52.36	2,738
280-55110-3110	POSTAGE	0	450	228	( 222)	50.56	236
280-55110-3300	TRAVEL	0	1,000	608	( 392)	60.80	584
280-55110-3560	LANDSCAPING	1,646	15,000	6,909	( 8,091)	46.06	7,789
280-55110-3960	TECH PROC SUPPLIES	0	0	0	0	.00	0
	TOTAL OP SUPPLIES/EXP	1,774	22,450	10,886	( 11,564)	48.49	11,347
	<u>FIXED CHARGES</u>						
280-55110-5200	INSURANCES	0	13,800	7,380	( 6,420)	53.47	8,210
280-55110-5950	TRANSFER TO CAP PROJ FNDS	0	1,440	1,440	0	100.00	1,440
	TOTAL FIXED CHARGES	0	15,240	8,820	( 6,420)	57.87	9,650
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**CITY OF TWO RIVERS**  
**2023 MONTHLY GENERAL FUND REPORT**  
**JULY 31, 2023 BUDGET**

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD ACTUAL	2023 BUDGET	2023 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<b>CHILDREN'S SERVICES</b>						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55112-3230 PERIODICALS	0	540	267	( 273)	49.41	347
280-55112-3400 NON-FICTION BOOKS	441	7,000	3,199	( 3,801)	45.70	5,747
280-55112-3420 FICTION BOOKS	486	3,800	2,917	( 883)	76.76	2,967
280-55112-3440 PAPERBACKS	49	1,600	267	( 1,333)	16.68	358
280-55112-3450 MOVIES	42	2,500	237	( 2,263)	9.46	300
280-55112-3470 AUDIOBOOKS	0	1,700	28	( 1,672)	1.65	10
280-55112-3510 PROGRAMS	649	11,980	6,842	( 5,138)	57.11	8,263
280-55112-3530 JE BOOKS	784	6,000	4,000	( 2,000)	66.67	4,111
<b>TOTAL OP SUPPLIES/EXP</b>	<b>2,452</b>	<b>35,120</b>	<b>17,756</b>	<b>( 17,364)</b>	<b>50.56</b>	<b>22,102</b>
<b>TOTAL CHILDREN'S SERVICES</b>	<b>2,452</b>	<b>35,120</b>	<b>17,756</b>	<b>( 17,364)</b>	<b>50.56</b>	<b>22,102</b>
<b>REFERENCE</b>						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55114-3400 NON-FICTION BOOKS	0	1,278	1,650	372	129.10	917
280-55114-3490 MICROFILM	0	4,622	0	( 4,622)	.00	75
<b>TOTAL OP SUPPLIES/EXP</b>	<b>0</b>	<b>5,900</b>	<b>1,650</b>	<b>( 4,250)</b>	<b>27.96</b>	<b>992</b>
<b>TOTAL REFERENCE</b>	<b>0</b>	<b>5,900</b>	<b>1,650</b>	<b>( 4,250)</b>	<b>27.96</b>	<b>992</b>

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

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD ACTUAL	2023 BUDGET	2023 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<b>YOUNG ADULT SERVICES</b>						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55115-3230 PERIODICALS	25	200	25	( 175)	12.50	49
280-55115-3420 FICTION BOOKS	556	5,300	2,666	( 2,634)	50.30	2,293
280-55115-3470 AUDIOBOOKS	0	1,000	0	( 1,000)	.00	42
<i>TOTAL OP SUPPLIES/EXP</i>	581	6,500	2,691	( 3,809)	41.40	2,384
<b>TOTAL YOUNG ADULT SERVICES</b>	581	6,500	2,691	( 3,809)	41.40	2,384
<b>TOTAL LESTER LIBRARY EXP</b>	56,416	892,817	489,134	( 403,683)	54.79	472,217
<b>NET REV OVER EXP</b>	( 55,497)	0	341,417	341,417	.00	352,149

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-11100 CASH</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	423,962.75
07/31/2023 CA		Cash Allocation - Created: 07/10/23 1:14 PM		-1,042.01	
07/31/2023 CA		Cash Allocation - Created: 07/11/23 1:13 PM	119.60		
07/31/2023 CA		Cash Allocation - Created: 07/17/23 3:13 PM		-24,773.20	
07/31/2023 CA		Cash Allocation - Created: 07/19/23 9:02 AM	106.68		
07/31/2023 CA		Cash Allocation - Created: 07/20/23 3:45 PM		-2,847.99	
07/31/2023 CA		Cash Allocation - Created: 07/28/23 8:32 AM		-12,700.21	
07/31/2023 CA		Cash Allocation - Created: 08/02/23 12:35 PM		-22,545.02	
		07/31/2023 (07/23) Period Totals and Balance	226.28 *	-63,908.43 *	360,280.60
<b>280-11800 PETTY CASH ADVANCES</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	450.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	450.00
<b>280-21910 UNUSED SICK LEAVE CREDITS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,280.65-
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	1,280.65-
<b>280-29410 SALES TAX COLLECTN PYBLE</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	21.52-
07/05/2023 CR		LIBRARY - SALES TAX		-6.82	
		Description: LIBRARY - SALES TAX			
07/10/2023 CR		LIBRARY - SALES TAX		-4.69	
		Description: LIBRARY - SALES TAX			
07/17/2023 CR		LIBRARY - SALES TAX		-3.86	
		Description: LIBRARY - SALES TAX			
07/18/2023 AP		Wisc Dept Of Revenue-DEBITMEMO	21.52		
		**Desc: June 2023 Sales Tax			
07/24/2023 CR		LIBRARY - SALES TAX		-3.98	
		Description: LIBRARY - SALES TAX			
07/31/2023 CR		LIBRARY - SALES TAX		-7.57	
		Description: LIBRARY - SALES TAX			
		07/31/2023 (07/23) Period Totals and Balance	21.52 *	-26.92 *	26.92-
<b>280-34100 FUND BALANCE UNRESERVED</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	18,005.68-
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	18,005.68-
<b>280-41110 GENERAL PROPERTY TAX</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	631,287.00-
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	631,287.00-
YTD Encumbrance	.00	YTD Actual	631,287.00-	Total	631,287.00-
		YTD Budget	631,287.00-	Unearned	.00
<b>280-43720 COUNTY FUNDS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	175,877.00-
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	175,877.00-
YTD Encumbrance	.00	YTD Actual	175,877.00-	Total	175,877.00-
		YTD Budget	175,877.00-	Unearned	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
280-45300 LIBRARY BOOK FINES						
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,392.55-	
07/05/2023	CR	LIBRARY - LIBRARY BOOK FINES		-34.79		
		Description: LIBRARY - LIBRARY BOOK FINES				
07/10/2023	CR	LIBRARY - LIBRARY BOOK FINES		-21.20		
		Description: LIBRARY - LIBRARY BOOK FINES				
07/17/2023	CR	LIBRARY - LIBRARY BOOK FINES		-25.58		
		Description: LIBRARY - LIBRARY BOOK FINES				
07/24/2023	CR	LIBRARY - LIBRARY BOOK FINES		-295.10		
		Description: LIBRARY - LIBRARY BOOK FINES				
07/31/2023	CR	LIBRARY - LIBRARY BOOK FINES		-4.39		
		Description: LIBRARY - LIBRARY BOOK FINES				
		07/31/2023 (07/23) Period Totals and Balance	.00 *	-381.06 *	1,773.61-	
YTD Encumbrance	.00	YTD Actual	1,773.61- Total	1,773.61- YTD Budget	4,000.00- Unearned	2,226.39
280-46712 COPIER SERVICE FEES						
		06/30/2023 (06/23) Balance	.00 *	.00 *	2,828.17-	
07/05/2023	CR	LIBRARY - LIBRARY SERVICE FEE		-125.43		
		Description: LIBRARY - LIBRARY SERVICE FEE				
07/10/2023	CR	LIBRARY - LIBRARY SERVICE FEE		-74.19		
		Description: LIBRARY - LIBRARY SERVICE FEE				
07/17/2023	CR	LIBRARY - LIBRARY SERVICE FEE		-62.00		
		Description: LIBRARY - LIBRARY SERVICE FEE				
07/24/2023	CR	LIBRARY - LIBRARY SERVICE FEE		-70.43		
		Description: LIBRARY - LIBRARY SERVICE FEE				
07/31/2023	CR	LIBRARY - LIBRARY SERVICE FEE		-132.33		
		Description: LIBRARY - LIBRARY SERVICE FEE				
		07/31/2023 (07/23) Period Totals and Balance	.00 *	-464.38 *	3,292.55-	
YTD Encumbrance	.00	YTD Actual	3,292.55- Total	3,292.55- YTD Budget	8,500.00- Unearned	5,207.45
280-48200 RENT-CITY PROPERTY						
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00	
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
280-48300 SALE OF PROP & EQUIP						
		06/30/2023 (06/23) Balance	.00 *	.00 *	879.03-	
07/05/2023	CR	LIBRARY - SALE-CITY PROPERTY		-10.95		
		Description: LIBRARY - SALE-CITY PROPERTY				
07/10/2023	CR	LIBRARY - SALE-CITY PROPERTY		-19.52		
		Description: LIBRARY - SALE-CITY PROPERTY				
07/17/2023	CR	LIBRARY - SALE-CITY PROPERTY		-15.24		
		Description: LIBRARY - SALE-CITY PROPERTY				
07/24/2023	CR	LIBRARY - SALE-CITY PROPERTY		-9.29		
		Description: LIBRARY - SALE-CITY PROPERTY				
07/31/2023	CR	LIBRARY - SALE-CITY PROPERTY		-19.05		
		Description: LIBRARY - SALE-CITY PROPERTY				
		07/31/2023 (07/23) Period Totals and Balance	.00 *	-74.05 *	953.08-	
YTD Encumbrance	.00	YTD Actual	953.08- Total	953.08- YTD Budget	5,000.00- Unearned	4,046.92

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-48400 REFUND FOR PRIOR YEARS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>280-48500 DONATIONS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	16,500.00-
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	16,500.00-
YTD Encumbrance	.00	YTD Actual	16,500.00-	Total	16,500.00-
		YTD Budget	65,653.00-	Unearned	49,153.00
<b>280-48900 OTHER REVENUES</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	868.45-
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	868.45-
YTD Encumbrance	.00	YTD Actual	868.45-	Total	868.45-
		YTD Budget	2,500.00-	Unearned	1,631.55
<b>280-55110-1100 FULLTIME ADMINISTRATION</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	135,170.81
07/12/2023 JE		Reverse Month End Wage Accrual-June		-4,480.80	
07/14/2023 PC		PAYROLL TRANS FOR 7/8/2023 PAY PERIOD	10,455.20		
07/28/2023 PC		PAYROLL TRANS FOR 7/22/2023 PAY PERIOD	10,455.20		
		07/31/2023 (07/23) Period Totals and Balance	20,910.40 *	-4,480.80 *	151,600.41
YTD Encumbrance	.00	YTD Actual	151,600.41	Total	151,600.41
		YTD Budget	271,829.00	Unexpended	120,228.59
<b>280-55110-1110 SALARIES-OTHER(FD&amp;PD)</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-1220 WAGES - FULLTIME</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	17,174.86
07/12/2023 JE		Reverse Month End Wage Accrual-June		-582.86	
07/14/2023 PC		PAYROLL TRANS FOR 7/8/2023 PAY PERIOD	1,360.00		
07/28/2023 PC		PAYROLL TRANS FOR 7/22/2023 PAY PERIOD	1,360.00		
		07/31/2023 (07/23) Period Totals and Balance	2,720.00 *	-582.86 *	19,312.00
YTD Encumbrance	.00	YTD Actual	19,312.00	Total	19,312.00
		YTD Budget	35,370.00	Unexpended	16,058.00
<b>280-55110-1230 WAGES - PART TIME</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-1270 WAGES - PART TIME</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	65,208.73
07/12/2023	JE	Reverse Month End Wage Accrual-June		-2,184.33	
07/14/2023	PC	PAYROLL TRANS FOR 7/8/2023 PAY PERIOD	5,220.33		
07/28/2023	PC	PAYROLL TRANS FOR 7/22/2023 PAY PERIOD	5,263.51		
		07/31/2023 (07/23) Period Totals and Balance	10,483.84 *	-2,184.33 *	73,508.24
YTD Encumbrance	.00	YTD Actual	73,508.24	Total	73,508.24
		YTD Budget	129,375.00	Unexpended	55,866.76
<b>280-55110-1280 WAGES-LONGEVITY PAY</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	6,620.00	Unexpended	6,620.00
<b>280-55110-1310 WI RETIREMENT</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	11,998.60
07/12/2023	JE	Reverse Month End Wage Accrual-June		-394.21	
07/14/2023	PB	PAYROLL TRANS FOR 7/8/2023 PAY PERIOD	919.82		
07/28/2023	PB	PAYROLL TRANS FOR 7/22/2023 PAY PERIOD	919.82		
		07/31/2023 (07/23) Period Totals and Balance	1,839.64 *	-394.21 *	13,444.03
YTD Encumbrance	.00	YTD Actual	13,444.03	Total	13,444.03
		YTD Budget	24,739.00	Unexpended	11,294.97
<b>280-55110-1320 FICA</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	15,851.27
07/12/2023	JE	Reverse Month End Wage Accrual-June		-548.66	
07/14/2023	PB	PAYROLL TRANS FOR 7/8/2023 PAY PERIOD	1,235.48		
07/28/2023	PB	PAYROLL TRANS FOR 7/22/2023 PAY PERIOD	1,242.68		
		07/31/2023 (07/23) Period Totals and Balance	2,478.16 *	-548.66 *	17,780.77
YTD Encumbrance	.00	YTD Actual	17,780.77	Total	17,780.77
		YTD Budget	34,326.00	Unexpended	16,545.23
<b>280-55110-1330 HEALTH INSURANCE</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	39,298.08
07/14/2023	PB	PAYROLL TRANS FOR 7/8/2023 PAY PERIOD	3,274.84		
07/28/2023	PB	PAYROLL TRANS FOR 7/22/2023 PAY PERIOD	3,274.84		
		07/31/2023 (07/23) Period Totals and Balance	6,549.68 *	.00 *	45,847.76
YTD Encumbrance	.00	YTD Actual	45,847.76	Total	45,847.76
		YTD Budget	84,364.00	Unexpended	38,516.24
<b>280-55110-1331 HEALTH INSURANCE DEDUCTBL</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00



Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-1334 HEALTH INSURANCE OPT-OUT</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	2,500.03
07/14/2023	PC	PAYROLL TRANS FOR 7/8/2023 PAY PERIOD	192.31		
07/28/2023	PC	PAYROLL TRANS FOR 7/22/2023 PAY PERIOD	192.31		
		07/31/2023 (07/23) Period Totals and Balance	384.62 *	.00 *	2,884.65
YTD Encumbrance	.00	YTD Actual	2,884.65	Total	2,884.65
		YTD Budget	5,000.00	Unexpended	2,115.35
<b>280-55110-1340 LIFE INSURANCE</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	715.48
07/14/2023	PB	PAYROLL TRANS FOR 7/8/2023 PAY PERIOD	130.33		
		07/31/2023 (07/23) Period Totals and Balance	130.33 *	.00 *	845.81
YTD Encumbrance	.00	YTD Actual	845.81	Total	845.81
		YTD Budget	1,500.00	Unexpended	654.19
<b>280-55110-1350 OTHER BENEFITS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-1361 SICK LEAVE PAYOUT</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,121.90
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	1,121.90
YTD Encumbrance	.00	YTD Actual	1,121.90	Total	1,121.90
		YTD Budget	1,200.00	Unexpended	78.10
<b>280-55110-2100 PROF SERV - CITY SERVICES</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	25,523.20
07/15/2023	AP	Municipal Elec Utilities of WI	645.40		
		**Desc: Regional Safety Program - Q3 2023 Program Fees			
		07/31/2023 (07/23) Period Totals and Balance	645.40 *	.00 *	26,168.60
YTD Encumbrance	.00	YTD Actual	26,168.60	Total	26,168.60
		YTD Budget	48,909.00	Unexpended	22,740.40
<b>280-55110-2130 PROFESSIONAL SERVICES</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	4,221.49
06/30/2023	AP	Marco Technologies LLC	280.80		
		**Desc: Services - Library			
07/01/2023	AP	Unique	58.25		
		**Desc: Placements - June 2023			
		07/31/2023 (07/23) Period Totals and Balance	339.05 *	.00 *	4,560.54
YTD Encumbrance	.00	YTD Actual	4,560.54	Total	4,560.54
		YTD Budget	6,000.00	Unexpended	1,439.46
<b>280-55110-2140 BLDG MAINT CONTRACTS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-2200 TELEPHONE EXPENSE</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	577.83
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	577.83
YTD Encumbrance	.00	YTD Actual	577.83	Total	577.83
		YTD Budget	1,200.00	Unexpended	622.17
<b>280-55110-2210 ELECTRICITY</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	13,503.77
07/20/2023 HJ		Harris Journal Entry	2,028.30		
		07/31/2023 (07/23) Period Totals and Balance	2,028.30 *	.00 *	15,532.07
YTD Encumbrance	.00	YTD Actual	15,532.07	Total	15,532.07
		YTD Budget	23,000.00	Unexpended	7,467.93
<b>280-55110-2220 NATURAL GAS/HEAT</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	8,193.95
07/19/2023 AP		Wisconsin Public Service Corp	250.66		
		**Desc: LIBRARY			
		07/31/2023 (07/23) Period Totals and Balance	250.66 *	.00 *	8,444.61
YTD Encumbrance	.00	YTD Actual	8,444.61	Total	8,444.61
		YTD Budget	11,000.00	Unexpended	2,555.39
<b>280-55110-2230 WATER EXPENSE</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,061.25
07/20/2023 HJ		Harris Journal Entry	177.55		
		07/31/2023 (07/23) Period Totals and Balance	177.55 *	.00 *	1,238.80
YTD Encumbrance	.00	YTD Actual	1,238.80	Total	1,238.80
		YTD Budget	2,000.00	Unexpended	761.20
<b>280-55110-2231 CIRCULATION SYSTEM</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2240 SEWER EXPENSE</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	466.00
07/20/2023 HJ		Harris Journal Entry	78.60		
		07/31/2023 (07/23) Period Totals and Balance	78.60 *	.00 *	544.60
YTD Encumbrance	.00	YTD Actual	544.60	Total	544.60
		YTD Budget	750.00	Unexpended	205.40
<b>280-55110-2250 STORMWATER EXPENSE</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	479.58
07/20/2023 HJ		Harris Journal Entry	79.93		
		07/31/2023 (07/23) Period Totals and Balance	79.93 *	.00 *	559.51
YTD Encumbrance	.00	YTD Actual	559.51	Total	559.51
		YTD Budget	960.00	Unexpended	400.49

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-2410 MAINTENANCE EQUIPMENT/VEH</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	8,936.10
06/27/2023	AP	US Alliance Fire Protection Inc.	325.00		
		**Desc: June 2023 Annual Inspection - Library			
06/28/2023	AP	HVA Products Inc	895.00		
		**Desc: Service Call - Lib			
07/06/2023	JE	HAMBURG - Main	483.19		
07/06/2023	JE	KRALL - Main	94.62		
07/13/2023	AP	Schaus Roofing/Mechanical	1,023.80		
		**Desc: Maintenance - Library			
07/24/2023	AP	4 K's Pest Control LLC	50.00		
		**Desc: Pest control - Library			
		07/31/2023 (07/23) Period Totals and Balance	2,871.61 *	.00 *	11,807.71
YTD Encumbrance	.00	YTD Actual	11,807.71	Total	11,807.71
		YTD Budget	25,000.00	Unexpended	13,192.29
<b>280-55110-2430 EQUIPMENT REPAIRS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2450 EQUIPMENT NEW</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	4,072.24
07/06/2023	JE	HAMBURG - New Equip	1,976.00		
		07/31/2023 (07/23) Period Totals and Balance	1,976.00 *	.00 *	6,048.24
YTD Encumbrance	.00	YTD Actual	6,048.24	Total	6,048.24
		YTD Budget	7,500.00	Unexpended	1,451.76
<b>280-55110-2900 OTHER SERVICES</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2910 PRINTING/ADVERTISING</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	508.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	508.00
YTD Encumbrance	.00	YTD Actual	508.00	Total	508.00
		YTD Budget	1,000.00	Unexpended	492.00
<b>280-55110-2930 TECHNOLOGY</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	8,857.51
07/06/2023	JE	EHLE - Tech	45.99		
		07/31/2023 (07/23) Period Totals and Balance	45.99 *	.00 *	8,903.50
YTD Encumbrance	.00	YTD Actual	8,903.50	Total	8,903.50
		YTD Budget	16,000.00	Unexpended	7,096.50
<b>280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	6,453.62
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	6,453.62
YTD Encumbrance	.00	YTD Actual	6,453.62	Total	6,453.62
		YTD Budget	6,455.00	Unexpended	1.38

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-3100 OFFICE SUPPLIES</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	3,013.37
07/06/2023 JE		HAMBURG - Office Sup	128.25		
		07/31/2023 (07/23) Period Totals and Balance	128.25 *	.00 *	3,141.62
YTD Encumbrance	.00	YTD Actual	3,141.62	Total	3,141.62
		YTD Budget	6,000.00	Unexpended	2,858.38
<b>280-55110-3110 POSTAGE</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	227.54
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	227.54
YTD Encumbrance	.00	YTD Actual	227.54	Total	227.54
		YTD Budget	450.00	Unexpended	222.46
<b>280-55110-3300 TRAVEL</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	607.97
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	607.97
YTD Encumbrance	.00	YTD Actual	607.97	Total	607.97
		YTD Budget	1,000.00	Unexpended	392.03
<b>280-55110-3560 LANDSCAPING</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	5,263.34
06/30/2023 AP		Cretton Enterprises Inc	1,645.84		
		**Desc: June 2023 Services - Lib			
		07/31/2023 (07/23) Period Totals and Balance	1,645.84 *	.00 *	6,909.18
YTD Encumbrance	.00	YTD Actual	6,909.18	Total	6,909.18
		YTD Budget	15,000.00	Unexpended	8,090.82
<b>280-55110-3700 STATE SALES TAX</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-5200 INSURANCES</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	7,379.52
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	7,379.52
YTD Encumbrance	.00	YTD Actual	7,379.52	Total	7,379.52
		YTD Budget	13,800.00	Unexpended	6,420.48
<b>280-55110-5950 TRANSFER TO CAP PROJ FNDS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,440.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	1,440.00
YTD Encumbrance	.00	YTD Actual	1,440.00	Total	1,440.00
		YTD Budget	1,440.00	Unexpended	.00
<b>280-55111-3230 PERIODICALS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	3,102.90
07/01/2023 AP		Nelson Media Company LLC	50.00		
		**Desc: Subscription Renewal - Lib			
07/06/2023 JE		HAMBURG - A Mag	44.97		
		07/31/2023 (07/23) Period Totals and Balance	94.97 *	.00 *	3,197.87
YTD Encumbrance	.00	YTD Actual	3,197.87	Total	3,197.87
		YTD Budget	4,600.00	Unexpended	1,402.13

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55111-3240 REFERENCE</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55111-3400 NON-FICTION BOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	5,069.19
07/06/2023 JE		HAMBURG - A Non Fic	1,270.19		
		07/31/2023 (07/23) Period Totals and Balance	1,270.19 *	.00 *	6,339.38
YTD Encumbrance	.00	YTD Actual	6,339.38	Total	6,339.38
		YTD Budget	17,000.00	Unexpended	10,660.62
<b>280-55111-3420 FICTION BOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	7,347.84
07/06/2023 JE		HAMBURG - A Fic	2,940.24		
		07/31/2023 (07/23) Period Totals and Balance	2,940.24 *	.00 *	10,288.08
YTD Encumbrance	.00	YTD Actual	10,288.08	Total	10,288.08
		YTD Budget	17,000.00	Unexpended	6,711.92
<b>280-55111-3430 LARGE PRINT BOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	4,511.69
07/01/2023 AP		Center Point Large Print	44.94		
		**Desc: Books (ALP) - Lib			
07/03/2023 AP		Center Point Large Print	168.39		
		**Desc: Books (ALP) - Lib			
07/06/2023 JE		HAMBURG - A Lg Print	426.73		
		07/31/2023 (07/23) Period Totals and Balance	640.06 *	.00 *	5,151.75
YTD Encumbrance	.00	YTD Actual	5,151.75	Total	5,151.75
		YTD Budget	12,000.00	Unexpended	6,848.25
<b>280-55111-3440 PAPERBACKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55111-3450 MOVIES</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,201.86
07/06/2023 JE		EHLE - ADVD	32.33		
07/06/2023 JE		HAMBURG - A DVDs	120.10		
		07/31/2023 (07/23) Period Totals and Balance	152.43 *	.00 *	1,354.29
YTD Encumbrance	.00	YTD Actual	1,354.29	Total	1,354.29
		YTD Budget	4,500.00	Unexpended	3,145.71
<b>280-55111-3460 VIDEO</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55111-3470 AUDIOBOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,829.36
07/06/2023	JE	HAMBURG - A Audio	163.89		
		07/31/2023 (07/23) Period Totals and Balance	163.89 *	.00 *	1,993.25
YTD Encumbrance	.00	YTD Actual	1,993.25	Total	1,993.25
		YTD Budget	4,400.00	Unexpended	2,406.75
<b>280-55111-3480 MUSIC CD'S</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	500.00	Unexpended	500.00
<b>280-55111-3510 PROGRAMS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	765.60
07/06/2023	JE	HAMBURG - A Prog	548.19		
		07/31/2023 (07/23) Period Totals and Balance	548.19 *	.00 *	1,313.79
YTD Encumbrance	.00	YTD Actual	1,313.79	Total	1,313.79
		YTD Budget	3,000.00	Unexpended	1,686.21
<b>280-55111-3530 JE BOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55112-3230 PERIODICALS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	266.84
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	266.84
YTD Encumbrance	.00	YTD Actual	266.84	Total	266.84
		YTD Budget	540.00	Unexpended	273.16
<b>280-55112-3400 NON-FICTION BOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	2,757.54
07/06/2023	JE	EHLE - J Non Fic	421.36		
07/10/2023	AP	Penworthy Company LLC, The	19.99		
		**Desc: Jnf-Lib			
		07/31/2023 (07/23) Period Totals and Balance	441.35 *	.00 *	3,198.89
YTD Encumbrance	.00	YTD Actual	3,198.89	Total	3,198.89
		YTD Budget	7,000.00	Unexpended	3,801.11
<b>280-55112-3420 FICTION BOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	2,430.58
07/06/2023	JE	EHLE - J Fic	486.23		
		07/31/2023 (07/23) Period Totals and Balance	486.23 *	.00 *	2,916.81
YTD Encumbrance	.00	YTD Actual	2,916.81	Total	2,916.81
		YTD Budget	3,800.00	Unexpended	883.19

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55112-3440 PAPERBACKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	217.58
07/06/2023 JE		EHLE - J Pap Back	49.35		
		07/31/2023 (07/23) Period Totals and Balance	49.35 *	.00 *	266.93
YTD Encumbrance	.00	YTD Actual	266.93	Total	266.93
		YTD Budget	1,600.00	Unexpended	1,333.07
<b>280-55112-3450 MOVIES</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	194.75
07/06/2023 JE		EHLE - J DVD	41.83		
		07/31/2023 (07/23) Period Totals and Balance	41.83 *	.00 *	236.58
YTD Encumbrance	.00	YTD Actual	236.58	Total	236.58
		YTD Budget	2,500.00	Unexpended	2,263.42
<b>280-55112-3460 VIDEO</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55112-3470 AUDIOBOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	28.03
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	28.03
YTD Encumbrance	.00	YTD Actual	28.03	Total	28.03
		YTD Budget	1,700.00	Unexpended	1,671.97
<b>280-55112-3510 PROGRAMS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	6,192.33
07/06/2023 JE		EHLE - J Prog	625.15		
07/06/2023 JE		KRALL - JPROG	24.32		
		07/31/2023 (07/23) Period Totals and Balance	649.47 *	.00 *	6,841.80
YTD Encumbrance	.00	YTD Actual	6,841.80	Total	6,841.80
		YTD Budget	11,980.00	Unexpended	5,138.20
<b>280-55112-3530 JE BOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	3,216.76
07/06/2023 JE		EHLE - J Easy Fic	652.78		
07/10/2023 AP		Penworthy Company LLC, The	130.85		
		**Desc: Jef-Lib			
		07/31/2023 (07/23) Period Totals and Balance	783.63 *	.00 *	4,000.39
YTD Encumbrance	.00	YTD Actual	4,000.39	Total	4,000.39
		YTD Budget	6,000.00	Unexpended	1,999.61
<b>280-55113-5000 FIXED CHARGES</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55114-3400 NON-FICTION BOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,649.90
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	1,649.90
YTD Encumbrance	.00	YTD Actual	1,649.90	Total	1,649.90
		YTD Budget	1,278.00	Unexpended	371.90-
<b>280-55115-3230 PERIODICALS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
07/06/2023 JE		EHLE - YA Mag	24.99		
		07/31/2023 (07/23) Period Totals and Balance	24.99 *	.00 *	24.99
YTD Encumbrance	.00	YTD Actual	24.99	Total	24.99
		YTD Budget	200.00	Unexpended	175.01
<b>280-55115-3400 NON-FICTION BOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55115-3420 FICTION BOOKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	2,109.37
07/06/2023 JE		EHLE - YA Fic	508.45		
07/10/2023 AP		Penworthy Company LLC, The	47.92		
		**Desc: YA - Lib			
		07/31/2023 (07/23) Period Totals and Balance	556.37 *	.00 *	2,665.74
YTD Encumbrance	.00	YTD Actual	2,665.74	Total	2,665.74
		YTD Budget	5,300.00	Unexpended	2,634.26
<b>280-55115-3440 PAPERBACKS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
Number of transactions: 89			Number of accounts: 79		
			Debit	Credit	Proof
Total LIBRARY FUND:			64,854.84	-73,045.70	8,190.86-



Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55115-3440 PAPERBACKS (continued)</b>					
<b>282-11100 CASH</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,640.79-
07/31/2023 CA		Cash Allocation - Created: 07/10/23 1:14 PM	15.00		
07/31/2023 CA		Cash Allocation - Created: 07/11/23 1:13 PM	50.00		
07/31/2023 CA		Cash Allocation - Created: 07/19/23 9:02 AM	360.00		
07/31/2023 CA		Cash Allocation - Created: 07/28/23 8:32 AM	353.74		
07/31/2023 CA		Cash Allocation - Created: 08/02/23 12:35 PM	516.55		
		07/31/2023 (07/23) Period Totals and Balance	1,295.29 *	.00 *	345.50-
<b>282-11301 SAVINGS ACCOUNT - BFN</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
<b>282-11302 GENERAL FUND INVESTMENT</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	89,629.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	89,629.00
<b>282-34100 FUND BALANCE UNRESERVED</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	79,690.36-
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	79,690.36-
<b>282-48100 INTEREST INCOME</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	51.86
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	51.86
YTD Encumbrance	.00	YTD Actual	51.86	Total	51.86
		YTD Budget	.00	Unearned	51.86
<b>282-48110 INTEREST ON INVESTMENTS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	5,971.00-
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	5,971.00-
YTD Encumbrance	.00	YTD Actual	5,971.00-	Total	5,971.00-
		YTD Budget	10,000.00-	Unearned	4,029.00
<b>282-48500 DONATIONS</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	6,518.76-
07/05/2023 CR		LIBRARY - DONATIONS-GIFT FUND		-15.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
07/10/2023 CR		LIBRARY - DONATIONS-GIFT FUND		-50.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
07/17/2023 CR		LIBRARY - DONATIONS-GIFT FUND		-360.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
07/24/2023 CR		LIBRARY - DONATIONS-GIFT FUND		-840.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
07/31/2023 CR		LIBRARY - DONATIONS-GIFT FUND		-516.55	
		Description: LIBRARY - DONATIONS-GIFT FUND			
		07/31/2023 (07/23) Period Totals and Balance	.00 *	-1,781.55 *	8,300.31-
YTD Encumbrance	.00	YTD Actual	8,300.31-	Total	8,300.31-
		YTD Budget	5,000.00-	Unearned	3,300.31-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>282-48510 FOUNDATION DONATION</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	43.14-
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	43.14-
YTD Encumbrance	.00	YTD Actual 43.14- Total	43.14-	YTD Budget .00 Unearned	43.14-
<b>282-55110-7004 ADULT GIFT</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	2,498.74
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	2,498.74
YTD Encumbrance	.00	YTD Actual 2,498.74 Total	2,498.74	YTD Budget 1,500.00 Unexpended	998.74-
<b>282-55110-7005 MEYER FOUNDATION</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	974.38
07/06/2023 JE		EHLE - Meyer Fdn	180.98		
07/06/2023 JE		HAMBURG - Meyer Fdn	199.63		
		07/31/2023 (07/23) Period Totals and Balance	380.61 *	.00 *	1,354.99
YTD Encumbrance	.00	YTD Actual 1,354.99 Total	1,354.99	YTD Budget 700.00 Unexpended	654.99-
<b>282-55110-7006 ADULT GRANT</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
<b>282-55110-7008 YOUTH GIFT</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	710.07
07/06/2023 JE		EHLE - J Gift	105.65		
		07/31/2023 (07/23) Period Totals and Balance	105.65 *	.00 *	815.72
YTD Encumbrance	.00	YTD Actual 815.72 Total	815.72	YTD Budget 2,000.00 Unexpended	1,184.28
<b>282-55110-7009 YOUTH GRANT</b>					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
Number of transactions: 13    Number of accounts: 13			Debit	Credit	Proof
Total LIBRARY GIFT FUND:			1,781.55	-1,781.55	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
282-55110-7009 YOUTH GRANT (continued)						
456-11100 CASH						
		06/30/2023 (06/23) Balance	.00 *	.00 *	31,353.58-	
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	31,353.58-	
456-34100 FUND BALANCE UNRESERVED						
		06/30/2023 (06/23) Balance	.00 *	.00 *	24,237.00-	
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	24,237.00-	
456-48500 DONATIONS						
		06/30/2023 (06/23) Balance	.00 *	.00 *	219.00-	
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	219.00-	
YTD Encumbrance	.00	YTD Actual	219.00- Total	219.00- YTD Budget	.00 Unearned	219.00-
456-51600-8170 CO - OTHER IMPROVEMENTS						
		06/30/2023 (06/23) Balance	.00 *	.00 *	55,809.58	
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	55,809.58	
YTD Encumbrance	.00	YTD Actual	55,809.58 Total	55,809.58 YTD Budget	.00 Unexpended	55,809.58-
Number of transactions: 0		Number of accounts: 4		Debit	Credit	Proof
Total CO - OTHER IMPROVEMENTS:			.00	.00	.00	
Number of transactions: 4683    Number of accounts: 230						
Grand Totals:			12,468,190.07	-12,468,190.07	.00	

## Report Criteria:

Actual amounts

Accounts with balances or activity

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

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

### Long-term investing: Four tips for staying on course

It can be difficult to stay the course during periods of market volatility and uncertainty. Follow these four tips to help stay on course: Review your portfolio regularly. Diversify your portfolio.\* Avoid owning too much of a single investment. And finally, stay invested. Schedule time today with your financial advisor to discuss your long-term financial strategy. \*Diversification does not guarantee a profit or protect against loss in declining markets.

## 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

**\$91,025.68**

<b>1 Month Ago</b>	\$89,628.74
<b>1 Year Ago</b>	\$87,528.67
<b>3 Years Ago</b>	\$384,123.21
<b>5 Years Ago</b>	\$266,152.92

### Value Summary

	<b>This Period</b>	<b>This Year</b>
Beginning value	\$89,628.74	\$83,658.41
Assets added to account	0.00	0.00
Assets withdrawn from account	0.00	0.00
Fees and charges	-85.44	-591.79
Change in value	1,482.38	7,959.06
<b>Ending Value</b>	<b>\$91,025.68</b>	

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

### Asset Details (as of Jul 28, 2023)

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

#### Assets Held At Edward Jones

	<b>Current Yield/Rate</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Ending Balance</b>
Money Market	4.54%*	\$27.19	\$0.06	—	<b>\$27.25</b>

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

<b>Exchange Traded &amp; Closed End Funds</b>	<b>Price</b>	<b>Quantity</b>	<b>Cost Basis</b>	<b>Unrealized Gain/Loss</b>	<b>Value</b>
Vng FTSE Wld SC	115.39	8	1,003.60	-80.48	<b>923.12</b>
<b>Mutual Funds</b>	<b>Price</b>	<b>Quantity</b>	<b>Cost Basis</b>	<b>Unrealized Gain/Loss</b>	<b>Value</b>
Artisan INTL Small-Mid I	17.56	53.116	910.07	22.65	<b>932.72</b>
Bridge Builder Core Bond	8.86	1,761.657	17,923.76	-2,315.48	<b>15,608.28</b>

Asset Details (continued)

Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Bridge Builder Core Plus Bond	8.75	2,285.491	23,098.09	-3,100.04	19,998.05
Bridge Builder INTL Equity	12.45	791.246	8,934.04	916.97	9,851.01
Bridge Builder Large Growth	21.13	571.472	9,025.83	3,049.37	12,075.20
Bridge Builder Large Value	16.30	673.576	8,385.64	2,593.65	10,979.29
Bridge Builder Small/Mid Grw	13.73	203.674	2,893.44	-97.00	2,796.44
Bridge Builder Small/Mid Value	13.47	267.065	2,942.96	654.41	3,597.37
Dfa International Value I	20.05	102.909	2,015.86	47.47	2,063.33
JPM U.S. Govt Mny Mkt Capital	1.00	1,048.36	—	—	1,048.36
MainStay Mackay High Yd Cp R6	5.05	905.965	4,949.42	-374.30	4,575.12
PIMCO INTL Bond (USD-Hedged) I	9.51	180.342	1,739.25	-24.20	1,715.05
Principal Midcap R6	36.33	79.606	2,942.93	-50.84	2,892.09
TRP International Stock I	18.95	102.533	1,704.79	238.21	1,943.00
<b>Total Account Value</b>					<b>\$91,025.68</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.

Investment and Other Activity by Date

Date	Description	Quantity	Amount
7/03	Dividend on JPM U.S. Govt Mny Mkt Capital on 1,129.1 Shares at Daily Accrual Rate		\$4.71
7/03	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	4.71	-4.71
7/03	Dividend on Bridge Builder Core Bond on 1,756.023 Shares at Daily Accrual Rate		50.09
7/03	Reinvestment into Bridge Builder Core Bond @ 8.89	5.634	-50.09
7/03	Dividend on Bridge Builder Large Value on 670.03 Shares @ 0.083		55.96
7/03	Reinvestment into Bridge Builder Large Value @ 15.78	3.546	-55.96
7/03	Dividend on Bridge Builder Core Plus Bond on 2,281.34 Shares at Daily Accrual Rate		36.45
7/03	Reinvestment into Bridge Builder Core Plus Bond @ 8.78	4.151	-36.45
7/03	Dividend on MainStay Mackay High Yd Cp R6 on 901.547 Shares @ 0.024		22.09
7/03	Reinvestment into MainStay Mackay High Yd Cp R6 @ 5.00	4.418	-22.09
7/03	Dividend on PIMCO INTL Bond (USD-Hedged) I on 179.754 Shares at Daily Accrual Rate		5.58
7/03	Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.49	0.588	-5.58
7/10	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-85.45	85.45
7/10	Program & Portfolio Strat Fees		-85.45

**Investment and Other Activity by Date (continued)**

<b>Date</b>	<b>Description</b>	<b>Quantity</b>	<b>Amount</b>
7/20	Fee Offset		0.01

**Money Market Detail by Date**

<b>Beginning Balance on Jul 1</b>					<b>\$27.19</b>
<b>Date</b>	<b>Transaction</b>	<b>Description</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Balance</b>
7/20	Income	Dividend on Money Market for 30 Days @ 4.41%	0.05		\$27.24
7/21	Deposit		0.01		\$27.25
<b>Total</b>			<b>\$0.06</b>		
<b>Ending Balance on Jul 28</b>					<b>\$27.25</b>

For more information about the Advisory Solutions program, see the applicable program brochure at [www.edwardjones.com/advisorybrochures](http://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](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	For hours, visit <a href="http://edwardjones.com">edwardjones.com</a>	 <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  
July 2023**

**News**

- Lester Public Library was awarded a \$3,000 grant from the Two Rivers Rotary Club. The library proposed a “youth maker space” in the young adult area. This space offers a hands-on maker space for third to sixth graders for kids to team up and tackle STEAM activities – projects that incorporate science, technology, engineering, art and math. Different materials like PLUS PLUS puzzle blocks, KEVA planks, Magna-Tiles, Strawbees, and LEGO are at hand, offering endless building possibilities. Play-based learning with cognitive, physical, social, and emotional benefits. Rotary members will help assemble furniture, unbox materials and stage the area to further entice youth to explore, learn, and most importantly – play.
- The new StoryWalk® was installed along the Patrick Gagnon Memorial Trail in the Lester Public Library garden. The celebration at both the library and Zander Park is Wednesday, August 16<sup>th</sup>.
- The Explore Two Rivers calendar of events and blog continue to be updated and monitored out of the Lester Public Library. Sally Taylor, library staff member, maintains the site by posting events submitted and looking throughout the Two Rivers community for events of interest for inclusion. Sally presents the City on Explore Two Rivers in a consistent, pleasing, and respectful manner. Sally keeps the Explore Two Rivers work hours separate from library hours. The library submits quarterly invoices to the City Manager for reimbursement of Sally's hours.
- Schaus has received the replacement coils for the HVAC. They will schedule replacing the coils in September, avoiding shutting down the air conditioning during hot summer days during installation.

**Library Foundation**

- The Foundation met in July and reported the endowment fund balance just over \$1.3 million.
- The Foundation approved book bag vendor and design for Foundation Book Bags to sell at the library @ \$5 each.

**Library Legislation – No Report**

**Activities**

07/03/23 – Circulation Desk Shift

07/03/23 – Help Desk Shift

07/06/23 – Met with Stanley Palmer, President, Lester Public Library Board of Trustees

07/11/23 – Lester Public Library Management Team Meeting

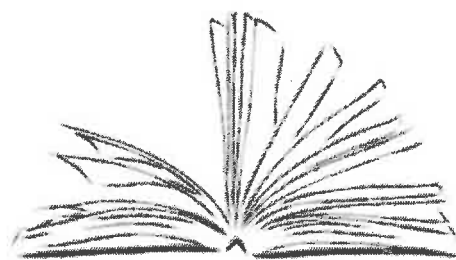


07/11/23 – Lester Public Library Board of Trustees Meeting  
 07/12/23 – Lester Public Library All Staff Meeting  
 07/12/23 – City of Two Rivers Department Heads Meeting  
 07/13/23 – City of Two Rivers Safety Committee Meeting  
 07/15/23 – Schmitt Brothers Stage Dedication, Central Park West  
 07/16/23 – Central Park West 365, Park Dedication  
 07/17/23 – Conducted interviews for the open Customer Service Clerk position with Marie Bonde, Customer Service Coordinator  
 07/17/23 – Two Rivers City Council Meeting  
 07/18/23 – Lester Public Library Management Team Meeting  
 07/18/23 – Lester Public Library Foundation Board Meeting  
 07/20/23 – Met with BMO Harris Bank Staff, Manitowoc Branch  
 07/26/23 – Met with Mike Mathis, Parks & Rec Director; Kevin Chaloupka, Public Works; and Terry Ehle on the Zander Park Site  
 07/26/23 – Met with and toured Linda Maurer, Mosinee School District (near Wausau), with Terry Ehle, through the library, Linda is bringing 150 6<sup>th</sup> graders to the World on the Move Exhibit.  
 07/26/23 – Manitowoc Calumet Library System Board Meeting, hosted here at the library  
 07/29/23 – Attended the London Dairy Alpacas and Fiber Fun on the library lawn.

Jeff Dawson, Director, Lester Public Library 8/1/2023

# Lester Public Library

# LIBRARY LINKS



## AUGUST '23

### DIRECT FROM THE DIRECTOR by Jeff Dawson

The StoryWalk® Celebration is Wednesday, Aug. 16. The library and the Parks & Recreation Department are hosting the two-location party to unveil a project funded by the West Foundation.

As you celebrate, consider purchasing lunch at the brat fry on the library lawn. Proceeds support the **Healthiest Manitowoc County Investing Early Coalition**, of which the library is a member. The group focuses on ensuring children are ready for kindergarten, and developing a comprehensive coordinated system of care for providing opportunities for healthy growth and development of all children from the prenatal stage to five years of age. The coalition encompasses four work groups:



- **Reach Out & Read Partners of Manitowoc County** utilizes existing medical infrastructure to encourage supportive, educational conversations with parents on the importance of reading aloud and its impact on a child's brain development.
- **Welcome Baby** provides hospital visits to new and at-risk mothers to assure awareness of community resources, and offers home visiting services to further support children's healthy development.
- The **Early Screening Team** conducts free developmental screening at sites across the county to identify children at risk for cognitive, motor, communication, or social-emotional delays, and provides proactive resources for parents.
- **Parent Cafés**, offered monthly, provide parents the support and resilience they need to build relationships and strong families.

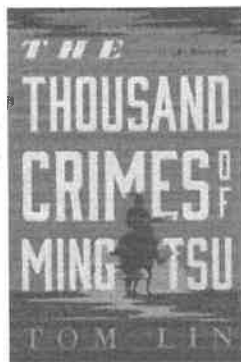
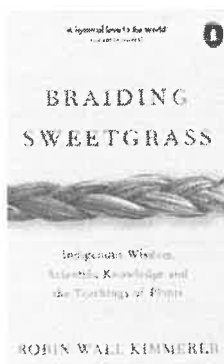
Join in the celebration of the new StoryWalks®, and buy a brat to help build community health and early literacy! The sale is noon-3. Cheeseburgers are \$4; brats and burgers \$3; \$2 for hotdogs; popcorn, sodas and water for \$1.

### HOURS

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

### INSIDE

■ Book Clubs	2
■ Movies @ the Library	3
■ Reading Challenges	3
■ Special Events	4
■ Teen & Family Events	5
■ To Go Packs	6-7
■ Summer Programs	6-7



## STRICTLY FICTION

The Thousand Crimes of Ming Tsu by Tom Lin (*western*)  
Mon, Aug 7 • 6:30 PM

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

Ming Tsu, raised by a California crime syndicate and trained as a deadly enforcer, elopes with Ada, the daughter of a railroad magnate. Soon after, the tycoon's henchmen kidnap Ada and conscript Ming into service for the Central Pacific Railroad. Battered and heartbroken, Ming partners with a blind clairvoyant known only as the *prophet* to rescue his wife and to exact revenge.

Sept 11 selection: *The Christie Affair* by Nina de Gramont (historical fic)

# BOOK CLUBS

New members  
always welcome!

Pick up selections at front desk  
or drive-thru. Ages 18+

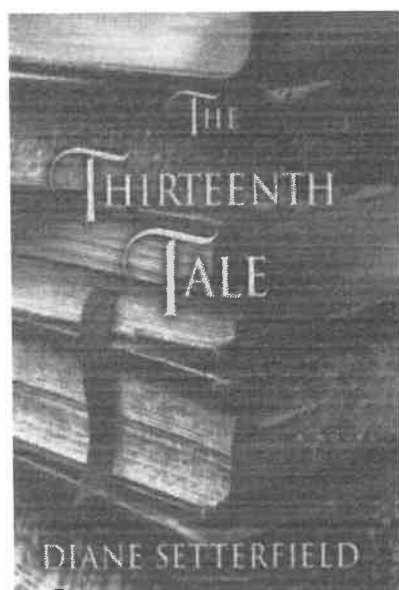
## BOOK DISCUSSION GROUP

Braiding Sweetgrass by Robin Wall Kimmerer  
Wed, Aug 2 • 4:00 PM

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

As a botanist and professor of plant ecology, Kimmerer has spent a career learning how to ask questions of nature using science. As a Potawatomi woman, she learned that the Potawatomi consider plants and animals to be our oldest teachers. Kimmerer brings these two lenses of knowing together to reveal what it means to see humans as "the younger brothers of creation."

Sept 6 selection: *Remarkably Bright Creatures* by Shelby Van Pelt



The Thirteenth Tale by Diane Setterfield  
Sat, August 26 • 11:00 AM

Discuss the book *The Thirteenth Tale* and share art. The Oct. 28 selection, *The Starless Sea*, will be distributed.

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



## LPL FLIX

**Are You There God?  
It's Me, Margaret.**  
Fri, Aug 4 • 1:00 PM

Eleven-year-old Margaret moves to a new town and starts to contemplate everything about life, friendship and adolescence. She relies on her mother, who offers loving support, and her grandmother, who's coming to terms with finding happiness in the next phase of her life.

*Rated PG-13. Runtime 1:46.*



## INTERNATIONAL FILM

**Truman**  
Tue, Aug 15 • 6:00 PM

Argentina; comedy/drama. Childhood friend Tomas pays terminally ill Julian an unexpected visit. The two set out to finalize funeral arrangements, settle accounts, and find a home for Julian's beloved dog, Truman.

*Runtime 1:48.*

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

# CHALLENGES

## ■ All Together Now! Summer Challenge Through Aug 19

Log the books you read (or listen to) to earn fun prizes! Receive a pen for reading just one book. Keep reading to automatically earn entries into weekly prize drawings AND our Grand Prize drawing for \$100 in Chamber Bucks. The more you read, the better your odds.

Also, write a Beanstack review of one book to earn an additional Grand Prize entry. *Ages 18+*

## ■ Above Average Reader

American adults read an average of 12 books each year, with half reading four or fewer. How do *you* rank? Upon completing your 13th book, attain **ABOVE AVERAGE** status and receive a congratulatory canvas tote. *Ages 14+*

## ■ Banned Books

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



# Beanstack

*Reading Challenge App*

## ■ Read WOKE

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

## ■ Additional Programs

**Babies Bloom:** Read 100 books by age one. **1,000 Books Before Kindergarten:** Read 1,000 books together before your child enters five-year-old kindergarten. **NEW 500 Books Before Middle School.**

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

# SPECIAL EVENTS

## GROWING HEALTHY PLANTS:

### DECIDUOUS TREE & SHRUB DISEASES *(webinar)*

Wed, Aug 23 • 6:30-8:30 PM



Plant pathologist Dr. Brian Hudelson offers information on how to identify and manage diseases that affect trees and shrubs. The Plant Disease Diagnostic Clinic of UW-Madison offers monthly Zoom webinars designed to help you maintain healthy plants and gardens.

Register early at [pddc.wisc.edu/2023-pddc-plant-disease-talks](https://pddc.wisc.edu/2023-pddc-plant-disease-talks)

## WORKER CONNECTION

Mondays • 10:00-noon  
Aug 7, 14, 21 & 28

Seeking a good job in our area? Gain insight from a career navigator. Explore career paths, get referrals, and focus on transferring your skills to high-paying, in-demand jobs.

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

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

## CARD MAKING CLASS

Mon, Aug 14 • 1-8:00 PM

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

## GENEALOGY CLUB

Preserving Photos & Documents

Thu, Aug 10 • 10:15 AM

Research expert Alan Wambold demonstrates best ways to protect records for future generations.

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

*Sept 14 topic: Military Records*

## MINDFUL LIVING: AYUR & YOGA

Sat, Aug 12 • 10:30-11:45 AM • Ages 17+

Slow down and grow health and happiness through playful movement, breathwork and intentional rest. Bring yoga mat, water bottle, blanket, yoga blocks, pen and journal. Arrive 10 minutes prior to settle in. Space limited. Visit <https://bit.ly/3Lumwhk> to register.

## SHARPIE ART

Fri, Aug 11 • 1:30 PM • 18+

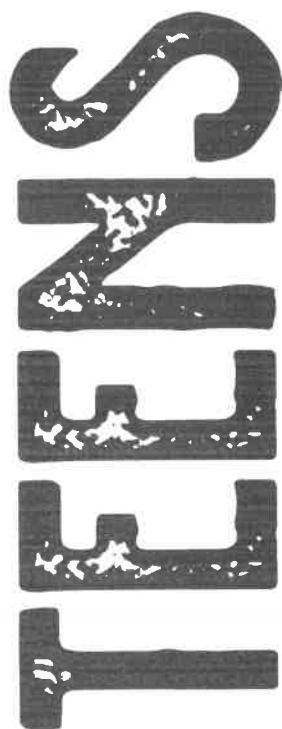
Get artsy out on the library lawn. Receive a canvas pencil/makeup bag to embellish; we'll have a zillion colors of Sharpies on hand to draw and color with. Feel free to bring other canvas items (shoes, bags) to decorate as well. Registration required; call (920)793-8888.



## MEDICARE 101

Tuesday, August 1 • 6:00 PM

Aaron Menzer of Retirement Understood offers information about Medicare, including when and how to sign up, enrollment periods (and how to avoid penalties), the different parts and benefits, how to fill gaps in coverage, and advantage plans.



## TEEN LATE NIGHT: LOCKER MAGNETS

Monday, Aug 21 • 7:00-10:00 PM • Grades 6-12 • FREE

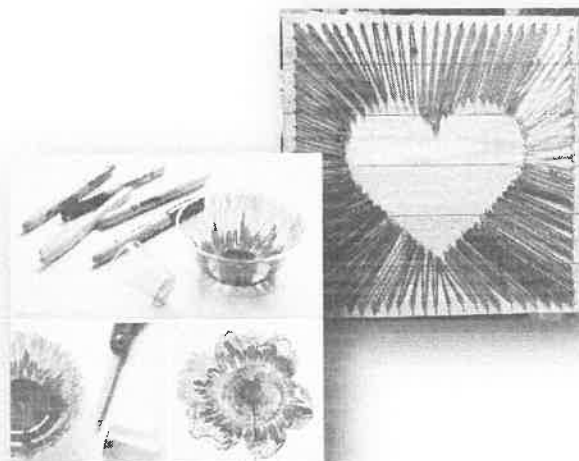
Meet starting at 7:00 for games and popcorn. When the library closes at 8, stay for after-hours fun! Use a button-maker to produce custom magnets. Conclude the evening with Capture the Flag, hide'n'seek, or Ghost in the Graveyard. If the weather's nice, we'll put on glow bracelets and play out on the library lawn.

## TEEN ART TO GO

Packs contain all the supplies you need for art projects. Pick up while supplies last. No library card required. For ages 12-18.

Aug 7: String Art

Aug 14: Plastic Flower Magnets



## Sign up for *Get Crafty and Library eLinks!*

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

## FAMILIES WITH STEAM

New pack each month

August: *Rube Goldberg Machine*

Team up to tackle projects that incorporate science, technology, engineering, art and math. This month, build a comically complex machine to perform a simple action like flipping a coin, popping a balloon or trapping a mouse. Geared for families with school-age children.

One pack per family per month. Pick up at the front desk or drive-thru while supplies last. No library card required.

*Sponsored by NextEra Energy.*



## FAMILY GAME NIGHT

Mondays • 6-7:30 PM

Bring the family or meet up with friends for our weekly game night.

All your favorites are here: Battleship, Chutes & Ladders, Old Maid and Go Fish, and lots more. Bring drinks and we'll serve the popcorn.

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

# ALL TOGETHER

## PAGE 6



### BABYGARTEN

Thursdays • July 13-Aug 17  
10:15 AM & 6:30 PM

For babies 0-18 months and their caregivers. It's NEVER too early to start sharing nursery rhymes, songs and books! Class concludes with free time for play.

To-go packs available for those unable to attend in person. Registration required; call (920) 793-8888.

### MOVERS & SHAKERS

Wednesdays  
Aug 23-Sept 20  
10:15 AM & 6:30 PM

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

### BEANSTACK READING CHALLENGE

through August 26

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



#### Read to Me | Ages 0-5

Log each book you read. Earn a Reading Badge and a FUN PRIZE for every five books! Read 50 books to complete the challenge.

#### Read on My Own | Ages 6-11

Log each book you read. Earn a Reading Badge and a PRIZE for every two books! Read 20 books to complete the challenge.

#### Teen | Ages 12-17

Earn Reading Badges and great PRIZES by logging books you read! Read 10 books to complete the challenge.

Pick up prizes at the Help Desk or call ahead for drive-thru pickup.

### STORY TIME TO GO

New packs Aug 7 & 14

Each contains books, music suggestions, finger plays, math and science activities, and art. Materials reinforce the five vital early literacy practices: read, sing, talk, play and write!

One per family per week while supplies last. Geared for ages 0-6. Library card required to check out books that accompany packs. Weekly distribution resumes September 18.

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

### STORY TIME

Tue, Aug 1, 8 & 15 • 10:15 AM

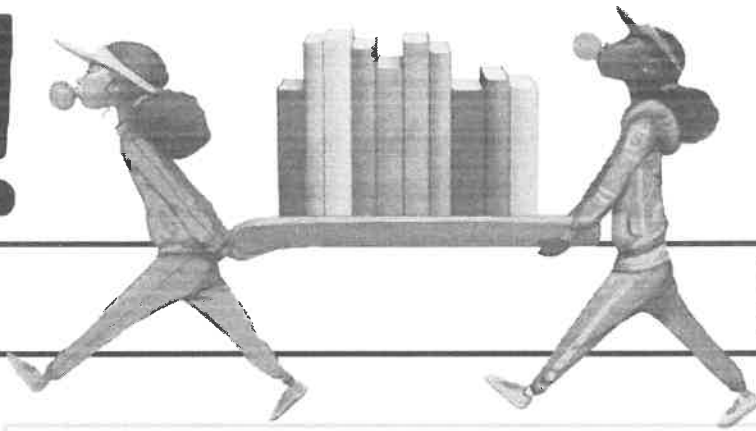
Weekly stories, movement, learning and FUN! Play-based learning starts your child off on the right foot for school and life, and it's never too early to start!

**Special Story Time with Pen Pals**  
Tue, Aug 15 • 10:15 AM

Meet the amazing Senior Center volunteers who corresponded with kids via the Heartsville Post Office. Enjoy cookies (made by our Senior Center friends!). Revel in rollicking stories, and participate in *brain dances*—expressive movements that accompany exquisite music.



# NOW!



## PAGE 7



### BADGES, SQUADS, SIRENS & PAWS

Wednesday, Aug 9 • 1:30 PM

Visit with our friends from TRPD—including the four-legged ones, magnificent Xanti and sweet Daisy.

### ART TO GO

Packs contain all the supplies you need for fun projects. Pick up while supplies last. Geared for school-age children 11 and younger. No library card required. Every-other-week distribution resumes Sept. 18.

Aug 7: Disco Ball Painting  
Aug 14: Tinfoil Art

### TREASURE QUEST through August 16

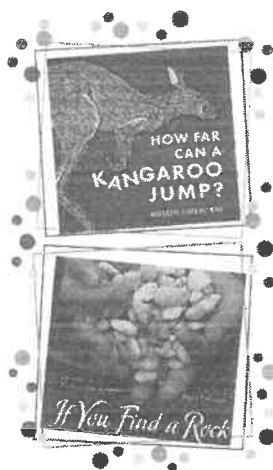
A whole new summer conundrum. Solve puzzles. Follow clues. Unravel secrets. You must do your best to find the lost Zander Park renovation plans or else there will be no StoryWalk® Celebration on August 16. **Your Mission: Save The Day.**

You and 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.

## STORYWALK® CELEBRATION!

Wednesday, Aug. 16  
1:30-4:30 PM • All ages

Brat Fry  
Noon-3 PM



Visit two locations, the **Lester Public Library** Path and **Zander Park**, to take a joyous journey through outdoor storybooks and to revel in a renovated natural area.

Receive free copies of the featured books, enter to win adventure backpacks, and celebrate these new venues that were funded by the West Foundation. A come-and-go event.

## FOOD TRUCK PLAZA

Open thru September 16!

Nothing brings us ALL TOGETHER like FOOD! Pretend to be customers sampling delightful fare like tacos, gelato, pizza and noodles & dumplings, or be vendors taking orders and making and serving food. Enjoy a private meal together or organize a community block party! The trucks will be here all summer—come PLAY!






## NEW App: MCLS Mobile

A simple way to manage your library account! View checkouts (physical and digital), renew and reserve materials, search the catalog, and access other online services.

# AUG

	<p>1 NEW Families w/ STEAM pack available</p> <p>10:15 Story Time</p> <p>6:00 Medicare 101</p>	<p>2 4:00 Book Discussion Group</p>	<p>3 10:15 &amp; 6:30 Babygarten</p>	<p>4 1:00 LPL Flix</p>	<p>5</p>
<p>7 NEW Storytime, Art &amp; Teen Art To Go packs available</p> <p>10-noon Worker Connection</p> <p>6-7:30 Family Game Night</p> <p>6:30 Strictly Fiction</p>	<p>8 10:15 Story Time</p> <p>6:00 Library Board Meeting</p>	<p>9 1:30 Badges, Squads, Sirens &amp; Paws</p>	<p>10 10:15-noon Genealogy</p> <p>10:15 &amp; 6:30 Babygarten</p>	<p>11 1:30 Sharpie Art</p>	<p>12 10:30-11:45 Mindful Living</p>
<p>14 NEW Storytime, Art &amp; Teen Art To Go packs available</p> <p>10-noon Worker Connection</p> <p>1-8 Card Class</p> <p>6-7:30 Family Game Night</p>	<p>15 10:15 Story Time with Pen Pals</p> <p>6:00 International Film</p>	<p>16 Noon-3:00 Brat Fry</p> <p>1:30-4:30 StoryWalk® Celebration</p> <p>Treasure Quest Ends</p>	<p>17 10:15 &amp; 6:30 Babygarten</p>	<p>18</p>	<p>19 Adult Summer Reading Program Ends</p>
<p>21 10-noon Worker Connection</p> <p>6-7:30 Family Game Night</p> <p>7-10 Teen Late Night</p>	<p>22</p>	<p>23 10:15 &amp; 6:30 Movers &amp; Shakers</p> <p>6:30-8:30 Growing Healthy Plants (webinar)</p>	<p>24</p>	<p>25</p>	<p>26 11:00 Book to Art Club</p> <p>Youth Summer Reading Program Ends</p>
<p>28 10-noon Worker Connection</p> <p>6-7:30 Family Game Night</p>	<p>29</p>	<p>30 10:15 &amp; 6:30 Movers &amp; Shakers</p>			

## WI STATE PARKS PASSES

**Check Out WI State Parks at Your Library.**

Ten one-day park passes available for free in August! Present your library card, tell us what day you're planning a visit to any state park—including Point Beach State Forest—and get a special pass that allows free entry.

# CURRENT POLICY

## Title 2 Chapter 5:

## Services Internet Access

### 02-05-01 Philosophy

a) Lester Public Library (LPL) will provide information to patrons beyond the library's collection through access to the Internet. The Internet is an unregulated medium. While it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be inaccurate, offensive, disturbing and/or illegal. Because of this, library patrons use it at their own risk.

### 02-05-02 Library Responsibilities

a) LPL does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. No filtering software is used on any computers in the library.

b) When using a library computer, complete privacy cannot be guaranteed. Users are cautioned that because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communication are vulnerable to unauthorized access and use and, therefore, should be considered public.

### 02-05-03 Patron Responsibilities

a) LPL does not act in place of parents (in loco parentis). While LPL recognizes the rights of parents to be involved in their children's education and reading, the library also recognizes the rights of youth to free access to information. The library encourages parents to establish open communication with their children and to be aware of the reading/viewing/listening habits of their children.

b) Patrons may download legally available files from a Web site directly to any supported portable storage media.

c) Patrons shall respect the legal protection provided by copyright license to software, books, articles and other electronic files.

d) Patrons shall respect the privacy of others.

e) Patrons shall not:

- 1) Harass other users with messages, prints, images or software programs;
- 2) Damage equipment, software or data belonging to the library or other users.
- 3) Attempt to crash, degrade performance or gain unauthorized access to the library's or any other computer systems and networks;
- 4) Attempt to modify or gain access to files, passwords or data belonging to others;
- 5) Libel, slander or maliciously offend other users;
- 6) Load or run any software other than that which resides on the Public Access computers;
- 7) Violate Wisconsin or federal law.

**02-05-04 Printing**

a) LPL makes available at a nominal charge printing from public access computers.

**02-05-05 Limitation of Liability**

a) LPL assumes no liability for loss or damage to the user's data, the user's portable storage media or for any damage or injury arising from invasion of the user's privacy or from viruses that may infect the user's portable storage media or files.

**02-05-06 Enforcement and consequences for violating policy**

a) LPL staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this policy. This includes confiscating storage media, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.

b) Violations may result in the loss of Internet and/or library privileges and may be subject to prosecution.

**02-05-07 Wireless Internet Access**

a) Lester Public Library offers wireless access to the library's Internet service for properly equipped laptops and hand held computers. Patrons who use the Internet in the library are accepting the library's Internet Access Policy. Patrons must abide by that portion of the policy that indicates you are using your device in a public area that is shared by patrons of all ages. Internet privileges will be suspended if your use of the wireless network is not in keeping with this policy.

**02-05-08 Use of the Library's computers constitutes agreement with this policy.**

August 13, 1996

Revised August 12, 1997

Revised June 17, 1997

Revised July 14, 1998

Revised May 9, 2000

Revised April 9, 2002

Revised December 10, 2002

Revised and Board approved January 8, 2008

Revised and Board approved January 13, 2016

**Title 2**  
**Chapter 5:**

**Services**  
**Internet Access**

**02-05-01 Philosophy**

a) Lester Public Library (LPL) will provide information to patrons beyond the library's collection through access to the Internet. The Internet is an unregulated medium. While it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be inaccurate, offensive, disturbing and/or illegal. Because of this, library patrons use it at their own risk.

**02-05-02 Library Responsibilities**

a) LPL does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. No filtering software is used on any computers in the library.

b) When using a library computer, ~~complete~~ privacy cannot be guaranteed. ~~Users are cautioned that because security in an electronic environment such as the Internet cannot be guaranteed, all~~ All transactions, files and communication are vulnerable to unauthorized access and use and, therefore, should be considered public. The library will take reasonable precautions to protect its computers and networks, but patrons are responsible for any data they choose to submit via the library's computers.

**02-05-03 Patron Responsibilities**

~~a) LPL does not act in place of parents (in loco parentis). While LPL recognizes the rights of parents to be involved in their children's education and reading, the library also recognizes the rights of youth to free access to information. The library encourages parents to establish open communication with their children and to be aware of the reading/viewing/listening habits of their children.~~

~~ba)~~ Patrons may download legally available files from a Web site directly to any supported portable storage media.

~~eb)~~ Patrons shall respect the legal protection provided by copyright license to software, books, articles and other electronic files.

~~ec)~~ Patrons shall respect the privacy of others.

~~ed)~~ Patrons shall not:

- 1) Harass other users with messages, prints, images or software programs;
- 2) Damage equipment, software or data belonging to the library or other users;
- 3) Attempt to crash, degrade performance or gain unauthorized access to the library's or any other computer systems and networks;
- 4) Attempt to modify or gain access to files, passwords or data belonging to others;
- 5) Libel, slander or maliciously offend other users;
- 6) Load or run any software other than that which resides on the Public Access

computers;  
7) Violate Wisconsin or federal law.

e) Parents or legal guardians, upon written request, may block youth cards for which they are responsible from accessing the internet.

#### **02-05-04 Printing**

a) LPL ~~Makes~~makes available, at a nominal charge, printing from public access computers.

#### **02-05-05 Limitation of Liability**

a) LPL assumes no liability for loss or damage to the user's data, the user's portable storage media or for any damage or injury arising from invasion of the user's privacy or from viruses that may infect the user's portable storage media or files.

#### **02-05-06 Enforcement and consequences for violating policy**

a) LPL staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this policy. This includes confiscating storage media, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.  
b) Violations may result in the loss of Internet and/or library privileges and may be subject to prosecution.

#### **02-05-07 Wireless Internet Access**

a) Lester Public Library offers wireless access to the library's Internet service for properly equipped laptops and ~~hand-held computers~~mobile devices. Patrons who use the Internet in the library are accepting the library's Internet Access Policy. ~~Patrons must abide by that portion of the policy that indicates you are using your device in a public area that is shared by patrons of all ages. Internet privileges will be suspended if your use of the wireless network is not in keeping with this policy. This access is through an open unsecured network. Information sent over the wireless network MAY be visible to others. Users assume all associated risks for data loss or damage with the use of this service.~~

#### **02-05-08 Use of the Library's computers constitutes agreement with this policy.**

August 13, 1996  
Revised June 17, 1997

Revised August 12, 1997  
~~Revised June 17, 1997~~  
Revised July 14, 1998  
Revised May 9, 2000  
Revised April 9, 2002  
Revised December 10, 2002  
Revised and Board approved January 8, 2008  
Revised and Board approved January 13, 2016

## **Title 2 Chapter 5:**

## **Services Internet Access**

### **02-05-01 Philosophy**

a) Lester Public Library (LPL) will provide information to patrons beyond the library's collection through access to the Internet. The Internet is an unregulated medium. While it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be inaccurate, offensive, disturbing and/or illegal. Because of this, library patrons use it at their own risk.

### **02-05-02 Library Responsibilities**

a) LPL does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. No filtering software is used on any computers in the library.

b) When using a library computer, privacy cannot be guaranteed. All transactions, files and communication are vulnerable to unauthorized access and use and, therefore, should be considered public. The library will take reasonable precautions to protect its computers and networks, but patrons are responsible for any data they choose to submit via the library's computers.

### **02-05-03 Patron Responsibilities**

a) Patrons may download legally available files from a Web site directly to any supported portable storage media.

b) Patrons shall respect the legal protection provided by copyright license to software, books, articles and other electronic files.

c) Patrons shall respect the privacy of others.

d) Patrons shall not:

- 1) Harass other users with messages, prints, images or software programs;
- 2) Damage equipment, software or data belonging to the library or other users;
- 3) Attempt to crash, degrade performance or gain unauthorized access to the library's or any other computer systems and networks;
- 4) Attempt to modify or gain access to files, passwords or data belonging to others;
- 5) Libel, slander or maliciously offend other users;
- 6) Load or run any software other than that which resides on the Public Access computers;
- 7) Violate Wisconsin or federal law.

e) Parents or legal guardians, upon written request, may block youth cards for which they are responsible from accessing the internet.

## **02-05-04 Printing**

- a) LPL makes available, at a nominal charge, printing from public access computers.

## **02-05-05 Limitation of Liability**

- a) LPL assumes no liability for loss or damage to the user's data, the user's portable storage media or for any damage or injury arising from invasion of the user's privacy or from viruses that may infect the user's portable storage media or files.

## **02-05-06 Enforcement and consequences for violating policy**

- a) LPL staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this policy. This includes confiscating storage media, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.
- b) Violations may result in the loss of Internet and/or library privileges and may be subject to prosecution.

## **02-05-07 Wireless Internet Access**

- a) Lester Public Library offers wireless access to the library's Internet service for properly equipped laptops and mobile devices. Patrons who use the Internet in the library are accepting the library's Internet Access Policy. This access is through an open unsecured network. Information sent over the wireless network MAY be visible to others. Users assume all associated risks for data loss or damage with the use of this service.

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