



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, February 14, 2023, 2022 at 6:00 PM

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

AGENDA

1. CALL TO ORDER

2. ROLL CALL

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

3. PUBLIC COMMENT

4. APPROVAL OF BOARD MEETING MINUTES – Action Item

Last Meeting Date: January 10, 2023

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

Date: January 2023

6. BOARD MEMBER COMMENT

7. DIRECTOR'S REPORT

8. COMMUNICATIONS

A. Library Newsletter – February 2023

B. Foster Family Fundraiser Thank You Note

9. REPORT FROM CITY COUNCIL REPRESENTATIVE

10. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE

11. REPORT FROM COUNTY REPRESENTATIVE

12. UNFINISHED BUSINESS

A. Policy Review – Patron Privacy – Action Item

13. NEW BUSINESS

A. 2022 Annual Report Approval – Action Item

B. Review End of Year 2022 Financials

C. Appoint Nominating Committee

D. Board Terms Review

14. BOARD EDUCATION – None

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, January 10, 2023 at 6:00 PM

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

MINUTES

1. **CALL TO ORDER** – President Palmer called the meeting to order at 6:00 PM.
2. **ROLL CALL**
Board Members Present: David Pennefeather, Sharon Sleger, Katie Stone, Don Weiss, Tracey Koach, Ned Guyette, Kathryn Gadd, Stanley Palmer, and Mary Glaser. Also present: Chris Hamburg, Adult Services Coordinator; and Jeff Dawson, Director.
3. **PUBLIC COMMENT** – None
4. **APPROVAL OF BOARD MEETING MINUTES**
Motion to approve the minutes from the December 13, 2022, meeting, made by Weiss, second made by Pennefeather. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from December, 2022, made by Koach, second made by Guyette. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT**
Weiss inquired about the front door repair and Dawson said they are planning for installation at the end of January. Guyette congratulated staff on the West Foundation Director's Choice Grant award. Gadd commented on the success of Teen Late Nights and her teens enjoyment of the programs.
7. **DIRECTOR'S REPORT**
Dawson fielded questions concerning his report.
8. **COMMUNICATIONS**
Library Links – the monthly printed library newsletter – the library will continue with the online version, Library eLinks, as well. The golf cart ordinance is under review.
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
Construction on the Central Park West band stand is under way. There will be six candidates running for three open seats on City Council.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**
Several retirements and new hires were announced. The District received donations from the public and the Green Bay Packer Foundation.
11. **REPORT FROM COUNTY REPRESENTATIVE**
County approved to purchase the old Manitowoc Public Library building to house County agencies. Courthouse dome reconstruction project funding continues to be discussed with the proposed appointment of an ad hoc committee to investigate further. UW Extension is starting a new program: Making Reading Memories – having jailhouse inmates record reading stories to share

with their children. New director of Human Services will fill an additional seven open positions in that department.

12. UNFINISHED BUSINESS - None

13. NEW BUSINESS

Reviewed the Patron Privacy Policy, Dawson will make suggested changes and bring to the February 2023 meeting for possible approval.

14. BOARD EDUCATION – None

15. CLOSED EXECUTIVE SESSION - None

16. ADJOURNMENT

Motion to adjourn made by Koach, second made by Guyette. Voice vote carried unanimously. Meeting adjourned at 7:02 PM.

Respectfully submitted by Jeff Dawson

CITY OF TWO RIVERS

Balance Sheet
January 31, 2023

LIBRARY FUND 280

ASSETS

280-11100	CASH	609,560.90	
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			610,010.90

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	1,887.26	
280-21911	UNUSED COMP TIME	.00	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	.00	
280-25200	DUE TO OTHER FUNDS	.00	
280-26100	DEFERRED TAX RLL CLLCTNS	.00	
280-26910	DESIGNATED FR SUBSEQ YEAR	.00	
280-29410	SALES TAX COLLCTN PYBLE	29.59	
Total Liabilities			1,916.85

FUND EQUITY

Unappropriated Fund Balance:			
280-34100	FUND BALANCE UNRESERVED	17,399.07	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
Revenue over Expenditures - YTD		590,694.98	
Total Fund Equity			608,094.05
Total Liabilities and Equity			610,010.90

CITY OF TWO RIVERS

BALANCE SHEET
JANUARY 31, 2023

LIBRARY GIFT FUND 282

ASSETS

282-11100	CASH	(	1,344.50)	
282-11301	SAVINGS ACCOUNT - BFN		.00	
282-11302	GENERAL FUND INVESTMENT		83,658.00	
282-13800	OTHER ACCOUNTS RECEIVABLE		.00	
TOTAL ASSETS				82,313.50

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			2,623.14	
TOTAL FUND EQUITY				82,313.50
TOTAL LIABILITIES AND EQUITY				82,313.50

CITY OF TWO RIVERS

BALANCE SHEET
JANUARY 31, 2023

LIBRARY BLDING & GROUNDS FUND 456

ASSETS

456-11100	CASH	24,237.00	
456-11301	INVESTMENTS	.00	
456-13800	OTHER ACCOUNTS RECEIVABLE	.00	
	TOTAL ASSETS		24,237.00

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	.00	
	TOTAL FUND EQUITY		24,237.00
	TOTAL LIABILITIES AND EQUITY		24,237.00

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 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	631,287	631,287	631,287	0	100.00	631,287
	TOTAL TAXES	631,287	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	0	(175,877)	.00	0
	TOTAL INTERGOVERNMENTAL REVE	0	175,877	0	(175,877)	.00	0
	<u>FINES & FORFEITURES</u>						
280-45300	LIBRARY BOOK FINES	277	4,000	277	(3,723)	6.93	143
	TOTAL FINES & FORFEITURES	277	4,000	277	(3,723)	6.93	143
	<u>CHARGES FOR SERVICE</u>						
280-46712	COPIER SERVICE FEES	459	8,500	459	(8,041)	5.40	388
	TOTAL CHARGES FOR SERVICE	459	8,500	459	(8,041)	5.40	388
	<u>MISCELLANEOUS REVENUE</u>						
280-48300	SALE OF PROP & EQUIP	90	5,000	90	(4,910)	1.79	161
280-48500	DONATIONS	0	65,653	0	(65,653)	.00	0
280-48900	OTHER REVENUES	10	2,500	10	(2,490)	.40	0
	TOTAL MISCELLANEOUS REVENUE	100	73,153	100	(73,053)	.14	161
	<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	632,123	892,817	632,123	(260,694)	70.80	631,979

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

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2023 BUDGET	2023 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>LESTER LIBRARY</u>						
LIBRARY ADMINISTRATION						
<u>PERSONNEL SERVICES</u>						
280-55110-1100 FULLTIME ADMINISTRATION	15,683	271,829	15,683	(256,146)	5.77	22,322
280-55110-1220 WAGES - FULLTIME	2,040	35,370	2,040	(33,330)	5.77	2,914
280-55110-1270 WAGES - PART TIME	8,208	129,375	8,208	(121,167)	6.34	10,510
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	1,433	24,739	1,433	(23,306)	5.79	1,941
280-55110-1320 FICA	1,841	34,326	1,841	(32,485)	5.36	2,738
280-55110-1330 HEALTH INSURANCE	6,550	84,364	6,550	(77,814)	7.76	4,585
280-55110-1333 HEALTH SAVINGS ACCT EXPENSE	0	0	0	0	.00	0
280-55110-1334 HEALTH INSURANCE OPT-OUT	385	5,000	385	(4,615)	7.69	769
280-55110-1340 LIFE INSURANCE	117	1,500	117	(1,383)	7.80	109
280-55110-1350 OTHER BENEFITS	0	0	0	0	.00	0
280-55110-1361 SICK LEAVE PAYOUT	0	1,200	0	(1,200)	.00	0
TOTAL PERSONNEL SERVICES	36,256	594,833	36,256	(558,577)	6.10	45,888
<u>CONTRACTUAL SERVICES</u>						
280-55110-2100 PROF SERV - CITY SERVICES	724	48,909	724	(48,185)	1.48	4,068
280-55110-2130 PROFESSIONAL SERVICES	281	6,000	281	(5,719)	4.68	45
280-55110-2200 TELEPHONE EXPENSE	0	1,200	0	(1,200)	.00	97
280-55110-2210 ELECTRICITY	2,052	23,000	2,052	(20,948)	8.92	1,429
280-55110-2220 NATURAL GAS/HEAT	0	11,000	0	(11,000)	.00	0
280-55110-2230 WATER EXPENSE	161	2,000	161	(1,839)	8.07	161
280-55110-2240 SEWER EXPENSE	56	750	56	(694)	7.49	54
280-55110-2250 STORMWATER EXPENSE	80	960	80	(880)	8.33	80
280-55110-2410 MAINTENANCE EQUIPMENT/VEH	0	25,000	0	(25,000)	.00	0
280-55110-2430 EQUIPMENT REPAIRS	0	0	0	0	.00	0
280-55110-2450 EQUIPMENT NEW	0	7,500	0	(7,500)	.00	0
280-55110-2910 PRINTING/ADVERTISING	80	1,000	80	(920)	8.00	0
280-55110-2930 TECHNOLOGY	0	16,000	0	(16,000)	.00	0
280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS	1,076	6,455	1,076	(5,379)	16.66	0
TOTAL CONTRACTUAL SERVICES	4,510	149,774	4,510	(145,264)	3.01	5,935

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

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2023 BUDGET	2023 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55110-3100 OFFICE SUPPLIES	115	6,000	115 (	5,885)	1.92	0
280-55110-3110 POSTAGE	33	450	33 (	417)	7.43	32
280-55110-3300 TRAVEL	0	1,000	0 (	1,000)	.00	46
280-55110-3560 LANDSCAPING	0	15,000	0 (	15,000)	.00	0
280-55110-3960 TECH PROC SUPPLIES	0	0	0	0	.00	0
TOTAL OP SUPPLIES/EXP	149	22,450	149 (	22,301)	.66	79
<u>FIXED CHARGES</u>						
280-55110-5200 INSURANCES	0	13,800	0 (	13,800)	.00	1,191
280-55110-5950 TRANSFER TO CAP PROJ FNDS	0	1,440	0 (	1,440)	.00	1,440
TOTAL FIXED CHARGES	0	15,240	0 (	15,240)	.00	2,631
 TOTAL LIBRARY ADMINISTRATION	 40,915	 782,297	 40,915 (	 741,382)	 5.23	 54,533
 ADULT SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55111-3230 PERIODICALS	0	4,600	0 (	4,600)	.00	0
280-55111-3400 NON-FICTION BOOKS	0	17,000	0 (	17,000)	.00	0
280-55111-3420 FICTION BOOKS	0	17,000	0 (	17,000)	.00	0
280-55111-3430 LARGE PRINT BOOKS	237	12,000	237 (	11,763)	1.97	325
280-55111-3450 MOVIES	0	4,500	0 (	4,500)	.00	0
280-55111-3470 AUDIOBOOKS	0	4,400	0 (	4,400)	.00	0
280-55111-3480 MUSIC CD'S	0	500	0 (	500)	.00	0
280-55111-3510 PROGRAMS	0	3,000	0 (	3,000)	.00	0
TOTAL OP SUPPLIES/EXP	237	63,000	237 (	62,763)	.38	325
 TOTAL ADULT SERVICES	 237	 63,000	 237 (	 62,763)	 .38	 325

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

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2023 BUDGET	2023 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
CHILDREN'S SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55112-3230 PERIODICALS	0	540	0 (	540)	.00	0
280-55112-3400 NON-FICTION BOOKS	167	7,000	167 (	6,833)	2.38	0
280-55112-3420 FICTION BOOKS	0	3,800	0 (	3,800)	.00	171
280-55112-3440 PAPERBACKS	0	1,600	0 (	1,600)	.00	0
280-55112-3450 MOVIES	0	2,500	0 (	2,500)	.00	0
280-55112-3470 AUDIOBOOKS	0	1,700	0 (	1,700)	.00	0
280-55112-3510 PROGRAMS	0	11,980	0 (	11,980)	.00	0
280-55112-3530 JE BOOKS	110	6,000	110 (	5,890)	1.83	201
TOTAL OP SUPPLIES/EXP	276	35,120	276 (	34,844)	.79	372
TOTAL CHILDREN'S SERVICES						
	276	35,120	276 (	34,844)	.79	372
REFERENCE						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55114-3400 NON-FICTION BOOKS	0	1,278	0 (	1,278)	.00	0
280-55114-3490 MICROFILM	0	4,622	0 (	4,622)	.00	0
TOTAL OP SUPPLIES/EXP	0	5,900	0 (	5,900)	.00	0
TOTAL REFERENCE						
	0	5,900	0 (	5,900)	.00	0

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

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2023 BUDGET	2023 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
YOUNG ADULT SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55115-3230 PERIODICALS	0	200	0	(200)	.00	0
280-55115-3420 FICTION BOOKS	0	5,300	0	(5,300)	.00	0
280-55115-3470 AUDIOBOOKS	0	1,000	0	(1,000)	.00	0
<i>TOTAL OP SUPPLIES/EXP</i>	0	6,500	0	(6,500)	.00	0
TOTAL YOUNG ADULT SERVICES	0	6,500	0	(6,500)	.00	0
TOTAL LESTER LIBRARY EXP	41,428	892,817	41,428	(851,389)	4.64	55,230
NET REV OVER EXP	590,695	0	590,695	590,695	.00	576,749

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-11100 CASH					
		01/01/2023 (00/23) Balance	.00 *	.00 *	28,811.37
01/31/2023 CA		Cash Allocation - Created: 01/09/23 8:48 AM	630,975.06		
01/31/2023 CA		Cash Allocation - Created: 01/11/23 1:27 PM	256.84		
01/31/2023 CA		Cash Allocation - Created: 01/16/23 11:05 AM		-24,609.43	
01/31/2023 CA		Cash Allocation - Created: 01/20/23 2:44 PM		-2,994.34	
01/31/2023 CA		Cash Allocation - Created: 01/31/23 3:55 PM		-22,729.95	
01/31/2023 CA		Cash Allocation - Created: 02/03/23 4:44 PM		-148.65	
		01/31/2023 (01/23) Period Totals and Balance	631,231.90 *	-50,482.37 *	609,560.90
280-11800 PETTY CASH ADVANCES					
		01/01/2023 (00/23) Balance	.00 *	.00 *	450.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	450.00
280-21910 UNUSED SICK LEAVE CREDITS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	1,887.26-
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	1,887.26-
280-29410 SALES TAX COLLECTN PYBLE					
		01/01/2023 (00/23) Balance	.00 *	.00 *	19.65-
01/03/2023 CR		LIBRARY - SALES TAX		-3.14	
		Description: LIBRARY - SALES TAX			
01/09/2023 CR		LIBRARY - SALES TAX		-4.76	
		Description: LIBRARY - SALES TAX			
01/16/2023 CR		LIBRARY - SALES TAX		-6.05	
		Description: LIBRARY - SALES TAX			
01/17/2023 AP		Wisc Dept Of Revenue-DEBITMEMO	19.65		
		**Desc: December 2022 Sales Tax			
01/27/2023 CR		LIBRARY - SALES TAX		-8.60	
		Description: LIBRARY - SALES TAX			
01/30/2023 CR		LIBRARY - SALES TAX		-7.04	
		Description: LIBRARY - SALES TAX			
		01/31/2023 (01/23) Period Totals and Balance	19.65 *	-29.59 *	29.59-
280-34100 FUND BALANCE UNRESERVED					
		01/01/2023 (00/23) Balance	.00 *	.00 *	17,399.07-
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	17,399.07-
280-41110 GENERAL PROPERTY TAX					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/05/2023 JE		2022 Tax Roll Collected in 2023		-631,287.00	
		01/31/2023 (01/23) Period Totals and Balance	.00 *	-631,287.00 *	631,287.00-
YTD Encumbrance	.00	YTD Actual	631,287.00-	Total	631,287.00-
		YTD Budget	631,287.00-	Unearned	.00
280-43519 COVID ROUTES TO RECOVERY					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-45300 LIBRARY BOOK FINES					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/03/2023 CR		LIBRARY - LIBRARY BOOK FINES		-5.40	
		Description: LIBRARY - LIBRARY BOOK FINES			
01/09/2023 CR		LIBRARY - LIBRARY BOOK FINES		-156.89	
		Description: LIBRARY - LIBRARY BOOK FINES			
01/16/2023 CR		LIBRARY - LIBRARY BOOK FINES		-41.96	
		Description: LIBRARY - LIBRARY BOOK FINES			
01/27/2023 CR		LIBRARY - LIBRARY BOOK FINES		-55.35	
		Description: LIBRARY - LIBRARY BOOK FINES			
01/30/2023 CR		LIBRARY - LIBRARY BOOK FINES		-17.59	
		Description: LIBRARY - LIBRARY BOOK FINES			
		01/31/2023 (01/23) Period Totals and Balance	.00 *	-277.19 *	277.19-
YTD Encumbrance	.00	YTD Actual	277.19- Total	277.19- YTD Budget	4,000.00- Unearned 3,722.81

280-46712 COPIER SERVICE FEES					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/09/2023 CR		LIBRARY - LIBRARY SERVICE FEE		-86.38	
		Description: LIBRARY - LIBRARY SERVICE FEE			
01/16/2023 CR		LIBRARY - LIBRARY SERVICE FEE		-113.00	
		Description: LIBRARY - LIBRARY SERVICE FEE			
01/27/2023 CR		LIBRARY - LIBRARY SERVICE FEE		-145.62	
		Description: LIBRARY - LIBRARY SERVICE FEE			
01/30/2023 CR		LIBRARY - LIBRARY SERVICE FEE		-114.19	
		Description: LIBRARY - LIBRARY SERVICE FEE			
		01/31/2023 (01/23) Period Totals and Balance	.00 *	-459.19 *	459.19-
YTD Encumbrance	.00	YTD Actual	459.19- Total	459.19- YTD Budget	8,500.00- Unearned 8,040.81

280-48200 RENT-CITY PROPERTY					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) 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					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/03/2023 CR		LIBRARY - SALE-CITY PROPERTY		-19.52	
		Description: LIBRARY - SALE-CITY PROPERTY			
01/09/2023 CR		LIBRARY - SALE-CITY PROPERTY		-8.81	
		Description: LIBRARY - SALE-CITY PROPERTY			
01/16/2023 CR		LIBRARY - SALE-CITY PROPERTY		-8.10	
		Description: LIBRARY - SALE-CITY PROPERTY			
01/27/2023 CR		LIBRARY - SALE-CITY PROPERTY		-26.43	
		Description: LIBRARY - SALE-CITY PROPERTY			
01/30/2023 CR		LIBRARY - SALE-CITY PROPERTY		-26.67	
		Description: LIBRARY - SALE-CITY PROPERTY			
		01/31/2023 (01/23) Period Totals and Balance	.00 *	-89.53 *	89.53-
YTD Encumbrance	.00	YTD Actual	89.53- Total	89.53- YTD Budget	5,000.00- Unearned 4,910.47

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-48400 REFUND FOR PRIOR YEARS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-48900 OTHER REVENUES					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/30/2023 CR		LIBRARY - LIBRARY-MISCELLANEOUS		-10.00	
		Description: LIBRARY - LIBRARY-MISCELLANEOUS			
		01/31/2023 (01/23) Period Totals and Balance	.00 *	-10.00 *	10.00-
YTD Encumbrance	.00	YTD Actual	10.00-	Total	10.00-
		YTD Budget	2,500.00-	Unearned	2,490.00
280-49110 PROCEEDS FROM DEBT					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-55110-1100 FULLTIME ADMINISTRATION					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/09/2023 JE		Reverse Month End Wage Accrual-December		-5,075.20	
01/13/2023 PC		PAYROLL TRANS FOR 1/7/2023 PAY PERIOD	10,302.80		
01/27/2023 PC		PAYROLL TRANS FOR 1/21/2023 PAY PERIOD	10,455.20		
		01/31/2023 (01/23) Period Totals and Balance	20,758.00 *	-5,075.20 *	15,682.80
YTD Encumbrance	.00	YTD Actual	15,682.80	Total	15,682.80
		YTD Budget	271,829.00	Unexpended	256,146.20
280-55110-1110 SALARIES-OTHER(FD&PD)					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1220 WAGES - FULLTIME					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/09/2023 JE		Reverse Month End Wage Accrual-December		-660.40	
01/13/2023 PC		PAYROLL TRANS FOR 1/7/2023 PAY PERIOD	1,340.40		
01/27/2023 PC		PAYROLL TRANS FOR 1/21/2023 PAY PERIOD	1,360.00		
		01/31/2023 (01/23) Period Totals and Balance	2,700.40 *	-660.40 *	2,040.00
YTD Encumbrance	.00	YTD Actual	2,040.00	Total	2,040.00
		YTD Budget	35,370.00	Unexpended	33,330.00
280-55110-1230 WAGES - PART TIME					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1270 WAGES - PART TIME					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/09/2023 JE		Reverse Month End Wage Accrual-December		-1,829.16	
01/13/2023 PC		PAYROLL TRANS FOR 1/7/2023 PAY PERIOD	5,034.76		
01/27/2023 PC		PAYROLL TRANS FOR 1/21/2023 PAY PERIOD	5,002.57		
		01/31/2023 (01/23) Period Totals and Balance	10,037.33 *	-1,829.16 *	8,208.17
YTD Encumbrance	.00	YTD Actual	8,208.17	Total	8,208.17
		YTD Budget	129,375.00	Unexpended	121,166.83

280-55110-1280 WAGES-LONGEVITY PAY					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	6,620.00	Unexpended	6,620.00

280-55110-1310 WI RETIREMENT					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/09/2023 JE		Reverse Month End Wage Accrual-December		-388.09	
01/13/2023 PB		PAYROLL TRANS FOR 1/7/2023 PAY PERIOD	901.48		
01/27/2023 PB		PAYROLL TRANS FOR 1/21/2023 PAY PERIOD	919.82		
		01/31/2023 (01/23) Period Totals and Balance	1,821.30 *	-388.09 *	1,433.21
YTD Encumbrance	.00	YTD Actual	1,433.21	Total	1,433.21
		YTD Budget	24,739.00	Unexpended	23,305.79

280-55110-1320 FICA					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/09/2023 JE		Reverse Month End Wage Accrual-December		-570.94	
01/13/2023 PB		PAYROLL TRANS FOR 1/7/2023 PAY PERIOD	1,198.54		
01/27/2023 PB		PAYROLL TRANS FOR 1/21/2023 PAY PERIOD	1,213.18		
		01/31/2023 (01/23) Period Totals and Balance	2,411.72 *	-570.94 *	1,840.78
YTD Encumbrance	.00	YTD Actual	1,840.78	Total	1,840.78
		YTD Budget	34,326.00	Unexpended	32,485.22

280-55110-1330 HEALTH INSURANCE					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/13/2023 PB		PAYROLL TRANS FOR 1/7/2023 PAY PERIOD	3,274.84		
01/27/2023 PB		PAYROLL TRANS FOR 1/21/2023 PAY PERIOD	3,274.84		
		01/31/2023 (01/23) Period Totals and Balance	6,549.68 *	.00 *	6,549.68
YTD Encumbrance	.00	YTD Actual	6,549.68	Total	6,549.68
		YTD Budget	84,364.00	Unexpended	77,814.32

280-55110-1331 HEALTH INSURANCE DEDUCTBL					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1334 HEALTH INSURANCE OPT-OUT					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/13/2023 PC		PAYROLL TRANS FOR 1/7/2023 PAY PERIOD	192.31		
01/27/2023 PC		PAYROLL TRANS FOR 1/21/2023 PAY PERIOD	192.31		
		01/31/2023 (01/23) Period Totals and Balance	384.62 *	.00 *	384.62
YTD Encumbrance	.00	YTD Actual	384.62 Total	384.62 YTD Budget	5,000.00 Unexpended 4,615.38
280-55110-1340 LIFE INSURANCE					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/13/2023 PB		PAYROLL TRANS FOR 1/7/2023 PAY PERIOD	117.03		
		01/31/2023 (01/23) Period Totals and Balance	117.03 *	.00 *	117.03
YTD Encumbrance	.00	YTD Actual	117.03 Total	117.03 YTD Budget	1,500.00 Unexpended 1,382.97
280-55110-1350 OTHER BENEFITS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
280-55110-2100 PROF SERV - CITY SERVICES					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/15/2023 AP		Municipal Elec Utilities of WI	645.40		
		**Desc: Regional Safety Program - Q1 2023 Program Fees			
01/17/2023 AP		Municipal Elec Utilities of WI	78.12		
		**Desc: Annual Access Fee for MSDS Online			
		01/31/2023 (01/23) Period Totals and Balance	723.52 *	.00 *	723.52
YTD Encumbrance	.00	YTD Actual	723.52 Total	723.52 YTD Budget	48,909.00 Unexpended 48,185.48
280-55110-2130 PROFESSIONAL SERVICES					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/02/2023 AP		Marco Technologies LLC	280.80		
		**Desc: Services - Library			
		01/31/2023 (01/23) Period Totals and Balance	280.80 *	.00 *	280.80
YTD Encumbrance	.00	YTD Actual	280.80 Total	280.80 YTD Budget	6,000.00 Unexpended 5,719.20
280-55110-2140 BLDG MAINT CONTRACTS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
280-55110-2210 ELECTRICITY					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/19/2023 HJ		Harris Journal Entry	2,052.38		
		01/31/2023 (01/23) Period Totals and Balance	2,052.38 *	.00 *	2,052.38
YTD Encumbrance	.00	YTD Actual	2,052.38 Total	2,052.38 YTD Budget	23,000.00 Unexpended 20,947.62

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-2220 NATURAL GAS/HEAT					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	11,000.00	Unexpended	11,000.00
280-55110-2230 WATER EXPENSE					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/19/2023 HJ		Harris Journal Entry	161.35		
		01/31/2023 (01/23) Period Totals and Balance	161.35 *	.00 *	161.35
YTD Encumbrance	.00	YTD Actual	161.35	Total	161.35
		YTD Budget	2,000.00	Unexpended	1,838.65
280-55110-2231 CIRCULATION SYSTEM					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2240 SEWER EXPENSE					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/19/2023 HJ		Harris Journal Entry	56.20		
		01/31/2023 (01/23) Period Totals and Balance	56.20 *	.00 *	56.20
YTD Encumbrance	.00	YTD Actual	56.20	Total	56.20
		YTD Budget	750.00	Unexpended	693.80
280-55110-2250 STORMWATER EXPENSE					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/19/2023 HJ		Harris Journal Entry	79.93		
		01/31/2023 (01/23) Period Totals and Balance	79.93 *	.00 *	79.93
YTD Encumbrance	.00	YTD Actual	79.93	Total	79.93
		YTD Budget	960.00	Unexpended	880.07
280-55110-2410 MAINTENANCE EQUIPMENT/VEH					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	25,000.00	Unexpended	25,000.00
280-55110-2910 PRINTING/ADVERTISING					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
12/14/2022 AP		Two Rivers Business Association	80.00		
		**Desc: 2023 Membership			
		01/31/2023 (01/23) Period Totals and Balance	80.00 *	.00 *	80.00
YTD Encumbrance	.00	YTD Actual	80.00	Total	80.00
		YTD Budget	1,000.00	Unexpended	920.00
280-55110-2920 TRAINING					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/01/2023 AP		WPPI Energy	1,075.67		
		**Desc: Library HVAC retrofit project Loan Payment			
		01/31/2023 (01/23) Period Totals and Balance	1,075.67 *	.00 *	1,075.67
YTD Encumbrance	.00	YTD Actual	1,075.67	Total	1,075.67
		YTD Budget	6,455.00	Unexpended	5,379.33
280-55110-2960 DEBT PREMIUM					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-3100 OFFICE SUPPLIES					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/31/2023 JE		Allocation of Paper and Copy Machine Costs - J	30.13		
01/31/2023 JE		Allocation of Paper and Copy Machine Costs - J	85.10		
		01/31/2023 (01/23) Period Totals and Balance	115.23 *	.00 *	115.23
YTD Encumbrance	.00	YTD Actual	115.23	Total	115.23
		YTD Budget	6,000.00	Unexpended	5,884.77
280-55110-3110 POSTAGE					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/31/2023 JE		Postage Allocation - Jan 2023	33.42		
		01/31/2023 (01/23) Period Totals and Balance	33.42 *	.00 *	33.42
YTD Encumbrance	.00	YTD Actual	33.42	Total	33.42
		YTD Budget	450.00	Unexpended	416.58
280-55110-3300 TRAVEL					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,000.00	Unexpended	1,000.00
280-55111-3430 LARGE PRINT BOOKS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
12/28/2022 AP		Center Point Large Print	191.76		
		**Desc: Books (ALP) - Lib			
01/01/2023 AP		Center Point Large Print	44.94		
		**Desc: Books (ALP) - Lib			
		01/31/2023 (01/23) Period Totals and Balance	236.70 *	.00 *	236.70
YTD Encumbrance	.00	YTD Actual	236.70	Total	236.70
		YTD Budget	12,000.00	Unexpended	11,763.30
280-55111-3440 PAPERBACKS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55112-3400 NON-FICTION BOOKS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
12/30/2022 AP		Crabtree Publishing Company	56.60		
		**Desc: Books JNF - Lib			
01/10/2023 AP		Penworthy Company LLC, The	109.96		
		**Desc: Books JNF - Lib			
		01/31/2023 (01/23) Period Totals and Balance	166.56 *	.00 *	166.56
YTD Encumbrance	.00	YTD Actual	166.56	Total	166.56
		YTD Budget	7,000.00	Unexpended	6,833.44
280-55112-3420 FICTION BOOKS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	3,800.00	Unexpended	3,800.00
280-55112-3530 JE BOOKS					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
01/10/2023 AP		Penworthy Company LLC, The	109.88		
		**Desc: Books JEF - Lib			
		01/31/2023 (01/23) Period Totals and Balance	109.88 *	.00 *	109.88
YTD Encumbrance	.00	YTD Actual	109.88	Total	109.88
		YTD Budget	6,000.00	Unexpended	5,890.12
280-55113-5000 FIXED CHARGES					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
Number of transactions: 65			Number of accounts: 50		
			Debit	Credit	Proof
Total LIBRARY FUND:			681,203.27	-691,158.66	9,955.39-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
280-55113-5000 FIXED CHARGES (continued)						
282-11100 CASH						
		01/01/2023 (00/23) Balance	.00 *	.00 *	3,967.64-	
01/31/2023 CA		Cash Allocation - Created: 01/09/23 8:48 AM	53.14			
01/31/2023 CA		Cash Allocation - Created: 01/20/23 2:44 PM	1,595.00			
01/31/2023 CA		Cash Allocation - Created: 01/31/23 3:55 PM	975.00			
		01/31/2023 (01/23) Period Totals and Balance	2,623.14 *	.00 *	1,344.50-	
282-11301 SAVINGS ACCOUNT - BFN						
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00	
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00	
282-11302 GENERAL FUND INVESTMENT						
		01/01/2023 (00/23) Balance	.00 *	.00 *	83,658.00	
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	83,658.00	
282-34100 FUND BALANCE UNRESERVED						
		01/01/2023 (00/23) Balance	.00 *	.00 *	79,690.36-	
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	79,690.36-	
282-48500 DONATIONS						
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00	
01/03/2023 CR		LIBRARY - DONATIONS-GIFT FUND		-10.00		
		Description: LIBRARY - DONATIONS-GIFT FUND				
01/16/2023 CR		LIBRARY - DONATIONS-GIFT FUND		-1,595.00		
		Description: LIBRARY - DONATIONS-GIFT FUND				
01/27/2023 CR		LIBRARY - DONATIONS-GIFT FUND		-25.00		
		Description: LIBRARY - DONATIONS-GIFT FUND				
01/30/2023 CR		LIBRARY - DONATIONS-GIFT FUND		-950.00		
		Description: LIBRARY - DONATIONS-GIFT FUND				
		01/31/2023 (01/23) Period Totals and Balance	.00 *	-2,580.00 *	2,580.00-	
YTD Encumbrance	.00	YTD Actual	2,580.00- Total	2,580.00- YTD Budget	5,000.00- Unearned	2,420.00
282-48510 FOUNDATION DONATION						
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00	
01/03/2023 CR		FOUNDATION DONATION - LESTER PUBLIC L		-43.14		
		Description: FOUNDATION DONATION - LESTER PUBLIC LIBRARY				
		01/31/2023 (01/23) Period Totals and Balance	.00 *	-43.14 *	43.14-	
YTD Encumbrance	.00	YTD Actual	43.14- Total	43.14- YTD Budget	.00 Unearned	43.14-
282-48610 REFUND						
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00	
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
Number of transactions: 8		Number of accounts: 7		Debit	Credit	Proof
Total LIBRARY GIFT FUND:			2,623.14	-2,623.14		.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
282-48610 REFUND (continued)					
456-11100 CASH					
01/01/2023 (00/23) Balance			.00 *	.00 *	24,237.00
01/31/2023 (01/23) Period Totals and Balance			.00 *	.00 *	24,237.00
456-34100 FUND BALANCE UNRESERVED					
01/01/2023 (00/23) Balance			.00 *	.00 *	24,237.00-
01/31/2023 (01/23) Period Totals and Balance			.00 *	.00 *	24,237.00-
Number of transactions: 0	Number of accounts: 2		Debit	Credit	Proof
Total LIBRARY BLDING & GROUNDS FUND:			.00	.00	.00
Number of transactions: 91	Number of accounts: 230		Debit	Credit	Proof
Grand Totals:			1,327,761.58	-1,327,761.58	.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

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Account Value

\$88,283.91

1 Month Ago	\$83,658.41
1 Year Ago	\$143,850.11
3 Years Ago	\$382,092.69
5 Years Ago	\$301,235.72

Value Summary

	This Period	This Year
Beginning value	\$83,658.41	\$83,658.41
Assets added to account	0.00	0.00
Assets withdrawn from account	0.00	0.00
Fees and charges	-84.29	-84.29
Change in value	4,709.79	4,709.79
Ending Value	\$88,283.91	

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

Asset Details (as of Jan 27, 2023)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

	Current Yield/Rate	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market	3.58%*	\$18.92	\$0.03	—	\$18.95

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

Exchange Traded & Closed End Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Vanguard FTSE All-World Ex US	112.08	8	1,003.60	-106.96	896.64
Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Artisan INTL Small-Mid I	16.95	53.116	910.07	-9.75	900.32
Bridge Builder Core Bond	9.09	1,729.799	17,637.68	-1,913.81	15,723.87

Asset Details (continued)

Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Bridge Builder Core Plus Bond	8.98	2,245.697	22,745.09	-2,578.73	20,166.36
Bridge Builder INTL Equity	11.78	791.246	8,934.04	386.84	9,320.88
Bridge Builder Large Growth	18.42	571.472	9,025.83	1,500.68	10,526.51
Bridge Builder Large Value	15.72	666.72	8,279.54	2,201.30	10,480.84
Bridge Builder Small/Mid Grw	12.67	203.674	2,893.44	-312.89	2,580.55
Bridge Builder Small/Mid Value	13.24	267.065	2,942.96	592.98	3,535.94
Dfa International Value I	19.30	100.636	1,972.77	-30.50	1,942.27
JPM U.S. Govt Mny Mkt Capital	1.00	1,525.34	—	—	1,525.34
MainStay Mackay High Yd Cp R6	5.05	879.998	4,690.17	-246.18	4,443.99
PIMCO INTL Bond (USD-Hedged) I	9.50	177.708	1,714.28	-26.05	1,688.23
Principal Midcap R6	33.71	79.606	2,942.93	-259.41	2,683.52
TRP International Stock I	18.04	102.533	1,704.79	144.91	1,849.70
Total Account Value					\$88,283.91

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

Investment and Other Activity by Date

Date	Description	Quantity	Amount
1/03	Dividend on JPM U.S. Govt Mny Mkt Capital on 1,604.31 Shares at Daily Accrual Rate		\$5.32
1/03	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	5.32	-5.32
1/03	Dividend on Bridge Builder Core Bond on 1,724.461 Shares at Daily Accrual Rate		47.08
1/03	Reinvestment into Bridge Builder Core Bond @ 8.82	5.338	-47.08
1/03	Dividend on Bridge Builder Large Value on 663.01 Shares @ 0.083		55.69
1/03	Reinvestment into Bridge Builder Large Value @ 15.01	3.71	-55.69
1/03	Dividend on Bridge Builder Core Plus Bond on 2,224.206 Shares at Daily Accrual Rate		186.97
1/03	Reinvestment into Bridge Builder Core Plus Bond @ 8.70	21.491	-186.97
1/03	Dividend on PIMCO INTL Bond (USD-Hedged) I on 177.045 Shares at Daily Accrual Rate		6.17
1/03	Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.30	0.663	-6.17
1/09	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-84.29	84.29
1/09	Program & Portfolio Strat Fees		-84.29

Money Market Detail by Date

Beginning Balance on Jan 1					\$18.92
Date	Transaction	Description	Deposits	Withdrawals	Balance
1/20	Income	Dividend on Money Market for 20 Days @ 3.57%	0.03		\$18.95
Total			\$0.03		
Ending Balance on Jan 27					\$18.95

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

About Edward Jones

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

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

About Your Account

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

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

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

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

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

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

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

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

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

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

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

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

CONTACT INFORMATION

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

S1EDJ001 Rev 11/21

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

News

- Lester Public Library was awarded to host a traveling exhibition entitled World on the Move: 250,000 Years of Human Migration. The ALA Public Programs Office, in collaboration with the American Anthropological Association (AAA) and the Smithsonian's Center for Folklife and Cultural Heritage, invited applications from public libraries interested in hosting the traveling exhibition World on the Move: 250,000 Years of Human Migration. LPL was chosen as one of 15 libraries to host the museum quality exhibit. We are number 7 in the hosting sequence, March 18 – April 26, 2024.
- Front door repairs were made January 30 and 31, the coldest days of the year. They will return to administer the final caulking when the weather warms up.
- The Overdrive app will be discontinued at the end of April 2023. Patrons who have not already switched to the Libby app, will be reminded to upgrade to Libby.
- Sara Parkos, an avid library patron, passed away January 2, 2023. In Sara's obituary, her family requested "memorials would be appreciated to the Lester Public Library, where they will be used to purchase new large print books in Sara's name." Large print books purchased with the memorials will include a nameplate in Memory of Sara Parkos.

Library Foundation

The Foundation met January 17. Items discussed included the estimated allocation for 2023 is \$50,710. They are looking to design and sell book bags, bringing back the final design and companies to work with at the April meeting.

Library Legislation

January 27, 2023, Representatives Tittl and Sortwell, along with Senator Jacque, proposed bill regarding "pupil or minor access to harmful material in public libraries and public schools." This was not a surprise -- as you may recall, Rep. Tittl and Sen. Jacque created a similar proposal back in March of 2022. By then, the State Senate and Assembly had both adjourned, so their proposed legislation did not move forward. With the start of the new session, they now have an opportunity for it to be considered.

2023 Senate Bill 10 appears below:

2023 - 2024 LEGISLATURE 2023 Senate BILL 10

January 27, 2023 - Introduced by Senators JACQUE, QUINN and TOMCZYK, cosponsored by Representatives TITTL, SORTWELL, ALLEN, BINSFELD, GOEBEN, GREEN, GUNDRUM, MAGNAFICI, MURPHY, PENTERMAN, SCHRAA, TUSLER,

WICHGERS and BODDEN. Referred to Committee on Mental Health, Substance Abuse Prevention, Children and Families.

AN ACT **to amend** 119.04 (1); and **to create** 43.75 and 118.073 of the statutes; **relating to:** pupil or minor access to harmful material in public libraries and to harmful material or offensive material in public schools.

Analysis by the Legislative Reference Bureau

This bill requires public libraries and public schools, including charter schools, to take steps to prevent pupils and minors from accessing harmful material on computers. Under the bill, "harmful material" is defined as 1) any picture, photograph, drawing, sculpture, motion picture film, or similar visual representation or image of a person or portion of the human body that depicts nudity, sexually explicit conduct, sadomasochistic abuse, physical torture, or brutality and that is harmful to children; or 2) any book, pamphlet, magazine, printed matter however reproduced or recording that contains matter described in item 1, or explicit and detailed verbal descriptions or narrative accounts of sexual excitement, sexually explicit conduct, sadomasochistic abuse, physical torture, or brutality and that, taken as a whole, is harmful to children.

The bill requires any public library that provides a public access computer and any school board or independent charter school to do at least one of the following with respect to the public access computer or school computer to which pupils and minors have access: 1) equip the computer with software that will limit a pupil's or minor's ability to gain access to harmful material; 2) purchase Internet connectivity from an Internet service provider that provides filter services to limit access to harmful material; or 3) develop and implement a policy that establishes measures to keep

pupils and minors from gaining access to harmful material. Under the bill, a public library or public school may allow a pupil or minor to access harmful material on the Internet if the parent or guardian of the pupil or minor consents to that access. Beginning in the 2024-25 school year, the bill requires each school board and operator of an independent charter school to adopt a policy that specifies criteria for determining whether certain material is offensive material, which, under the bill, means the material is offensive to prevailing standards in the adult community with respect to what is suitable for children. Under the bill, if a public school pupil will view or otherwise have access to offensive material as part of classroom instruction, the school must provide the parent or guardian of the pupil with an outline of the curriculum and a summary of the instructional materials that contain the offensive material, information regarding how the parent or guardian may inspect the complete curriculum and instructional materials, and an explanation of the exemption available to parents and guardians under the bill. The bill requires each public school to make the complete curriculum and all instructional materials available for inspection by parents or guardians upon request. Under the bill, no pupil may be required to take any such instruction if the pupil's parent or guardian files with the teacher or school principal a written request that the pupil be exempted. Finally, the bill provides that no public school or public school employee may show or provide to any pupil offensive material for which the school did not

follow the requirements under the bill regarding parental notice and opportunity to exempt pupil participation.

For further information see the local fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 43.75 of the statutes is created to read:

243.75 Responsibilities of public libraries with a public access

3computer. (1) In this section:

- (a) "Harmful material" has the meaning given in s. 948.11 (1) (ar).
- (b) "Public access computer" means a computer that is all of the following:
 - 1. Located in an elementary or secondary public school or public library.
 - 2. Frequently or regularly used directly by a minor.
 - 3. Connected to a computer communication system.

(2) A public library that provides a public access computer shall ensure that minors do not have access to harmful material on the Internet through use of the public access computer by doing at least one of the following:

- (a) Equipping each public access computer with software that will limit a minor's ability to gain access to harmful material.
 - (b) Purchasing Internet connectivity for each public access computer from an Internet service provider that provides filter services to limit access to harmful material.
 - (c) Developing and implementing by January 1, 2024, a policy that establishes measures to restrict minors from gaining computer access to harmful material.
- (3)** Notwithstanding sub. (2), a public library that provides a public access computer may allow a minor to access harmful material on the Internet if the parent or guardian of the minor consents to that access.

SECTION 2. 118.073 of the statutes is created to read:

118.073 Limiting pupil and minor access to harmful material. (1) In this section:

- (a) "Harmful material" has the meaning given in s. 948.11 (1) (ar).
- (b) "Offensive material" means any of the following that a school board or operator of a charter school under s. 118.40 (2r) or (2x) determines is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for children:
 - 1. Any picture, photograph, drawing, sculpture, motion picture film or similar visual representation or image of a person or portion of the human body that depicts nudity, as defined in s. 948.11 (1) (d), sexually explicit conduct, sadomasochistic abuse, physical torture or brutality.

2. Any book, pamphlet, magazine, printed matter however reproduced or recording that contains any matter enumerated in subd. 1., or explicit and detailed

verbal descriptions or narrative accounts of sexual excitement, as defined in s. 948.11 (1) (f), sexually explicit conduct, sadomasochistic abuse, physical torture or brutality.

(2) (a) A school board or the operator of a charter school under s. 118.40 (2r) or (2x) shall ensure that pupils and minors do not have access to harmful material on the Internet by doing at least one of the following:

1. Equipping each computer to which a pupil or minor has access with software that will limit the pupil's or minor's ability to gain access to harmful material.

2. Purchasing Internet connectivity for each computer to which a pupil or minor has access from an Internet service provider that provides filter services to limit access to harmful material.

3. Developing and implementing by January 1, 2024, a policy that establishes measures to restrict pupils and minors from gaining computer access to harmful material.

(b) Notwithstanding par. (a), a school board or the operator of a charter school under s. 118.40 (2r) or (2x) may allow a pupil or minor to access harmful material on the Internet if the parent or guardian of the pupil or minor consents to that access.

(3) Beginning in the 2024-25 school year, each school board and operator of a charter school under s. 118.40 (2r) or (2x) shall adopt a policy specifying criteria that the school board or operator will use to determine whether an item described under sub. (1) (b) 1. or 2. is an offensive material.

(4) Beginning in the 2024-25 school year, if a pupil will view or otherwise have access to offensive material as part of classroom instruction in a public school, including a charter school, the school board or the operator of the charter school

under s. 118.40 (2r) or (2x) shall provide the parent or guardian of the pupil with an outline of the curriculum and a summary of the instructional materials that contain the offensive material, information regarding how the parent or guardian may inspect the complete curriculum and instructional materials, and an explanation of the exemption under sub. (5). The school board or operator shall make the complete curriculum and all instructional materials available for inspection by a parent or guardian upon request at any time, including prior to their use in the classroom.

(5) Beginning in the 2024-25 school year, no pupil may be required to take any instruction subject to sub. (4) if the pupil's parent or guardian files with the teacher or school principal a written request that the pupil be exempted.

(6) Beginning in the 2024-25 school year, no school board, operator of a charter school under s. 118.40 (2r) or (2x), or employee of a school board or operator may show

or provide to any pupil offensive material for which the school board or operator did not follow the requirements under subs. (4) and (5).

Activities

01/03/23 – Lester Public Library Management Team Meeting

01/03/23 – Two Rivers City Council Meeting

01/04/23 – Met with Doug DeVries, Edward Jones

01/04/23 – Met with Lester Public Library Board of Trustees President, Stanley Palmer

01/05/23 – Two Rivers Business Association Meeting, City Hall
01/10/23 – Lester Public Library Board of Trustees Meeting
01/11/23 – Lester Public Library All Staff Meeting
01/11/23 – West Foundation Director's Choice Grant Participants Meeting
01/11/23 – City Department Heads Meeting
01/11/23 – Educational Horizons Board Meeting
01/12/23 – City of Two Rivers Safety Committee Meeting
01/12/23 – Attended Two Rivers Environmental Advisory Board Program – Green
Infrastructure, by the Library Fireplace
01/16/23 – Two Rivers City Council Meeting
01/17/23 – Lester Public Library Foundation Board Meeting
01/30/23 – Front door repairs – Monday and Tuesday
01/31/23 – Lester Public Library Management Team Meeting

Jeff Dawson, Director, Lester Public Library 2/1/2023

Lester Public Library Statistical Report

Jan-23

Circulation											
Jan 2023			Jan 2022			%Chng	2023 YTD			2022 YTD	%Chng
Circulation Total	10,059		9,312		8%	10,059		9,312		8%	
Total Visitors	5,165		3,482		48%	5,165		3,482		48%	
Users	Total	%Circ	Total	%Circ		Total	%Circ	Total	%Circ		
Children (0-11)	337	3%	450	5%	-25%	337	3%	450	5%	-25%	
Young Adult (11-17)	210	2%	144	2%	46%	210	2%	144	2%	46%	
Adult (18+)	8,171	81%	7,570	81%	8%	8,171	81%	7,570	81%	8%	
Outreach	340	3%	278	3%	22%	340	3%	278	3%	22%	
School	201	2%	273	3%	-26%	201	2%	273	3%	-26%	
ALL OTHERS	800	8%	597	6%	34%	800	8%	597	6%	34%	
Item Type	Total	%Circ	Total	%Circ		Total	%Circ	Total	%Circ		
Adult	6,477	64%	6,144	66%	5%	6,477	64%	6,144	66%	5%	
Youth	3,582	36%	3,168	34%	13%	3,582	36%	3,168	34%	13%	
	Total	%Circ	Total	%Circ		Total	%Circ	Total	%Circ		
Self-check use	2,613	26%	2,168	23%	21%	2,613	26%	2,168	23%	21%	
Drive Through Use	955	9%	909	10%	5%	955	9%	909	10%	5%	
LARS ACTIVITY											
Sent to LARS	2,384		2,560	-7%		2,384		2,560		-7%	
Rec from LARS	1,510		1,522	-1%		1,510		1,522		-1%	
NEW REGISTRATIONS											
Total	42		27	56%		42		27		56%	
OVERDRIVE EBooks & Audiobooks											
Total	1819		1697	7%		1,819		1,697		7%	

Information Services

	Jan 2023	Jan 2022	%Chng	2023 YTD	2022 YTD	%Chng
Walk-in	973	748	30%	973	748	30%
Phone	340	541	-37%	340	541	-37%
Mail	0	0	0%	0	0	
Electronic	249	165	51%	249	165	51%
Reference Total	1562	1454	7%	340	1454	-77%
PC Internet Use (Hours)	295	221	33%	295	221	33%
Tablet Use (Hours)	19	0		19	0	
Computer Use Total	314	221	42%	314	221	42%

Children's Programming

In-house Programs	10	7	43%	10	7	43%
In-house Attendance	554	569	-3%	554	569	-3%
Outreach Programs	7	5	40%	7	5	40%
Outreach Attendance	735	582	26%	735	582	26%

Young Adult Programs

In-house Programs	1	0	#DIV/0!	1	0	#DIV/0!
In-house Attendance	18	0	#DIV/0!	18	0	#DIV/0!

Adult Programs

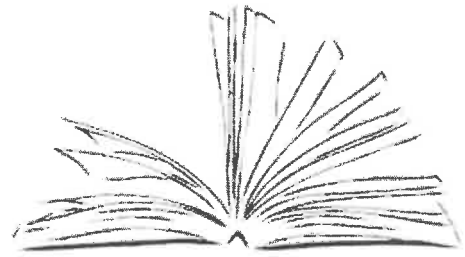
In-house Programs	10	2	400%	10	2	400%
In-house Attendance	188	16	1075%	188	16	1075%

Meeting Room Use

Bookings	4	0	#DIV/0!	4	0	#DIV/0!
Attendance	39	0	#DIV/0!	39	0	#DIV/0!

Lester Public Library

LIBRARY LINKS



FEB '23

DIRECT FROM THE DIRECTOR by Jeff Dawson

The Lester Public Library established a valuable partnership with the University of Wisconsin Manitowoc Campus in 2011 to offer the Scholar for Life series. Many professors have visited over the years to share their research and classroom interests with our community at entertaining and educational evening events. Featured topics have covered everything from the motivations of serial killers to normative romance and nostalgia in Hallmark holiday movies.



New in 2023, our partnership also includes University of Wisconsin Green Bay Campus and Lakeshore Technical College.

This year's Scholar for Life series kicks off Thursday, February 16 at 6:00 PM with *Biophilia: Why developing a love of nature can help in the climate crisis*. Environmental psychologist Georjeanna Wilson-Doenges, Ph.D., shares some of the amazing impacts nature has on our well-being, and ways in which our love for nature can help us protect the planet.



Dr. Wilson-Doenges, chair and professor of psychology at UW-GB Campus, studies nature's effects on mental health in the places we live, work and play, and how neighborhood design helps build sense of community.

Bring a beverage and meet at the library's fireplace to soak up fascinating information and partake in lively discussion.

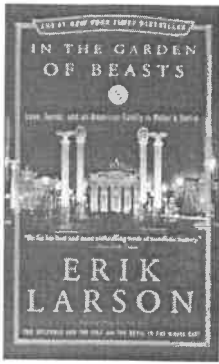
Additional programs in the series are scheduled for April 19 and 27.

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

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BRINGING DOWN THE DUKE

EVIE DUNMORE

BOOK DISCUSSION GROUP

In the Garden of Beasts by Erik Larson
Wed, February 1 • 4:00 PM

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

The February selection is *In the Garden of Beasts: Love, Terror and an American Family in Hitler's Berlin*. The first American ambassador to Hitler's Germany, William E. Dodd, struggles to acclimate to a residence in an increasingly violent city where he is forced to associate with the Nazis while his daughter pursues a relationship with Gestapo chief Rudolf Diels.

New members
always welcome!

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

STRICTLY FICTION

Bringing Down the Duke by Evie Dunmore (*romance*)
Mon, February 6 • 6:30 PM

This book club focuses on genre fiction and meets the first Monday of each month.

Recruiting men of influence to champion the rising women's suffrage movement of 1879 England, a daring Oxford rebel targets a cold and calculating duke before their unexpected romance threatens to upend the British social order.

PAGE 2



TILL

LPL FLIX

Till
Fri, February 3 • 1:00 PM

The true story of Mamie Till-Mobley's relentless pursuit of justice for her 14-year-old son, Emmett Till, who was brutally lynched in 1955 while visiting his cousins in Mississippi.

Rated PG-13. Runtime 2:10.



INTERNATIONAL FILM

Little England
Tue, February 21 • 6:00 PM

Orsa is betrothed against her will to a wealthy captain despite promising the man she loves, Spyros, that she would wait for him to return from a lucrative trip. A Greek period drama.

Runtime 2:11.

WORKER CONNECTION

Mondays • 10:00-noon
February 6, 13, 20 & 27

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**.

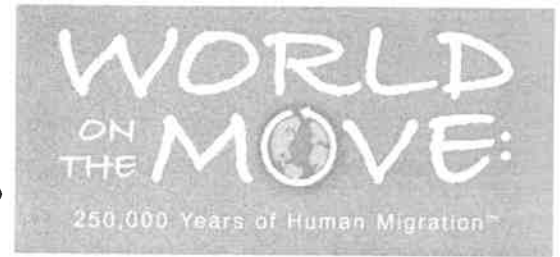
Bring a beverage; we furnish the popcorn. Ages 18+

EXHIBIT COMING TO LPL!

The American Library Association named Lester Public Library one of 15 libraries in the country to host a museum-quality exhibition examining human migration. The exhibit was developed by the American Anthropological Association and the Smithsonian's Center for Folklife and Cultural Heritage.

We join institutions including Houston, San Jose, and Kansas City, Kansas, public libraries in hosting the exhibition. Each library receives a \$500 stipend to conduct programs and activities addressing the theme.

World on the Move: 250,000 Years of Human Migration aims to help people appreciate migration histories—their own and those of others—by drawing on case studies from across human history and the breadth of cultures. The initiative cites among its main goals that visitors recognize that migration is a shared human experience, appreciate the complexity and diversity of migration stories, have the opportunity to share their own migration stories, and gain greater empathy towards migrants in their communities and elsewhere. *Learn more at understandingmigration.org.*



The Lester Public Library is host number seven of the tour; the exhibit will be here March 18-April 26, 2024. The American tour ends in 2025 and the exhibit then moves on to locations in Europe.

PAGE 3



READING CHALLENGES

■ Winter Challenges

Log books to earn reading badges and prizes. Programs for all ages! Challenges end April 29. Pick up prizes by June 3 or while supplies last at the Help Desk, or call ahead for drive-thru pick-up.

■ Above Average Reader

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

Continue reading to achieve **SUPERIOR** status: log 52 books in 2023 to receive a patch for your tote. *For those who achieved*

superior status in 2022: now aim for EXCLUSIVE status and patch by again logging 52 books.

■ 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.

■ 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.

■ Babies Bloom

Read 100 books by age one. Sharing books together strengthens your baby's foundation for learning, and the bond between baby and their favorite teacher: YOU!

■ 1,000 Books Before K

Read 1,000 books together before your child enters five-year-old kindergarten. Earn **FREE BOOKS** for your home library as you hit each 100-book milestone!

■ 500 Books Before Middle School (Ages 6-10)

Now that your child is reading on their own, challenge them to read 500 books before middle school. Along the way, they earn reading badges, fun charms, and **FREE BOOKS!**

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

SPECIAL EVENTS

CARD MAKING CLASS

Mon, February 13 • 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. *Meet in the Community Room.*

GENEALOGY CLUB

Thu, February 9 • 10:15 AM

Carolee Crabb shows crafty ways to share memories, photos and family heirlooms. The club meets the second Thursday every month. New members always welcome!

STATUS OF OUR WATERS

The health of local rivers & lakes, and actions to protect and improve water quality.

Tue, February 7 • 6:00 PM

Get the latest information on how Lake Michigan is changing due to run-off, invasive species, and a warming climate. Plus, discuss toxic algae bloom, and get an update on Forget-Me-Not Creek.

Featuring Titus Seilheimer, fisheries specialist at the University of Wisconsin Sea Grant Institute.

Meet by the fireplace.

Sponsored by the Two Rivers Environmental Advisory Board



Sign up for *Get Crafty!*

A monthly digital newsletter for crafters. Find new titles and upcoming programs of interest. Call (920)793-8888 to register.

GROWING HEALTHY PLANTS *(webinar)*

Wed, February 22 • 6:30-8:30 PM

Common methods of disease control, their pros and cons, and how to adapt these techniques for use in your own home garden. The Plant Disease Diagnostic Clinic of UW-Madison offers informative and entertaining monthly Zoom presentations for at-home viewing designed to help you maintain healthy plants and gardens. Presented by plant pathologist Brian Hudelson.

Register here: pddc.wisc.edu/2023-pddc-plant-disease-talks

SCHOLAR FOR LIFE: BIOPHILIA

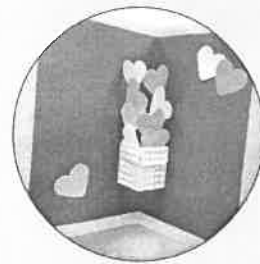
Thu, February 16 • 6:00 PM

An environmental psychologist shares some of the amazing impacts nature has on our well-being, and ways in which our love of nature can help us protect the planet. *(See page 1 for more details!)*

POP-UP VALENTINES

Fri, February 10 • 10:00 AM

Start out with basic folding techniques, then build your paper engineering skills to produce works of art to present to your favorite people.



All supplies furnished.

Ages 18+. Registration required; call (920)793-8888.

DIRECTORS' CHOICE IMAGINING GRANT RECIPIENT

Lester Public Library Foundation is the recipient of the West Foundation's \$50,000 Directors' Choice Imagining Grant as "a non-profit agency that designs a program or service focused on the arts, culture, or environment in Manitowoc County."

The submission detailed a project to promote early literacy and environmental awareness in partnership with the city, Parks & Rec, and Woodland Dunes Nature Center & Preserve. That project now becomes a reality, and implementation begins this summer.



StoryWalks® are to be erected along the library path and in Zander Park. Grant funds will be used to not only erect the StoryWalk® structures, but to restore a large portion of Zander Park to the wetland it once was, with a raised boardwalk and natural play features added.

StoryWalk® is a way for children and adults to enjoy reading and being outdoors. The StoryWalk® Project was created by Anne Ferguson of Montpelier, Vermont, and developed in collaboration with the Kellogg-Hubbard Library. StoryWalk® is a registered service mark owned by Ms. Ferguson. Laminated pages from a children's book are attached to structures posted at regular intervals. As readers stroll a path, they are directed to the next page. Pages often contain activities that reinforce development of early literacy skills.

Lester Public Library's youth staff will choose and prepare the eight stories to be displayed each year. Parks & Recreation director Mike Mathis has plans in place for the Zander Park improvement which highlight the StoryWalk® as well as the ecological significance of the property. Staff from Woodland Dunes will assist with the entire process. Not only a wealth of knowledge in wetland restoration, they are an excellent resource for the seeds and plantings that will further enhance the park. The city's Public Works Department will perform infrastructural work. And Two Rivers High School's Raider Manufacturing Technology Education class is designing and creating the Zander Park entrance sign.

When all is in place, simultaneous launch parties will be held on the library grounds and at the park. Families will receive copies of the featured books to add to their home libraries. We hope to make the Lester Public Library and Zander Park StoryWalks® destinations for residents and visitors. The community project offers a free, accessible way to stimulate literacy and learning outdoors as families cultivate appreciation for the natural beauty surrounding them.



LESTER PUBLIC LIBRARY FOUNDATION

The Lester Public Library Foundation president, Collette Tegen, and treasurer Bob Fay presented the annual allocation to library director Jeff Dawson in December.

The allocation is \$46,286—five percent of the library's 2022 operating budget.

YOUTH & TEEN

PAGE 6

FAMILY ACTIVITY PACK

New pack each month

This month: Valentine Escape Bag. Solve a series of puzzles to arrive at a three-digit code that releases the contents of a locked Mystery Bag.

Geared for families with school-aged children.

ART TO GO

New pack every other week

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

- Feb 13: Dreamcatchers
- Feb 27: Abstract Sticker Art

STORY TIME TO GO

New pack weekly

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

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



STORY TIME

Tuesdays, Feb 7, 14, 21 & 28
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! Story Time activities embrace the five early literacy practices: read, sing, play, talk and write.

Stories are chosen for preschoolers but children of all ages are welcome. Story Time has no set ending time; take joy in the journey as you engage in process art and other hands-on activities.



BABYGARTEN

Thursdays, Jan 26-Mar 2
10:15 AM or 6:30 PM

For babies 0-18 months and their caregivers. Share nursery rhymes, songs and books, plus a weekly milestone project. Each class concludes with free time for play! Registration required.

ON THE ROAD

Friday, February 17 1:00 PM

Read a book and take a look outdoors at Woodland Dunes. Registration required by Feb 15. Call (920)793-4007 or email jessicaj@woodlanddunes.org.



FAMILY GAME NIGHT

Every Monday
6:00-7:30 PM

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



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

PROGRAMS

PAGE 7

Hearing sounds of joie de vivre when you enter the library? It's emanating from Heartsville, located in the youth area. Children are busy writing, sorting, delivering and picking up mail at the town post office. It's a wonderful pretend world where kids and their adults immerse themselves in play, because that's the BEST way for children to learn.

Dramatic play (also called pretend play) is so much more than fun; it's a learning experience that engages virtually every part of a child's developing brain. Kids love to take on role-playing scenarios like parent and

experience with the many ways we use text every day. And it increases *reading comprehension*; children often act out scenes from favorite stories, and that helps them gain deeper understanding of a story.

Our inspiration for the new dramatic play center is *The Day it Rained Hearts* by Felicia Bond. In the book, Cornelia Augusta makes very special valentines for her friends and mails them, which is why the post office is our featured establishment.



children where and to whom letters and packages are going. Ask the cost of stamps, request a specific number, then pay and ask for change. Sort envelopes and packages by color or size.

Use enriching vocabulary as you order items, sort mail and deliver. Maintain eye contact because what your child sees in your eyes is more powerful than what you say. The positive results of your interactions will last a

lifetime.

Visit Heartsville through April 29.

INVITATION TO PLAY

child, cashier and customer, or characters in a book, and this kind of play is an integral part of a child's social, emotional and cognitive development.

It strengthens crucial skills like *self-regulation*, helping children inhibit their impulses, coordinate with others and make plans. Disagreements between children crop up naturally in dramatic play, offering the chance for *conflict resolution*—working through their differences and arranging a compromise. It provides opportunities to see *functional print* like words and numbers on envelopes, mailboxes and signs, giving them

Children and their grownups can go to work sorting packages and letters, or be customers dropping off mail and buying stamps. Follow the mail route to deliver items to Mouse, Turtle, Dog and Rabbit. Write messages to friends (it's so important that even very young children are allowed the opportunity to "write;" before they can write for real, they must scribble and draw!). After letters are completed, put them in envelopes and affix stamps. Another wonderful opportunity: In a sweet partnership with the Senior Center, kids can actually exchange letters with pen pals!

As you play in Heartsville, ask

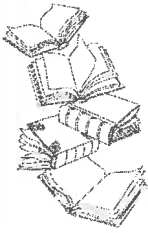
HEARTSVILLE KICK-OFF EVENT

Wed, February 8
10:30 AM, 1:30 PM & 6:30 PM

At our kick-off celebration, follow the mail route through town to see where Mouse, Turtle, Dog, and Rabbit live.

Along the way, make watercolor postcards, decorate valentine cookies and more!

FEBRUARY

MON	TUE	WED	THU	FRI	SAT
 Used Book Sale March 20-25 MON-WED: All books 50¢ THU & FRI: BOGO SAT: Stuff a bag for \$1					
		1 NEW Family Activity Pack Available 4:00 Book Discussion Group	2 10:15 or 6:30 Babygarten	3 1:00 LPL Flix 7:30 TR Teen: Hangin' w/ My Gnomies @ LPL	4
6 NEW Story Time To Go Available 10:00 Worker Connection 6:00 Family Game Night 6:30 Strictly Fiction	7 10:15 Story Time 6:00 Status of Our Waters	8 NEW Dramatic Play Area Opens 10:30 Heartsville Kick-off Event 1:30 Heartsville Kick-off Event 6:30 Heartsville Kick-off Event	9 10:15 Genealogy Club 10:15 or 6:30 Babygarten	10 10:00 Pop-up Valentines 7:00 TR Teen: Snowshoes & S'mores @ Woodland Dunes 7:00 TR Teen: Girls' Basketball @ TRHS	11 10:30-11:45 Mindful Living 8:00 TR Teen: Octagon Winter Dance @ TRHS
13 NEW Story Time & Art To Go Available 10:00 Worker Connection 1:00 Card Making Class 6:00 Family Game Night	14 10:15 Story Time 6:00 Library Board Meeting	15	16 10:15 or 6:30 Babygarten 6:00 Scholar for Life Series: Biophilia	17 1:00 Read a Book & Take a Look @ Woodland Dunes 7:00 TR Teen: Boys' Basketball @ TRHS	18
20 NEW Story Time To Go Available 10:00 Worker Connection 6:00 Family Game Night	21 10:15 Story Time 6:00 International Film	22 6:30-8:30 Growing Healthy Plants (webinar)	23 10:15 or 6:30 Babygarten	24	25
27 NEW Story Time & Art To Go Available 10:00 Worker Connection 6:00 Family Game Night	28 10:15 Story Time	STATE & FEDERAL TAX FORMS ARE HERE We have IRS forms 1040 and 1040-SR (+instructions), and state forms 1 & 1NPR (+instructions); state schedules WD & M (+instructions), SB & AD; and rent certificate. We can print all other forms for 10¢ per page. Call ahead for drive-thru pick-up! Save printing costs by accessing IRS instruction booklets on phone or tablet. State instructions are available online as PDFs. Want IRS forms by mail? Visit irs.gov/forms-pubs/order-products .			



We hope your holiday season was merry and we want to extend our sincere gratitude for your contribution to the 2022 Foster Family Fundraiser. We were thrilled to have had your support and were able to help over 113 local kids and families collecting a record number of toys, teen stuff, and toiletries (that helped fill their "Care Closet") we were extremely grateful for your involvement and we never underestimate our communities generosity— Amy Lundberg

Title 2
Chapter 6

Services
Patron Privacy

02-06-01 Patron Privacy

a) All Lester Public Library circulation and other records **that** indicate the identity of library users, especially as they connect library users with material or services used, are private. This privacy extends to information sought or received; including library materials consulted or borrowed, database search records, reference interviews, circulation records, library card registration records and all other personally identifiable uses of library materials, facilities or services.

b) Such information **will** not be disclosed, except to:

- Library staff acting within the scope of their duties for the library or library system.
- An agency or individual or any local, state or federal government, pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power.
- Persons authorized by the individual to inspect the individual's record.
- A custodial parent or guardian who requests library records relating to the use of the library documents or other materials, resources, or services by the child under the age of 18 of the custodial parent or guardian.
- If someone's life or safety is at risk, personal identification and contact information may be released to appropriate individuals or officials without a subpoena or court order.
- Photos and videos that appear on the library's website may be gathered from public programs, events, and library spaces. Photos, images and videos submitted by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

c) The library will comply with all federal, state and local laws governing the dissemination of personally identifiable information in its possession.

Approved May 11, 2004
(Revised and Board Approved 7/08/08)
(Board Reviewed 8/13/14, no changes)

LESTER PUBLIC LIBRARY 2022

I. GENERAL INFORMATION

This section requests basic information on the library's public service outlets. Some entries are prepopulated with information. In other cases, last year's response is displayed to the right of the data entry field. Please revise as needed.

1. Name of Library	Lester Public Library
2. Public Library System	Manitowoc-Calumet Library System
3a. Salutation	Mr.
3b. Head Librarian First Name	Jeffrey
3c. Head Librarian Last Name	Dawson
4a. Certification Grade	Grade 1
4b. Certification Grade Type	Regular
5. Certification Expiration Date	04/30/2027
6a. Street Address (edit only if moved)	1001 Adams St.
6b. Mailing Address (or PO Box #)	1001 Adams St.
7. City/Village/Town	Two Rivers
8a. ZIP Code	54241
8b. ZIP4 Code	3544
9. County	Manitowoc
10. Library Phone No.	9207938888
11. Fax No.	(920)793-7150
12. Director's Library E-mail Address	jdawson@lesterlibrary.org
13. Library Website URL	http://www.lesterlibrary.org
14. Number of Branches (only if applicable)	0
15. No. of Bookmobiles Owned	0
16. No. of Other Public Service Outlets	0
17. Does your library operate a Books-by-mail program?	No
18. Is your library formally established as a Joint Library under s.43.53	No
20. Square Footage of Public Library (this location only)	25,000
21a. Did your library or a branch move to a new facility during the report year?	No
21b. Did your library or a branch renovate or expand an existing facility during the report year?	No
22. UEI Number	084324875

LESTER PUBLIC LIBRARY 2022

Service Outlets

Number of Central Libraries	1
Total # of Service Outlets	1

Hours of Operation

All libraries complete items 19a through 19d. If your library has a bookmobile or branches, complete 19a through 19d for the main library only. (Service hours for bookmobiles and branches are entered in Section 1b. Outlet Information) Minor variations in scheduled public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other events should be excluded even if staff are scheduled to work. Do not include hours for deposit collections or other similar service outlets.

Report the number of hours opened per week and the number of weeks operating in a modified Hours of Operation table. The table includes three different service levels to report hours opened with no restrictions on building access, limited public access, and staff only access to the building. These service levels are defined below. The standard breakout of "winter hours" and "summer hours" still applies.

"Standard Service with No Restrictions on Building Access" means when the library was operating without limitations on public access to the building. Do not include any hours or weeks when the library metered access or barred access to the building to allow for social distancing or to follow state or local health orders or guidelines. Libraries that were closed for reasons other than the COVID-19 pandemic should report reduced hours or weeks in the "Standard Service" category rather than the "Staff Only" category to properly capture the effect of the pandemic.

"Limited Building Access for the Public" means when the library implemented limited public occupancy practices as a response to the pandemic. Limited building access can include reduced hours open, limits on the number of public members allowed to enter the building, appointment only onsite library use, visitor time limits, closed stacks or meeting rooms. Do not include times when the public could not enter the building or could not pass beyond a porch, vestibule, or breezeway to pick up materials.

"Staff Only - No Interior Service for the Public" means when a library or branch is physically closed and the public cannot access any library buildings or bookmobiles, regardless of staff access. A building may be physically closed while still offering virtual, Wi-Fi, curbside, drive-thru, and other services outside the building.

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter hours open per week	52		
19b. Number of Winter Weeks	26		
19c. Summer hours open per week	52		
19d. Number of Summer Weeks	26		
19e. Total Weeks per Year	52		
19f. Total Hours per year for this location	2,704		

LESTER PUBLIC LIBRARY 2022

COVID-19

A series of questions were added to the federal Public Libraries Survey in the summer of 2020 in order to understand the COVID-19 pandemic's impact on libraries. These questions have been reduced in 2022.

COVID19 IMLS Survey

Select Yes or No for each of the following items. Respond once in this section for the main and all outlets.

510Closed Outlets Due to COVID-19	Yes
511Public Services During COVID-19	Yes
514Electronic Library Cards Issued During COVID-19	No
515Reference Service During COVID-19	Yes
516Outside Service During COVID-19	Yes
520External Wi-Fi Access Added During COVID-19	No
521External Wi-Fi Access Increased During COVID-19	Yes
522Staff Re-Assigned During COVID-19	No

COVID-19 Closures

Initial date closed due to COVID-19:	2020-03-03
First date reopened following initial COVID-19 closure:	2021-05-03
Additional building closure and reopening dates, please describe:	

Ib. OUTLET INFORMATION

This section permits libraries with multiple outlets to easily report location and other information for all branches or bookmobiles. If you need to report branches not listed, email libraryreport@dpi.wi.gov

General Information

Address Information

For bookmobiles, provide information on where the vehicle is parked during the night, or the location of the main library where it is garaged. For library branches, do not change address information unless the branch has closed or has physically moved. If closed, please contact your system and email DPI at libraryreport@dpi.wi.gov

LESTER PUBLIC LIBRARY 2022

Other Outlet Information

Standard Hours of Operation

"Standard Service with No Restrictions on Building Access" means when the library was operating without limitations on public access to the building. Do not include any hours or weeks when the library metered access or barred access to the building to allow for social distancing or to follow state or local health orders or guidelines. For most Wisconsin public libraries, this will be January and February 2020 hours and may include a portion of March 2020. Some Wisconsin public libraries may have resumed unrestricted building access in later portions of 2020. Libraries that were closed for reasons other than the COVID-19 pandemic should report reduced hours or weeks in the "Standard Service" category rather than the "Staff Only" category in order to properly capture the effect of the pandemic.

Limited Service Hours of Operation

"Limited Building Access for the Public" means when the library implemented limited public occupancy practices as a response to the pandemic. Limited building access can include reduced hours open, limits on the number of public members allowed to enter the building, appointment only onsite library use, visitor time limits, closed stacks or meeting rooms. Do not include times when the public could not enter the building or could not pass beyond a porch, vestibule, or breezeway to pick up materials.

Staff Only Hours of Operation

"Staff Only - No Interior Service for the Public" means when a library or branch is physically closed and the public cannot access any library buildings or bookmobiles, regardless of staff access. A building may be physically closed while still offer virtual, Wi-Fi, curbside, drive-thru, and other services outside the building.

Total Weeks

COVID-19 Hours

LESTER PUBLIC LIBRARY 2022

II. LIBRARY COLLECTION

This section of the report collects data about selected types of materials. It does not cover all types of material. Libraries may include other materials owned in item 7 of this section. Report only items that have been purchased, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where the item is available for their use.

Physical units are volumes, items, or pieces. Items that are packaged together as a unit and are generally checked out as a unit should be reported as one physical unit; e.g., two music CDs, several audio CDs for one recorded book, or two DVDs.

Use the [Use of Digital Resources and Library Collection flowchart](#) to help determine whether electronic materials are counted as an "Electronic Collection" or if the units are counted toward your library's collection as e-books, e-audio, and e-video.

1a. Books in Print (end of year total)	82,626
1b. Books in Print Added During Year	6,156
2. Electronic Books (E-books)	171,508
3a. Audio Materials (end-of-year total)	8,308
3b. Audio Added During Year	129
4. Electronic Audio Materials (downloadable)	68,757
5a. Video Materials	7,921
5b. Video Added During Year	373
6. Electronic Video Materials (downloadable)	0
7a. Other Materials Owned	447
7b. Other Material Description	0
8a. Electronic Collections (Locally owned or leased)	0
8b. Other Electronic Collections (purchased by library system or consortia)	6
8c. Statewide Electronic Collections (provided through BadgerLink)	63
9. Total Electronic Collections (local, system, and statewide)	69
10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)	
11. Total Physical Items in Collection	99,302

LESTER PUBLIC LIBRARY 2022

III. LIBRARY SERVICES

1a.Total Annual Circulation	112,158
1b.Circulation of Children's Materials	43,281
1c.Circulation of Other Physical Items (subset of 1a.)	0

Interlibrary Loan (ILL) Transactions

Please choose either "Categorized ILL Transactions" or "Total ILL Transactions" and fill in the details requested. Do not complete both dropdown selections or your data will be duplicated on the PDF form.

Method for Counting Interlibrary Loan (ILL) Transactions	Categorized ILL Transactions
Total Items Loaned (provided to)	30,946
Total Items Received (borrowed from)	17,640

Categorized Interlibrary Loan (ILL) Transactions

Integrated Library System (ILS)	Items Loaned To Other Libraries	Items Borrowed From Other Libraries
WISCAT	29,790	16,447
Other (Includes OCLC, manual tracking, or other methods)	1,156	1,193
	0	0

Users / Use

3a. Registered Users Resident	3,061
3b. Registered Users Nonresident	1,346
3c. Registered Users	4,407
3d. Overdue Fine Policy	No
4a. Method Used to Count Reference Transactions	Actual Count
4b. Reference Transactions	12,819
5a. Method Used to Count Library Visits	Actual Count
5b. Library Visits	51,441

LESTER PUBLIC LIBRARY 2022

Use of Digital Resources

Use of digital resources. Report the number of uses of the following electronic resources for your library. System-wide electronic resources may be reported if the use can be authenticated to your library's patrons (for remote access) and for sessions conducted on library public-access computers. If the use count information is unavailable for your library, indicate "No data available" with the check-box or pull-down selection. If the library does not own or have access to certain resources, indicate "not applicable--not provided" using the pull-down selection tool. Do not report estimates.

Use the [Use of Digital Resources and Library Collection flowchart](#) to help determine whether electronic materials use should be counted as "Electronic Collection Retrievals" or "Uses of electronic materials by Users of Your Library."

Note: Fields may be pre-filled if your system has provided data directly to DPI.

6a. Number of Public Use Computers	24
6b. Number of Public Use Computers with Internet Access	17
6c. Method for Counting Uses of Public Internet Computers	Actual Count
6d. Number of Uses (sessions) of Public Internet Computers	2,539
7a. Method for Counting Wireless Internet Uses	Did Not Collect
8. Number of Website Visits	-1
9a. Local Electronic Collection Retrievals (locally owned or leased)	-1
9b. Other Electronic Collection Retrievals (purchased by library system or consortia)	3,766
9c. Statewide Electronic Collection Retrievals (provided through BadgerLink)	1,564
9d. Total Electronic Collection Retrievals (local, system, and statewide)	
10a. Uses of E-Books By Users of Your Library	10,075
10b. Uses of E-Audio by Users of Your Library	8,084
10c. Uses of E-Video by Users of Your Library	4
10d. Total Uses of Electronic Works	18,163
10e. Total Uses of Children's Electronic Works	1,247

Library Programs and Attendance

Libraries report programming data for the number of in-person programs and attendance as well as the number of live, virtual programs and attendance and views of pre recorded programs.

Resources are available for details on how to report in-person, live virtual, and pre recorded programs: [2020 Wisconsin Public Library Annual Report: Virtual Programming and Recording](#), [Views Google Slideshow with speaker notes](#) and the corresponding [2020 Wisconsin Public Library Annual Report Virtual Programming and Recording](#) Views video.

Use the [Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views](#) to determine the appropriate reporting metric for some of the most commonly used virtual programming platforms.

In-Person Programs and Program Attendance Annual Count

An in-person library program is a planned event which introduces the in-person group attending to any of the broad range of library services or activities or which directly provides information to participants. In-person programs may cover use of the library, library services, or library tours. In-person library programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of in-person programs include: film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all in-person programs held on- or off-site that are sponsored or co-sponsored by the library. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude in-person programs sponsored by other groups that use library facilities. If in-person programs are offered as a series, count each in-person program in the series. If an in-person library program is co-sponsored by another library, the library that is hosting the program should count the program and the attendance. If an in-person library program is co-sponsored by another library and hosted at a neutral location, the libraries involved should determine which library will report the program and attendance without duplicating the number of programs or attendance on another library's annual report. For example, the libraries may choose to divide the attendance figures evenly between each library's report or proportionately based on service population, however, only one library may count the program.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

	11a. In-Person Programs	11a. In-Person Program Attendance
a. Children 0-5	36	1,549
b. Children 6-11	21	1,179
c. Young Adult	12	271
d. Adult 19+	62	836
e. General Interest	-1	-1
f. In-person Onsite	131	3,835
g. In-person Offsite	49	180
h. Total In-Person	131	3,835
11i. Describe the library's in-person programs:	In-person programming did not begin to return to normal until June of 2022. Storytime, Babygarden (baby lap sit), art programs, Families with STEAM events, LEGO programs, teen late nights, etc. were added as the staff moved back to pre-COVID programming. Youth staff traveled monthly to elementary and middle schools to conduct book talks and checkout library materials to students. Adult book clubs, film series and educational programs were once again conducted in-person. The popularity of the to-go bags begun during the	

pandemic continued to rise. The library provided weekly Storytime to-go packs, Babygarden to-go packs, bi-weekly art to-go packs, monthly family activity packs, summer teen art packs, summer STEAM packs and summer weekly art packs. The library utilized Beanstack to conduct winter, summer and fall reading programs for all ages. The library also offered a Read WOKE and Above Average Reader program for adults. 100 Books before One and 1,000 Books Before Kindergarten rounded out the Beanstack reading programs.

Total Programming

	Programs	Program Attendance
Children 0-5	36	1,549
Children 6-11	21	1,179
Young Adult	12	271
Adult 19+	62	836
General Interest	0	0
Total Synchronous	131	3,835

IV. LIBRARY GOVERNANCE

Provide a complete list of all voting board members and officers as of the date of this report. Enter "Vacant" in the first and last name fields of any positions that are unfilled at the time of this report. Be sure to report the current Library Board President in the first line. If you cannot provide an email address for the President, please provide email addresses for other members when possible for official library system communications.

LESTER PUBLIC LIBRARY 2022

Library Board President

List the Library Board President as of the date of this report. Please provide an email address as well. If this trustee does not have an email address, please provide an email address for at least one other board member who can be contacted if necessary by the library system or DPI.

President	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
	1.Mr.	Stanley	Palmer	331 23rd Street	Two Rivers	54241	spalmer@uta.edu

Library Board Members

List other voting members of the library board as of the date of this report. Please be sure to indicate vacancies last.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
	2.Mr.	Katie	Stone	805 27th Street	Two Rivers	54241	katnissjstone@gmail.com
	3.Mr.	David	Pennefeather	1809 21st Street	Two Rivers	54241	david.alton.pennefeather@gmail.com
	4.Ms.	Mary	Glaser	12526 Lakeshore Road	Two Rivers	54241	mary.glaser@trschools.k12.wi.us
	5.Mr.	Don	Weiss	1813 S 28th Street	Two Rivers	54241	donweiss@manitowocountywi.gov
	6.Mr.	Kate	Gadd	2401 Jefferson Street	Two Rivers	54241	katieg919@gmail.com
	7.Mr.	Ned	Guyette	2501 Washington Street	Two Rivers	54241	guyettened@gmail.com
	8.Ms.	Sharon	Sieger	3625 Tannery Road	Two Rivers	54241	sharonsleger@gmail.com
	9.Mr.	Tracey	Koach	3411 Parkway Blvd	Two Rivers	54241	tkoach@two-rivers.org
	10.						
	11.						
	12.						
	13.						
	14.						
	15.						
	16.						
	17.						

Number of Library Board Members

Report the total number of voting library board members, including vacancies that are authorized but not filled.

Number of Library Board Members	9
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V. LIBRARY OPERATING REVENUE

Report revenue used for operating expenditures as defined at the beginning of Section VI. Report revenue by original source of income (federal, state, county or other). This may require the library to contact its system to determine the source of funding provided by the system to the library. Do not report income for capital expenditures, or income passed through to another agency (e.g., fines). (See the definition of library capital funds in Section VII below.) Report revenue for the calendar year just ended and round amounts to the nearest dollar. Local and county government appropriations for library service are governmental funds designated by the municipality(s) or county of the public library and available for expenditure by the public library. Library operating costs paid directly by the municipality may be included as library revenue and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. Indicate separately funds expended by the local government directly for library services. (For example, employee fringe benefits or library heating and electrical expenses for a shared facility may be paid directly by the municipality. If documented, these expenditures would be indicated separately, and in addition to the library's appropriation, under income from local or county sources.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, or rent paid by the library to library's municipality for public library space.

1. Local Municipal Appropriations for Library Service

Only joint libraries will report more than one municipality here. Under "Name," enter name only--do not include phrases such as City of, Town of, etc.

	Municipality Type	Name	Amount
	City	Two Rivers	\$631,287
			\$
			\$
			\$
			\$
			\$
			\$

Subtotal

Local Government Revenue	\$631,287
--------------------------	-----------

2a. Home County Appropriation for Library Service

Each public library is affiliated with a home county for library system purposes under s.43.15(3). Report reimbursements from the home county here. Consolidated county libraries report county revenues for library operations.

Home County Subtotal	\$169,254
----------------------	-----------

LESTER PUBLIC LIBRARY 2022

2b. Other County Payments for Library Service

Report payments for reimbursement for library services from other counties under s. 43.12., or county payments distributed by the library system through system agreements.

County Name	Amount
Brown	\$615
Calumet	\$248
Kewaunee	\$1,411
Sheboygan	\$51
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Subtotal

Other County Payments	\$2,325
-----------------------	---------

3. State Funds

State funds received from your public library systems, or from another state program, and system state funds carried forward from the previous year should be reported below. Your system can verify the amount of state aid to public library systems funds paid to your library. If spaces below preclude listing all state projects, include a total for other projects and provide description and breakdown of projects in the annotation. NOTE: Revenue reported here should not be reported as contract income (5 below), or as funds not expended in the previous year (6 below). If state funds were expended or budgeted for capital outlays, such as major equipment purchases, they should be reported under Section VII, LIBRARY CAPITAL INCOME, EXPENDITURES, DEBT RETIREMENT, AND RENT.

a. Public Library System State Funds

Report grants or payments received from your library system using State Funds (NOTE: payments or reimbursements for system LSTA Grants should be reported in V.4. Federal Funds, below). Report only grants or payments that were received and expended by the library. Do not report payments made directly by the library system for goods or services.

Description	Amount
	\$0
	\$
	\$
	\$

LESTER PUBLIC LIBRARY 2022

b. State Funds Carried Forward from Previous Year

Report any State Funds received in a prior year and carried forward for expenditure in the reporting year.

State Funds Carried Forward	\$0
-----------------------------	-----

c. Other State Funded Program

Report revenue here for other state-funded projects received by the library. NOTE: Community Development Block Grants are Federal grants distributed by the state and should be reported in V.4. below.

Description	Amount
	\$0

Subtotal

State Government Revenue	\$0
--------------------------	-----

4. Federal Funds - Name of program and, if LSTA, enter DPI Grant Number number

Federal funds are any federal government funds distributed to the library for expenditure by the public library, including federal funds distributed by the state. Enter the name of the federal program and the amount received. Report Library Services and Technology Act (LSTA) grant awards to your library here and enter the "DPI Grant Number" as the Project Number and "DPI Grant Name" as the Program Name. LSTA grant awards to systems that are used to reimburse your library for expenses, or otherwise passed through to your library, should also be reported here. If these funds were expended or budgeted for capital outlays, such as major equipment purchases, they should be reported under Section VII, LIBRARY CAPITAL INCOME, EXPENDITURES, DEBT RETIREMENT, AND RENT.

Program Name	Project Number	Amount
		\$0
		\$
		\$
		\$

Subtotal

Federal Government Revenue	\$0
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5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc.

Contract income is income received from government units, libraries, and library systems other than your system for services provided by the library. State and federal funds received from your system should be reported as state or federal income above. Funds received from adjacent towns or municipalities may be reported here unless they are part of a formal joint library operating agreement, in which case the revenue should be reported in V.1. above. If the contract funds are not paid directly to the library board, but are instead paid to the library's municipality, and are not available as revenue to the library in addition to the municipal appropriation for library service, do not report those revenues here. Do not report federal Library Service and Technology Act grants received from the state or system, or state funds from your public library system, as contract income. Important: Enter the name of the agency from which your library received contract income and the amount received.

Name	Amount
	\$ \$0
	\$
	\$
	\$

Subtotal

Contract Income	\$ \$0
-----------------	--------

6. Funds Carried Forward from Prior Year

Funds carried forward from prior year include all funds carried forward from the previous year and available for library operating expenditures in the reporting year, except for state aid funds reported in 3b above. Do not report fund balances designated to capital projects. Donation and endowment fund balances should not be reported here but instead should be reported as part of VIII. Other Funds Held by the Library Board and IX. Trust Fund Report.

6. Funds Carried Forward	\$ \$7,909
--------------------------	------------

7. All Other Operating Income

All other operating income is any operating income other than that reported in items 1 through 6 above. Report monetary gifts, donations, interest, fines, and fees received during the reporting year here if the funds were available for library use. Do not include the value of any contributed services or the value of in-kind gifts and donations. Do not include endowment and trust funds that were not available to the library for expenditure during the report year. Those funds should be reported in Section X, OTHER FUNDS HELD BY THE LIBRARY BOARD AND TRUST FUND REPORT.

Other Revenue	\$ \$66,943
---------------	-------------

8. Total Operating Income

(Add 1 through 7)

Total Revenue	\$ \$877,718
---------------	--------------

9. Current Year Appropriation

Enter the current year appropriation provided by your governing body/bodies for public library service. This is the amount you anticipate reporting next year on line 1 above if yours is a municipal library, or on line 2 if yours is a county library. Joint libraries should enter their total and use the annotation field to report a listing of appropriations from each participating municipality.

Current Year Appropriation	\$ \$631,287
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LESTER PUBLIC LIBRARY 2022

10. Exempt from County Library Tax? [Wis. Stat. s.43.64 (2)]

Indicate whether your library's municipality was exempt from the county library tax for the reporting year. Wisconsin Statutes 43.64(2)

Exempt from County Library Tax	Yes
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VI. LIBRARY OPERATING EXPENDITURES

Operating expenditures are current and recurrent costs necessary to the provision of library service. Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. (For example, employee fringe benefits or library heating and electrical expenses in a shared facility may be paid directly by the municipality. If documented, these expenditures may be included.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donation, or rent paid by the library to library's municipality for public library space. Do not include capital expenditures under this category (see instructions for the immediately following section).

1. Salaries and Wages	\$430,582
2. Employee Benefits	\$127,026

3. Library Collection Expenditures

Enter all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

a. Print Materials	\$75,016
b. Electronic Materials	\$0
c. Audiovisual Materials	\$13,831
d. All Other Library Materials	\$0
Subtotal 3: Total Collection Expenditures	\$88,847

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4. Contracts for Services from Other Libraries, Municipalities, and Systems

Include contracts with other libraries, municipalities, and systems here, indicate Service Provider.

	Provider	Amount
	OCLC	\$2,000
	SIRSI Maintenance	\$932
	WPLC Member Share	\$1,520
	Newspaper Archive	\$275
	Envisionware	\$1,051
	Data Axle/Reference Solutions	\$1,383
		\$
		\$
		\$
		\$
		\$
		\$
		\$

4. Subtotal

Subtotal 4: Total Contracted	\$7,161
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5. Other Operating Expenditures

5. Other Operating Expenditures	\$214,384
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6. Total Operating Expenditures

Add 1 through 5

Total Operating Expenditures	\$868,000
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7. Operating Expenditures from Federal Sources

7. Of the expenditures reported on line 6, report the amount expended from federal program sources.	\$0
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VII. LIBRARY CAPITAL

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

LESTER PUBLIC LIBRARY 2022

1. Capital Income & Expenditures

Enter capital revenues and capital expenditures by source of revenue for the year just ended. Report all revenue to be used for major capital expenditures and all capital expenditures. Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collection (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations; to link to networks, or to run information products; f) new vehicles; and g) and other one-time major projects. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do not include as revenue funds unspent in the previous year.

	Brief Description of Expenditure(s)	Revenue(s)	Expenditure(s)
a. Federal		\$	\$
b. State		\$	\$
c. Municipal		\$	\$
d. County		\$	\$
e. Other	Roofing Project - Donor funded	\$190,000	\$190,000

Totals

Total Income	\$190,000
Total Expenditure	\$190,000

2. Debt Retirement

Debt Retirement	\$0
-----------------	-----

3. Rent paid to Municipality/County

Rent Paid to Municipality/County	\$0
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VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD (include donations except Trust Fund)

All funds under the library board's control must be reported. Report in this section any funds held by the library board that has not been reported in a previous section. Wisconsin Statutes s.43.58(6)(a) reads as follows:

(6) (a) Within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board shall make a report to the division and to its governing body. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state the condition of all funds in the library board's control and shall state in detail the disbursements on account of the public library during that fiscal year.

Report the total of such other funds under the library board control as of the end of the year. Use the Notes utility on the online form to indicate additional detail, if necessary. Report the trust funds entrusted to and invested as permitted under s.43.58(7)b) by an appointed other funds in Section IX below.

Beginning Balance of Other Funds Under Library Board Control	\$141,069
Additions	\$0
Subtractions	\$66,148
Total Amount of Other Funds at End of Year	\$74,921

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IX. TRUST FUNDS

IX. TRUST FUND REPORT

Report the total amount of trust funds held at end of year in the space provided. A "TRUST FUND" indicates that a library trustee has been appointed as financial secretary to be invested as allowed under s. 43.58(7)(b), that person has been bonded under s. 43.58(7)(c). The financial secretary is required to prepare and submit a report under s. 43.58(7)(d) and attach it to the signed annual report that is submitted to the Division:

Wisconsin Statutes s. 43.58(7)(d) also requires that an annual report of trust fund activity be provided to the library board and the Division for Libraries and Technology. If your library has a trust fund, attach the trust fund report to the print copy of this annual report filed with the division.

Wisconsin Statutes s.43.58(7)(d) reads as follows:

(d) The treasurer or financial secretary shall make an annual report to the library board showing in detail the amount, investment, income and disbursements from the trust funds in his or her charge. Such report shall also be appended to the annual report of the library board under s.43.58(6).

Beginning Balance of Trust Funds Controlled by the Library Board	\$0
Additions	
Subtractions	
Total Amount of Trust Funds Held by the Library Board	\$0

X. STAFF (FTE)

Report as of the last day of the year just ended. Indicate all positions funded in the library's budget whether those positions were filled or not. Do not list volunteers or staff paid from funds not administered by the library. Libraries with 20 or fewer employees must include all employees under 1a and 1b. Libraries with more than 20 employees should list the head librarian / director, chief assistants, branch librarians, division heads and other supervisory personnel in 1a., and see the instructions for 1b below. Libraries must complete section 2. as well to provide an accurate FTE total for all library staff. Include maintenance, plant operation and security staff paid by the library.

1. Personnel Listing

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Libraries with 15 or fewer employees report all employees under 1a and 1b below. Libraries with more than 15 employees list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in section a., listing non-librarian positions (such as "Business Manager") after librarian positions, and report other employees under various job classifications in section b.

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a. Directors, department heads, branch heads, and full-time or permanent staff, as space allows.

List Library Director on first line. Libraries with more than 15 employees, report as many of those who hold the title of "librarian" in this section, with assistant directors and department heads listed first, and include others by title below in 1.b. Other full time positions may be reported here if space allows; otherwise list positions, total wages and total hours in section 1b. below. DPI no longer will request names of individual employees.

-Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Position	Type of Staff	Annual Salary	Hours Worked/Week
Director	MLS (ALA)	\$89,752	40.00
Adult Services Coordinator	MLS (ALA)	\$64,272	40.00
Youth Services Coordinator	MLS (ALA)	\$64,272	40.00
Customer Service Coordinator	Librn. no-MLS	\$45,614	40.00
Reference Associate	Librn. no-MLS	\$24,128	25.00
Reference Associate	Librn. no-MLS	\$14,596	20.00
Reference Associate	Librn. no-MLS	\$13,634	17.00
Early Literacy Specialist	Librn. no-MLS	\$18,954	25.00
	Other	\$	
	Other	\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

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b. Other Paid Staff

Libraries with 15 or fewer employees may use section a. to report all staff. Libraries with more than 15 employees should provide the requested information for as many position classifications as space allows beginning with those classifications with the most hours worked in a week. Please use the drop-down selection to indicate whether the position has the title of "librarian" or requires an ALA MLS. Libraries with more than 20 employees must also provide the full-time equivalent for all "Other paid staff" on line 2b below. Enter other paid staff information as requested. This includes all other employees paid from the library's budget, including plant operations, maintenance and security personnel.

The Division now requests libraries to report wages paid to all staff in each classification reported, at the request of the Wisconsin Association of Public Libraries, in order to gather salary information for library positions in lieu of the separate salary survey. Summary data, with titles and wages, will be distributed to library system administrators so that they may assist member libraries with comparative salary queries. In the future, queries may be developed through the Counting Opinions report function.

[illegible]

2. Library Staff Full-Time Equivalents (FTEs)

Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Masters Degree from an ALA Accredited Program	3.00
Other Persons Holding the Title of Librarian	3.18
Subtotal	6.18

b. All Other Paid Staff

Determine the total hours worked per week by all other staff paid from the library budget. Include plant operation, security, and maintenance staff. Divide this number by 40 and enter the all other paid staff full time equivalent in the space provided.

All Other Paid Employees	4.00
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LESTER PUBLIC LIBRARY 2022

c. Total Library Staff Full-Time Equivalents

Add the FTEs reported on 2a and 2b and enter the sum in the space provided. This is the total library staff full time equivalent.

Total Paid Employees	10.18
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XI. LOANS TO NONRESIDENTS

Nonresidents are library users who live outside the library's legal service jurisdiction, that is, the governmental unit(s) establishing the public library. For consolidated county libraries it means outside the county. For joint libraries it means outside the municipalities which are members of the joint library. Circulation is defined above in Section III, LIBRARY SERVICES.

Provide the requested information for items 1 through 7. The information provided on line 2b, "Circulation to nonresidents living in your county - Those without a library," will be needed to calculate the county reimbursement for nonresident use of the library. For those libraries in communities with territory in more than one county, report nonresident use for your home county only on line 2b. Report other county nonresident use on line 3 or 4 and on line 9, as appropriate. For more information, see [Guidelines for Collection of Public Library Nonresident Usage Statistics](#).

1. Total Nonresident Circulation	42,911
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2. Circulation to Nonresidents Living in Your County

a. Home County Circulation to Those with a Library	16,001
b. Home County Circulation to Those without a Library	23,484
c. Home County Total	39,485

3. Circulation to Nonresidents Living in Another County in Your System

a. Other System Counties Circulation to Those with a Library	1,251
b. Other System Counties Circulation to Those without a Library	75
c. Other System Counties Total	1,326

4. Circulation to Nonresidents Living in an Adjacent County Not in Your System

a. Nonsystem Adjacent County Circulation to Those with a Library	673
b. Nonsystem Adjacent County Circulation to Those without a Library	822
c. Nonsystem Adjacent County Total	1,495

Other

5. Other Circulation to All Other State Residents	370
6. Other Circulation to Users from Out of State	235
7. Method for Determining Circulation Allocation	Actual
8a. Access Denied under s. 43.17 (11) (b)	Yes
8b. If Access Denied, Are Cards Sold	No

Report the circulation to nonresidents from any adjacent counties who do not have a local public library and the name of the county. The information provided on lines 9a through 9j will be needed to calculate the adjacent county reimbursement for nonresident use of the library where applicable. Use the pull-down selection tool to indicate the county reported, and the total number of circulations to qualifying non-residents from that county who used your library throughout the reporting year.

[illegible]

1a. Internet Wireless

1a. Internet Wireless	Yes
1b. External Wireless	Yes

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2. Internet Type

Indicate what type of Internet connection you have. Select all that apply.

- State TEACH line
- Other broadband connection (Local cable, telco, community network, etc.)

a. State TEACH line	No
-Advertised speed (Mbps) on TEACH line	
-Name of TEACH line Internet Service Provider	
b. Other Broadband connection	Yes
-Advertised speed (Mbps) on Other Broadband connection	
-Name of Other Broadband connection Internet Service Provider	Spectrum

3. Internet Filtering

Indicate whether Internet filtering software is installed on none, some, or all of the library's public Internet workstations.

CIPA compliant?	No
-----------------	----

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

For a complete description of self-directed activities information in the annual report, see the [WI Libraries for Everyone post "Important Updates: Annual Report and Record Keeping Resources."](#) The blog post includes a link to the [Wisconsin Valley Library Service's Digital Bytes](#) video recording of "Keeping Track and Recording Program Stats in the Wisconsin Public Library Annual Report" with Tessa Michaelson Schmidt, DPI, and Anne Hamland, Wisconsin Valley Library Service. Tessa and Anne discuss programming and self-directed activities, outreach activities, and tracking all of these using the new [Programming and Activity Count tracker workbook](#) (downloads an Excel file) to easily compile your program counts and attendance to report on the Public Library Annual Report.

You may also refer to the examples in the [Wisconsin Public Library Annual Report Input Youth Services Definitions and Examples PDF](#).

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1. Self-Directed Activities

A Self-Directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, 1,000 Books Before Kindergarten, and Frequent Reader Club. This does not include informal services such as homework help. Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

	Number of Drop-in Activities	Participation in Drop-in Activities
Children 0-5	52	2,827
Children 6-11	47	4,654
Young Adult	13	341
Adult 19+	5	858
General Interest	0	0
Total Drop-in	117	8,680

2. Staff Serving Youth

Please indicate the name(s) and e-mail addresses of staff who serve as the children, youth, or teen librarian(s). If the director serves as the youth librarian, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff serves children, youth, or teens, list the primary staff member on the first line.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

Summary	2	2	2
First Name	Last Name	Email Address	
Terry	Ehle	tehle@lesterlibrary.org	
Tami	Feuerstein	tfeuerstein@lesterlibrary.org	

3. Staff Serving Adults

Please indicate the name(s) and e-mail addresses of staff who serve as the adult librarian(s), focusing on providing services and programs to people aged 18 and up. If the director serves in this capacity, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff provides services and programs to adults, list the primary staff member on the first line.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

Summary	1	1	1
First Name	Last Name	Email Address	
Chris	Hamburg	chamburg@lesterlibrary.org	

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XIV. ASSURANCE OF COMPLIANCE (select Yes to indicate compliance)

[Note to user: You may click on each question below to view the entire statement of assurance as it will appear on the printed document.]

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

Selecting "Yes" from the dropdown list next to each statement of assurance indicates compliance with the requirement.

Is the library established under s. 43.52, 3, or 7?	Yes
Is the library free for the use of inhabitants?	Yes
Does the library's board membership comply with statutory requirements?	Yes
Does the library board have exclusive control of funds?	Yes
Is the library director present at least 10 hours per week while the library is open?	Yes
Does the library board supervise the administration of the library?	Yes
Is the library authorized to participate in your library system?	Yes
Has the library maintained a written agreement to participate in the library system, interlibrary loan (ILL), and provide "same services"?	Yes
Is the head librarian certified at the appropriate grade level?	Yes
Is the library open to the public an average of at least 20 hours per week?	Yes
Does the library spend at least \$2,500 on library materials?	Yes

LESTER PUBLIC LIBRARY 2022

STATEMENT CONCERNING SYSTEM EFFECTIVENESS

[NOTE: The system effectiveness statement can be submitted online as part of the Annual Report. The system effectiveness statement does not need to be sent separately to DPI.]

The statutory basis for the "Statement Concerning System Effectiveness" in the public library annual report is from Wis. Stat. s. 43.58(6)(c) as follows:

"The report to the division shall contain a statement by the library board indicating whether the public library system in which the library participated during the year of the report did or did not provide effective leadership and adequately meet the needs of the library and an explanation of why the library board believes so. The division shall design the form of the statement so that it may be removed from the report and forwarded to the division before it is sent to the public library system."

Indicate on the provided statement that the public library system either did or did not provide effective leadership and adequately meet the needs of the library. *The library board must approve this statement.* The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. If the library board chooses to submit a negative response, you must provide an explanation of the library board's decision in the space provided.

With the approval of the library board, this statement may be submitted separately to DPI from the report sent to your library system. Select from the dropdown menu "Not indicating online; will send statement to DPI" from the pull-down menu. With the signature of the library board president, submit the system effectiveness statement document as an e-mail attachment to LibraryReport@dpi.wi.gov. The statement page does not need to be forwarded to your library system with your annual report. However, as a public document, the separate paper statement will be provided upon request to your public library system or others. System effectiveness forms are due by the same date as the annual report.

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

Did the library system provide effective leadership and adequately meet the needs of the library?	Yes, we agree with the statement
Comments or explanation of library board's response	

**REVIEW
END OF YEAR 2022
FINANCIALS**

Highlights:

Revenues were \$13,007 over the budgeted amount for 2022. This was due to the Lester Public Library Foundation's annual allocation coming in \$13,441 over budget.

Expenses were \$3,289 over the budgeted amount for 2022. Factor in the overage in revenues, the library is able to carry over \$9,718 (Net Revenue Over Expenses).

While the library can not factor the carry over amounts in upcoming budgets, the carry over can be used at year end in future budgets if there is an overage in expenses versus budget.

The library currently has \$17,627 in carry over funds.

This is good news, as the library will not have to request funds from the Gift Account to reconcile the 2022 budget.

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

LIBRARY FUND DETAIL

		PERIOD ACT	BUDGET	YTD ACTUAL	OV(UN)BUD	% OF BDGT	PR YTD ACT
	<u>TAXES</u>						
280-41110	GENERAL PROPERTY TAX	0	631,287	631,287	0	100.00	607,007
	TOTAL TAXES	0	631,287	631,287	0	100.00	607,007
	<u>INTERGOVERNMENTAL REVENUE</u>						
280-43519	COVID ROUTES TO RECOVERY	0	0	0	0	.00	0
280-43720	COUNTY FUNDS	0	171,579	171,601	22	100.01	172,339
	TOTAL INTERGOVERNMENTAL REVE	0	171,579	171,601	22	100.01	172,339
	<u>FINES & FORFEITURES</u>						
280-45300	LIBRARY BOOK FINES	0	2,000	2,215	215	110.77	1,905
	TOTAL FINES & FORFEITURES	0	2,000	2,215	215	110.77	1,905
	<u>CHARGES FOR SERVICE</u>						
280-46712	COPIER SERVICE FEES	0	6,500	5,188	(1,312)	79.81	2,793
	TOTAL CHARGES FOR SERVICE	0	6,500	5,188	(1,312)	79.81	2,793
	<u>MISCELLANEOUS REVENUE</u>						
280-48300	SALE OF PROP & EQUIP	0	2,500	2,388	(112)	95.54	2,118
280-48500	DONATIONS	0	48,845	62,286	13,441	127.52	47,882
280-48900	OTHER REVENUES	0	2,000	2,753	753	137.63	1,545
	TOTAL MISCELLANEOUS REVENUE	0	53,345	67,427	14,082	126.40	51,546
	<u>OTHER FINANCING SOURCES</u>						
280-49223	TRANS FROM OTHER FUNDS	0	0	0	0	.00	28,050
	TOTAL OTHER FINANCING SOURCES	0	0	0	0	.00	28,050
	TOTAL FUND REVENUE	0	864,711	877,718	13,007	101.50	863,640

CITY OF TWO RIVERS
2022 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2022 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

		PERIOD	2022	2022	OVER	% OF	PRIOR YTD
		ACTUAL	BUDGET	ACTUAL	(UNDER)	BUDGET	ACTUAL
<u>LESTER LIBRARY</u>							
LIBRARY ADMINISTRATION							
<u>PERSONNEL SERVICES</u>							
280-55110-1100	FULLTIME ADMINISTRATION	0	263,910	264,482	572	100.22	250,666
280-55110-1220	WAGES - FULLTIME	0	34,341	34,424	83	100.24	33,436
280-55110-1270	WAGES - PART TIME	0	129,272	125,249	(4,023)	96.89	117,787
280-55110-1280	WAGES-LONGEVITY PAY	0	6,427	6,427	0	100.00	5,882
280-55110-1290	WAGES-OVERTIME	0	495	0	(495)	.00	282
280-55110-1310	WI RETIREMENT	0	22,962	22,627	(335)	98.54	22,415
280-55110-1320	FICA	0	33,618	31,983	(1,635)	95.14	30,186
280-55110-1330	HEALTH INSURANCE	0	55,020	61,133	6,113	111.11	61,235
280-55110-1333	HEALTH SAVINGS ACCT EXPENSE	0	0	0	0	.00	0
280-55110-1334	HEALTH INSURANCE OPT-OUT	0	10,000	8,269	(1,731)	82.69	8,000
280-55110-1340	LIFE INSURANCE	0	1,337	1,364	27	102.04	1,222
280-55110-1350	OTHER BENEFITS	0	0	0	0	.00	1,531
280-55110-1361	SICK LEAVE PAYOUT	0	0	1,650	1,650	.00	311
TOTAL PERSONNEL SERVICES		0	557,382	557,608	226	100.04	532,954
<u>CONTRACTUAL SERVICES</u>							
280-55110-2100	PROF SERV - CITY SERVICES	0	47,484	46,545	(939)	98.02	45,973
280-55110-2130	PROFESSIONAL SERVICES	0	6,000	6,230	230	103.84	7,522
280-55110-2200	TELEPHONE EXPENSE	0	1,200	1,144	(56)	95.30	1,175
280-55110-2210	ELECTRICITY	0	22,000	24,547	2,547	111.58	23,149
280-55110-2220	NATURAL GAS/HEAT	0	8,500	13,067	4,567	153.73	7,626
280-55110-2230	WATER EXPENSE	0	2,000	1,977	(23)	98.84	1,843
280-55110-2240	SEWER EXPENSE	0	750	707	(43)	94.24	522
280-55110-2250	STORMWATER EXPENSE	0	960	959	(1)	99.91	959
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	0	24,993	30,507	5,514	122.06	55,257
280-55110-2450	EQUIPMENT NEW	0	10,800	8,083	(2,717)	74.84	18,086
280-55110-2910	PRINTING/ADVERTISING	0	1,500	1,919	419	127.96	2,330
280-55110-2930	TECHNOLOGY	0	21,000	11,827	(9,173)	56.32	19,031
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	0	12,908	11,832	(1,076)	91.67	13,984
TOTAL CONTRACTUAL SERVICES		0	160,095	159,344	(751)	99.53	197,456
<u>OPERATING SUPPLIES/EXPENSES</u>							
280-55110-3100	OFFICE SUPPLIES	0	5,000	4,692	(308)	93.84	1,698
280-55110-3110	POSTAGE	0	450	399	(51)	88.72	291
280-55110-3300	TRAVEL	0	2,284	1,094	(1,190)	47.91	782
280-55110-3560	LANDSCAPING	0	14,500	17,634	3,134	121.61	16,664
280-55110-3960	TECH PROC SUPPLIES	0	0	10	10	.00	4,955
TOTAL OP SUPPLIES/EXP		0	22,234	23,830	1,596	107.18	24,390

CITY OF TWO RIVERS
2022 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2022 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>FIXED CHARGES</u>						
280-55110-5200 INSURANCES	0	13,400	14,271	871	106.50	12,955
280-55110-5950 TRANSFER TO CAP PROJ FND	0	1,080	1,440	360	133.33	1,080
TOTAL FIXED CHARGES	0	14,480	15,711	1,231	108.50	14,035
TOTAL LIBRARY ADMINISTRATION	0	754,191	756,493	2,302	100.31	768,834
ADULT SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55111-3230 PERIODICALS	0	4,600	5,009	409	108.89	5,023
280-55111-3400 NON-FICTION BOOKS	0	17,000	14,958	(2,042)	87.99	12,801
280-55111-3420 FICTION BOOKS	0	17,000	18,244	1,244	107.32	16,486
280-55111-3430 LARGE PRINT BOOKS	0	12,000	12,876	876	107.30	12,864
280-55111-3450 MOVIES	0	4,500	4,331	(169)	96.24	4,045
280-55111-3470 AUDIOBOOKS	0	4,400	4,234	(166)	96.23	2,759
280-55111-3480 MUSIC CD'S	0	500	25	(475)	4.93	85
280-55111-3510 PROGRAMS	0	3,000	3,454	454	115.14	1,795
TOTAL OP SUPPLIES/EXP	0	63,000	63,130	130	100.21	55,858
TOTAL ADULT SERVICES	0	63,000	63,130	130	100.21	55,858

CITY OF TWO RIVERS
2022 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2022 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
CHILDREN'S SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55112-3230 PERIODICALS	0	540	860	320	159.31	317
280-55112-3400 NON-FICTION BOOKS	0	7,000	7,705	705	110.07	5,617
280-55112-3420 FICTION BOOKS	0	3,800	5,600	1,800	147.36	6,027
280-55112-3440 PAPERBACKS	0	1,600	806 (	794)	50.34	960
280-55112-3450 MOVIES	0	2,500	559 (	1,941)	22.37	497
280-55112-3470 AUDIOBOOKS	0	1,700	10 (	1,691)	.56	1,003
280-55112-3510 PROGRAMS	0	11,980	13,872	1,892	115.79	12,388
280-55112-3530 JE BOOKS	0	6,000	7,666	1,666	127.76	6,526
TOTAL OP SUPPLIES/EXP	0	35,120	37,076	1,956	105.57	33,336
TOTAL CHILDREN'S SERVICES	0	35,120	37,076	1,956	105.57	33,336
REFERENCE						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55114-3400 NON-FICTION BOOKS	0	1,800	1,292 (	508)	71.79	3,104
280-55114-3490 MICROFILM	0	4,100	4,697	597	114.56	4,406
TOTAL OP SUPPLIES/EXP	0	5,900	5,989	89	101.51	7,510
TOTAL REFERENCE	0	5,900	5,989	89	101.51	7,510

CITY OF TWO RIVERS
2022 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2022 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2022 BUDGET	2022 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
YOUNG ADULT SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55115-3230 PERIODICALS	0	200	49	(151)	24.49	73
280-55115-3420 FICTION BOOKS	0	5,300	3,948	(1,352)	74.50	5,938
280-55115-3470 AUDIOBOOKS	0	1,000	1,314	314	131.39	0
280-55115-3510 PROGRAMS	0	0	0	0	.00	0
TOTAL OP SUPPLIES/EXP	0	6,500	5,311	(1,189)	81.71	6,011
TOTAL YOUNG ADULT SERVICES	0	6,500	5,311	(1,189)	81.71	6,011
TOTAL LESTER LIBRARY EXP	0	864,711	868,000	3,289	100.38	871,549
NET REV OVER EXP	0	0	9,718	9,718	.00	(7,909)

Library Board Terms 2022-2023

	<u>First</u>	<u>Second</u>	<u>Third</u>
Stanley Palmer	5/2017 - 5/2020	5/2020 - 5/2023	
Ned Guyette (filling Van Horn's term)	5/2018 - 5/2021	5/2021 - 5/2024	
Katie Stone	5/2022 - 5/2025		
Sharon Sleger	5/2017 - 5-2020	5/2020 - 5/2023	
David Pennefeather	5/2016 - 5/2019	5/2019 - 5/2022	
Kate Gadd	5/2021 - 5/2024		