



**TWO  
RIVERS**  
WISCONSIN

# LIBRARY BOARD MEETING

Tuesday, January 9, 2024 at 6:00 PM

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

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## AGENDA

**1. CALL TO ORDER**

**2. ROLL CALL**

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

**3. PUBLIC COMMENT**

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

Last Meeting Date: December 12, 2023

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

Date: December 2023

**6. BOARD MEMBER COMMENT**

**7. DIRECTOR'S REPORT**

**8. COMMUNICATIONS**

A. Library Newsletter – January 2024

**9. REPORT FROM CITY COUNCIL REPRESENTATIVE**

**10. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**

**11. REPORT FROM COUNTY REPRESENTATIVE**

**12. UNFINISHED BUSINESS - None**

**13. NEW BUSINESS**

A. Policy Review – Emergency Policy and Procedures

**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.*



# LIBRARY BOARD MEETING

Tuesday, December 12, 2023 at 6:00 PM

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

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## MINUTES

1. **CALL TO ORDER** –President Palmer called the meeting to order at 6:00 PM.
2. **ROLL CALL**  
Board Members Present: David Pennefeather, Ned Guyette, Tracey Koach, Stanley Palmer, Katie Stone, Sharon Sleger, Kathryn Gadd, Mary Glaser and Don Weiss. Members absent and excused – all present. Also present: Chris Hamburg, Adult Services Coordinator, and Jeff Dawson, Director.
3. **PUBLIC COMMENT** - None
4. **APPROVAL OF BOARD MEETING MINUTES**  
Motion to approve the minutes from the November 14, 2023, meeting, made by Pennefeather, second made by Guyette. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**  
Motion to receive and file the expenditure and financial reports from November, 2023, made by Weiss, second made by Sleger. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT**  
Weiss expressed thanks to the Lester Public Library Foundation on behalf of the Manitowoc Calumet Library System Board for assisting with the \$10,000 donation to Reach Out and Read. Gadd noted that Hamburg and Ehle are both ‘rock stars’ for their learning how to add to the library website and keeping it current and looking great.
7. **DIRECTOR'S REPORT**  
Dawson and Hamburg fielded questions concerning the monthly report.
8. **COMMUNICATIONS**  
A. Library Newsletter – December 2023
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE**  
The 2024 City Budget passed at the last City Council meeting, this includes the 8% lift to the library budget. The City is accepting papers for those wishing to run for City Council, Koach will not be running in 2024. Cool City Christmas celebration is this weekend.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**  
Lots of Christmas programming across the district. Staff conducting curriculum evaluations, particularly in mathematics. Noted resignations and retirements with the hiring of an academic coach.
11. **REPORT FROM COUNTY REPRESENTATIVE**  
Courthouse dome renovation project, reviewing architect/engineering firms’ RFP proposals. Reviewing bids for the Heritage Center Elevator modernization. Land Conservation Committee announced Greg Gries, Libertyland Farms, as Manitowoc County’s designated Demonstration Farm.

**12. UNFINISHED BUSINESS**

A. Motion to approve the 2024 Library Budget made by Guyette, second made by Weiss. Voice vote carried unanimously.

**13. NEW BUSINESS**

A. A thank you letter to the Lester Public Library Foundation for their annual contribution was signed by all Lester Public Library Trustees and Dawson will mail the letter to Foundation President Tegen.

**14. BOARD EDUCATION – None**

**15. CLOSED EXECUTIVE SESSION – None**

**16. ADJOURNMENT**

Motion to adjourn made by Koach, second made by Sleger. Voice vote carried unanimously.  
Meeting adjourned at 6:49 PM.

Respectfully submitted by Jeff Dawson

# CITY OF TWO RIVERS

Balance Sheet  
December 31, 2023

## LIBRARY FUND 280

### ASSETS

280-11100	CASH	22,127.90	
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	681,790.00	
280-16200	PREPAID TELEPHONE CHARGES	.00	
	Total Assets		704,367.90

### LIABILITIES AND EQUITY

#### LIABILITIES

280-21100	ACCOUNTS PAYABLE	50.00	
280-21110	PAYROLL PAYABLE	.00	
280-21520	DUE WI RETIREMENT FUND	.00	
280-21530	HEALTH INS DDCTNS PAYBLE	.00	
280-21531	LIFE INSURANCE DED PAYABL	.00	
280-21532	DENTAL INSURANCE PAYABLE	.00	
280-21540	CHARITABLE CONT PAYABLE	.00	
280-21541	LIBRARY DEDUCTION PAYABLE	.00	
280-21550	UNION DUES DDCTNS PAYABLE	.00	
280-21560	SECTION 125 PAYABLE	.00	
280-21561	CREDIT UNION DDCTNS PAYAB	.00	
280-21570	ICMA ANNUITY PAYABLE	.00	
280-21581	GARNISHMENT OF WAGES-TAX	.00	
280-21590	OTHER DEDUCTIONS PAYABLE	.00	
280-21810	UNUSED VACATION CREDITS	.00	
280-21910	UNUSED SICK LEAVE CREDITS	1,280.65	
280-21911	UNUSED COMP TIME	.00	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	.00	
280-25200	DUE TO OTHER FUNDS	.00	
280-26100	DEFERRED TAX RLL CLLCTNS	681,790.00	
280-26910	DESIGNATED FR SUBSEQ YEAR	.00	
280-29410	SALES TAX COLLCTN PYBLE	24.82	
	Total Liabilities		683,145.47

#### FUND EQUITY

	Unappropriated Fund Balance:		
280-34100	FUND BALANCE UNRESERVED	18,005.68	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	Revenue over Expenditures - YTD	3,216.75	
	Total Fund Equity		21,222.43
	Total Liabilities and Equity		704,367.90

# CITY OF TWO RIVERS

BALANCE SHEET  
DECEMBER 31, 2023

## LIBRARY GIFT FUND 282

### ASSETS

282-11100	CASH	15,202.11	
282-11301	SAVINGS ACCOUNT - BFN	.00	
282-11302	GENERAL FUND INVESTMENT	86,534.00	
282-13800	OTHER ACCOUNTS RECEIVABLE	.00	
	TOTAL ASSETS		<u>101,736.11</u>

### 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	22,045.75	
	TOTAL FUND EQUITY		<u>101,736.11</u>
	TOTAL LIABILITIES AND EQUITY		<u>101,736.11</u>

# CITY OF TWO RIVERS

BALANCE SHEET  
DECEMBER 31, 2023

## LIBRARY BLDING & GROUNDS FUND 456

### ASSETS

456-11100	CASH	3,689.49	
456-11301	INVESTMENTS	.00	
456-13800	OTHER ACCOUNTS RECEIVABLE	.00	
		<hr/>	
	TOTAL ASSETS		<u>3,689.49</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

456-21100	ACCOUNTS PAYABLE	.00	
		<hr/>	
	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	( 20,547.51)	
		<hr/>	
	TOTAL FUND EQUITY		<u>3,689.49</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,689.49</u>

CITY OF TWO RIVERS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

LIBRARY FUND DETAIL

	PERIOD ACT	BUDGET	YTD ACTUAL	OV(UN)BUD	% OF BDGT	PR YTD ACT
<u>TAXES</u>						
280-41110 GENERAL PROPERTY TAX	0	631,287	631,287	0	100.00	631,287
TOTAL TAXES	0	631,287	631,287	0	100.00	631,287
<u>INTERGOVERNMENTAL REVENUE</u>						
280-43519 COVID ROUTES TO RECOVERY	0	0	0	0	.00	0
280-43720 COUNTY FUNDS	0	175,877	175,877	0	100.00	171,601
TOTAL INTERGOVERNMENTAL REVE	0	175,877	175,877	0	100.00	171,601
<u>FINES &amp; FORFEITURES</u>						
280-45300 LIBRARY BOOK FINES	97	4,000	2,795	( 1,205)	69.87	2,215
TOTAL FINES & FORFEITURES	97	4,000	2,795	( 1,205)	69.87	2,215
<u>CHARGES FOR SERVICE</u>						
280-46712 COPIER SERVICE FEES	425	8,500	5,799	( 2,701)	68.22	5,188
TOTAL CHARGES FOR SERVICE	425	8,500	5,799	( 2,701)	68.22	5,188
<u>MISCELLANEOUS REVENUE</u>						
280-48300 SALE OF PROP & EQUIP	71	5,000	1,793	( 3,207)	35.87	2,388
280-48500 DONATIONS	0	65,653	67,233	1,580	102.41	62,286
280-48900 OTHER REVENUES	580	2,500	2,461	( 39)	98.42	2,753
TOTAL MISCELLANEOUS REVENUE	651	73,153	71,487	( 1,666)	97.72	67,427
<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	1,173	892,817	887,244	( 5,573)	99.38	877,718



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

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD	2023	2023	OVER	% OF	PRIOR YTD
	ACTUAL	BUDGET	YTD	(UNDER)	BUDGET	ACTUAL
<b><u>LESTER LIBRARY</u></b>						
<b>LIBRARY ADMINISTRATION</b>						
<u>PERSONNEL SERVICES</u>						
280-55110-1100	FULLTIME ADMINISTRATION	17,176	271,829	266,608 (	5,221)	98.08 264,482
280-55110-1220	WAGES - FULLTIME	2,234	35,370	33,864 (	1,506)	95.74 34,424
280-55110-1270	WAGES - PART TIME	8,515	129,375	129,518	143	100.11 125,249
280-55110-1280	WAGES-LONGEVITY PAY	6,621	6,620	6,621	1	100.01 6,427
280-55110-1290	WAGES-OVERTIME	0	510	0 (	510)	.00 0
280-55110-1310	WI RETIREMENT	1,306	24,739	23,939 (	800)	96.77 22,627
280-55110-1320	FICA	1,896	34,326	31,797 (	2,529)	92.63 31,983
280-55110-1330	HEALTH INSURANCE	6,550	84,364	78,596 (	5,768)	93.16 61,133
280-55110-1333	HEALTH SAVINGS ACCT EXPENSE	0	0	0	0	.00 0
280-55110-1334	HEALTH INSURANCE OPT-OUT	577	5,000	5,000	0	100.00 8,269
280-55110-1340	LIFE INSURANCE	130	1,500	1,497 (	3)	99.83 1,364
280-55110-1350	OTHER BENEFITS	0	0	0	0	.00 ( 607)
280-55110-1361	SICK LEAVE PAYOUT	0	1,200	1,122 (	78)	93.49 1,650
<b>TOTAL PERSONNEL SERVICES</b>		<b>45,005</b>	<b>594,833</b>	<b>578,562 (</b>	<b>16,271)</b>	<b>97.26 557,001</b>
<u>CONTRACTUAL SERVICES</u>						
280-55110-2100	PROF SERV - CITY SERVICES	0	48,909	41,051 (	7,858)	83.93 46,545
280-55110-2130	PROFESSIONAL SERVICES	829	6,000	8,728	2,728	145.47 6,230
280-55110-2200	TELEPHONE EXPENSE	0	1,200	963 (	237)	80.24 1,144
280-55110-2210	ELECTRICITY	1,715	23,000	27,940	4,940	121.48 24,547
280-55110-2220	NATURAL GAS/HEAT	1,180	11,000	11,494	494	104.49 13,067
280-55110-2230	WATER EXPENSE	187	2,000	2,135	135	106.74 1,977
280-55110-2240	SEWER EXPENSE	73	750	898	148	119.79 707
280-55110-2250	STORMWATER EXPENSE	80	960	959 (	1)	99.91 959
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	1,614	25,000	41,644	16,644	166.57 30,507
280-55110-2430	EQUIPMENT REPAIRS	0	0	0	0	.00 0
280-55110-2450	EQUIPMENT NEW	0	7,500	9,090	1,590	121.20 8,083
280-55110-2910	PRINTING/ADVERTISING	0	1,000	618 (	382)	61.80 1,919
280-55110-2930	TECHNOLOGY	46	16,000	14,913 (	1,087)	93.21 11,827
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	0	6,455	6,454 (	1)	99.98 11,832
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>5,725</b>	<b>149,774</b>	<b>166,887</b>	<b>17,113</b>	<b>111.43 159,344</b>

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

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD	2023	2023	OVER	% OF	PRIOR YTD
	ACTUAL	BUDGET	YTD	(UNDER)	BUDGET	ACTUAL
			ACTUAL	BUDGET		
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55110-3100	OFFICE SUPPLIES	188	6,000	6,610	610	4,692
280-55110-3110	POSTAGE	0	450	453	3	399
280-55110-3300	TRAVEL	46	1,000	965	( 35)	1,094
280-55110-3560	LANDSCAPING	1,003	15,000	17,487	2,487	17,634
280-55110-3960	TECH PROC SUPPLIES	0	0	0	0	10
	<b>TOTAL OP SUPPLIES/EXP</b>	<b>1,237</b>	<b>22,450</b>	<b>25,515</b>	<b>3,065</b>	<b>23,830</b>
<u>FIXED CHARGES</u>						
280-55110-5200	INSURANCES	1,270	13,800	14,879	1,079	14,271
280-55110-5950	TRANSFER TO CAP PROJ FNDS	0	1,440	2,034	594	1,440
	<b>TOTAL FIXED CHARGES</b>	<b>1,270</b>	<b>15,240</b>	<b>16,912</b>	<b>1,672</b>	<b>15,711</b>
	<b>TOTAL LIBRARY ADMINISTRATION</b>	<b>53,236</b>	<b>782,297</b>	<b>787,877</b>	<b>5,580</b>	<b>755,887</b>
<b>ADULT SERVICES</b>						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55111-3230	PERIODICALS	184	4,600	3,597	( 1,003)	5,009
280-55111-3400	NON-FICTION BOOKS	1,037	17,000	16,462	( 538)	14,958
280-55111-3420	FICTION BOOKS	1,180	17,000	18,952	1,952	18,244
280-55111-3430	LARGE PRINT BOOKS	888	12,000	9,742	( 2,258)	12,876
280-55111-3450	MOVIES	322	4,500	3,027	( 1,473)	4,331
280-55111-3470	AUDIOBOOKS	398	4,400	3,908	( 492)	4,234
280-55111-3480	MUSIC CD'S	0	500	0	( 500)	25
280-55111-3510	PROGRAMS	81	3,000	1,976	( 1,024)	3,454
	<b>TOTAL OP SUPPLIES/EXP</b>	<b>4,088</b>	<b>63,000</b>	<b>57,663</b>	<b>( 5,337)</b>	<b>63,130</b>
	<b>TOTAL ADULT SERVICES</b>	<b>4,088</b>	<b>63,000</b>	<b>57,663</b>	<b>( 5,337)</b>	<b>63,130</b>

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

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD ACTUAL	2023 BUDGET	2023 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<b>CHILDREN'S SERVICES</b>						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55112-3230 PERIODICALS	0	540	356	( 184)	65.89	860
280-55112-3400 NON-FICTION BOOKS	207	7,000	5,788	( 1,212)	82.69	7,705
280-55112-3420 FICTION BOOKS	66	3,800	5,321	1,521	140.04	5,600
280-55112-3440 PAPERBACKS	17	1,600	512	( 1,088)	31.99	806
280-55112-3450 MOVIES	0	2,500	496	( 2,004)	19.86	559
280-55112-3470 AUDIOBOOKS	397	1,700	455	( 1,245)	26.74	10
280-55112-3510 PROGRAMS	409	11,980	10,846	( 1,134)	90.53	13,872
280-55112-3530 JE BOOKS	213	6,000	7,314	1,314	121.91	7,666
<b>TOTAL OP SUPPLIES/EXP</b>	<b>1,310</b>	<b>35,120</b>	<b>31,089</b>	<b>( 4,031)</b>	<b>88.52</b>	<b>37,076</b>
<b>TOTAL CHILDREN'S SERVICES</b>	<b>1,310</b>	<b>35,120</b>	<b>31,089</b>	<b>( 4,031)</b>	<b>88.52</b>	<b>37,076</b>
<b>REFERENCE</b>						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55114-3400 NON-FICTION BOOKS	0	1,278	1,725	447	134.96	1,292
280-55114-3490 MICROFILM	0	4,622	0	( 4,622)	.00	4,697
<b>TOTAL OP SUPPLIES/EXP</b>	<b>0</b>	<b>5,900</b>	<b>1,725</b>	<b>( 4,175)</b>	<b>29.23</b>	<b>5,989</b>
<b>TOTAL REFERENCE</b>	<b>0</b>	<b>5,900</b>	<b>1,725</b>	<b>( 4,175)</b>	<b>29.23</b>	<b>5,989</b>

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

**LESTER LIBRARY F 280 EXPENSE DETAIL**

	PERIOD ACTUAL	2023 BUDGET	2023 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<b>YOUNG ADULT SERVICES</b>						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55115-3230 PERIODICALS	0	200	25	( 175)	12.50	49
280-55115-3420 FICTION BOOKS	44	5,300	4,465	( 835)	84.24	3,948
280-55115-3470 AUDIOBOOKS	1,184	1,000	1,184	184	118.38	1,314
<b>TOTAL OP SUPPLIES/EXP</b>	<b>1,228</b>	<b>6,500</b>	<b>5,673</b>	<b>( 827)</b>	<b>87.28</b>	<b>5,311</b>
<b>TOTAL YOUNG ADULT SERVICES</b>	<b>1,228</b>	<b>6,500</b>	<b>5,673</b>	<b>( 827)</b>	<b>87.28</b>	<b>5,311</b>
<b>TOTAL LESTER LIBRARY EXP</b>	<b>59,863</b>	<b>892,817</b>	<b>884,027</b>	<b>( 8,790)</b>	<b>99.02</b>	<b>867,394</b>
<b>NET REV OVER EXP</b>	<b>( 58,689)</b>	<b>0</b>	<b>3,217</b>	<b>3,217</b>	<b>.00</b>	<b>10,325</b>

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-11100 CASH</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	108,399.59
12/31/2023	CA	Cash Allocation - Created: 12/02/23 9:37 AM		-30,579.34	
12/31/2023	CA	Cash Allocation - Created: 12/06/23 8:19 AM	112.65		
12/31/2023	CA	Cash Allocation - Created: 12/08/23 3:07 PM		-924.00	
12/31/2023	CA	Cash Allocation - Created: 12/12/23 2:31 PM	328.39		
12/31/2023	CA	Cash Allocation - Created: 12/14/23 1:41 PM		-2,976.43	
12/31/2023	CA	Cash Allocation - Created: 12/22/23 7:55 AM		-25,148.03	
12/31/2023	CA	Cash Allocation - Created: 12/28/23 10:47 AM		-520.91	
12/31/2023	CA	Cash Allocation - Created: 01/02/24 1:33 PM		-26,564.02	
		12/31/2023 (12/23) Period Totals and Balance	441.04 *	-86,712.73 *	22,127.90
<b>280-11800 PETTY CASH ADVANCES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	450.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	450.00
<b>280-15800 DUE FROM TAX FUND</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
12/08/2023	JE	Record Future Year Tax Roll	681,790.00		
		12/31/2023 (12/23) Period Totals and Balance	681,790.00 *	.00 *	681,790.00
<b>280-16200 PREPAID TELEPHONE CHARGES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
<b>280-21100 ACCOUNTS PAYABLE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
12/07/2023	CDA	HVA Products Inc	924.00		
12/14/2023	CDA	Cretton Enterprises Inc	1,003.25		
12/14/2023	CDA	Marco	691.78		
12/14/2023	CDA	Unique	11.65		
12/21/2023	CDA	Penworthy Company LLC, The	162.79		
12/21/2023	CDA	US Alliance Fire Protection Inc.	250.00		
12/21/2023	CDA	Wisc Dept Of Revenue-DEBITMEMO	24.03		
12/28/2023	CDA	Wisconsin Public Service	1,179.81		
12/31/2023	AP	Summary Transactions from AP System		-924.00	
12/31/2023	AP	Summary Transactions from AP System		-1,706.68	
12/31/2023	AP	Summary Transactions from AP System		-436.82	
12/31/2023	AP	Summary Transactions from AP System		-1,179.81	
12/31/2023	AP	Summary Transactions from AP System		-50.00	

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-21100 ACCOUNTS PAYABLE (continued)</b>					
		12/31/2023 (12/23) Period Totals and Balance	4,247.31 *	-4,297.31 *	50.00-
<b>280-21110 PAYROLL PAYABLE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	27,633.08-
12/11/2023	JE	Reverse Month End Wage Accrual-November	27,633.08		
		12/31/2023 (12/23) Period Totals and Balance	27,633.08 *	.00 *	.00
<b>280-21520 DUE WI RETIREMENT FUND</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
<b>280-21910 UNUSED SICK LEAVE CREDITS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	1,280.65-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,280.65-
<b>280-26100 DEFERRED TAX RLL CLLCTNS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
12/08/2023	JE	Record Future Year Tax Roll		-681,790.00	
		12/31/2023 (12/23) Period Totals and Balance	.00 *	-681,790.00 *	681,790.00-
<b>280-26910 DESIGNATED FR SUBSEQ YEAR</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
<b>280-29410 SALES TAX COLLECTN PYBLE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	24.03-
12/04/2023	CR	LIBRARY - SALES TAX		-3.83	
		Description: LIBRARY - SALES TAX			
12/11/2023	CR	LIBRARY - SALES TAX		-12.75	
		Description: LIBRARY - SALES TAX			
12/15/2023	AP	Wisc Dept Of Revenue-DEBITMEMO	24.03		
		**Desc: Nov 2023 Sales Tax			
12/18/2023	CR	LIBRARY - SALES TAX		-4.59	
		Description: LIBRARY - SALES TAX			
12/27/2023	CR	LIBRARY - SALES TAX		-3.65	
		Description: LIBRARY - SALES TAX			
		12/31/2023 (12/23) Period Totals and Balance	24.03 *	-24.82 *	24.82-
<b>280-34100 FUND BALANCE UNRESERVED</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	18,005.68-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-34100 FUND BALANCE UNRESERVED (continued)</b>					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	18,005.68-
<b>280-41110 GENERAL PROPERTY TAX</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	631,287.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	631,287.00-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>280-43720 COUNTY FUNDS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	175,877.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	175,877.00-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>280-45300 LIBRARY BOOK FINES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	2,697.89-
12/04/2023 CR		LIBRARY - LIBRARY BOOK FINES		-32.30	
		Description: LIBRARY - LIBRARY BOOK FINES			
12/11/2023 CR		LIBRARY - LIBRARY BOOK FINES		-60.79	
		Description: LIBRARY - LIBRARY BOOK FINES			
12/18/2023 CR		LIBRARY - LIBRARY BOOK FINES		-1.60	
		Description: LIBRARY - LIBRARY BOOK FINES			
12/27/2023 CR		LIBRARY - LIBRARY BOOK FINES		-2.20	
		Description: LIBRARY - LIBRARY BOOK FINES			
		12/31/2023 (12/23) Period Totals and Balance	.00 *	-96.89 *	2,794.78-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>280-46712 COPIER SERVICE FEES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	5,373.31-
12/04/2023 CR		LIBRARY - LIBRARY SERVICE FEE		-54.62	
		Description: LIBRARY - LIBRARY SERVICE FEE			
12/11/2023 CR		LIBRARY - LIBRARY SERVICE FEE		-233.90	
		Description: LIBRARY - LIBRARY SERVICE FEE			
12/18/2023 CR		LIBRARY - LIBRARY SERVICE FEE		-66.10	
		Description: LIBRARY - LIBRARY SERVICE FEE			
12/27/2023 CR		LIBRARY - LIBRARY SERVICE FEE		-70.67	
		Description: LIBRARY - LIBRARY SERVICE FEE			
		12/31/2023 (12/23) Period Totals and Balance	.00 *	-425.29 *	5,798.60-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-46712 COPIER SERVICE FEES (continued)</b>					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unearned	.00
<b>280-48200 RENT-CITY PROPERTY</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unearned	.00
<b>280-48300 SALE OF PROP &amp; EQUIP</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	1,722.48-
12/04/2023 CR		LIBRARY - SALE-CITY PROPERTY		-21.90	
		Description: LIBRARY - SALE-CITY PROPERTY			
12/11/2023 CR		LIBRARY - SALE-CITY PROPERTY		-20.95	
		Description: LIBRARY - SALE-CITY PROPERTY			
12/18/2023 CR		LIBRARY - SALE-CITY PROPERTY		-25.71	
		Description: LIBRARY - SALE-CITY PROPERTY			
12/27/2023 CR		LIBRARY - SALE-CITY PROPERTY		-2.38	
		Description: LIBRARY - SALE-CITY PROPERTY			
		12/31/2023 (12/23) Period Totals and Balance	.00 *	-70.94 *	1,793.42-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unearned	.00
<b>280-48400 REFUND FOR PRIOR YEARS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unearned	.00
<b>280-48500 DONATIONS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	67,232.60-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	67,232.60-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unearned	.00
<b>280-48900 OTHER REVENUES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	1,880.55-
12/22/2023 JE		Interdept Chg - Library work on City Calendar		-580.00	



Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-48900 OTHER REVENUES (continued)</b>					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	-580.00 *	2,460.55-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		.00	YTD Budget	.00	Unearned
					.00
<b>280-49110 PROCEEDS FROM DEBT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		.00	YTD Budget	.00	Unearned
					.00
<b>280-55110-1100 FULLTIME ADMINISTRATION</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	249,431.22
12/01/2023 PC		PAYROLL TRANS FOR 11/25/2023 PAY PERIO	10,455.20		
12/11/2023 JE		Reverse Month End Wage Accrual-November		-14,189.20	
12/15/2023 PC		PAYROLL TRANS FOR 12/9/2023 PAY PERIOD	10,455.20		
12/29/2023 PC		PAYROLL TRANS FOR 12/23/2023 PAY PERIO	10,455.21		
		12/31/2023 (12/23) Period Totals and Balance	31,365.61 *	-14,189.20 *	266,607.63
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		.00	YTD Budget	.00	Unexpended
					.00
<b>280-55110-1110 SALARIES-OTHER(FD&amp;PD)</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		.00	YTD Budget	.00	Unexpended
					.00
<b>280-55110-1220 WAGES - FULLTIME</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	31,629.71
12/01/2023 PC		PAYROLL TRANS FOR 11/25/2023 PAY PERIO	1,360.00		
12/11/2023 JE		Reverse Month End Wage Accrual-November		-1,845.71	
12/15/2023 PC		PAYROLL TRANS FOR 12/9/2023 PAY PERIOD	1,360.00		
12/29/2023 PC		PAYROLL TRANS FOR 12/23/2023 PAY PERIO	1,360.00		
		12/31/2023 (12/23) Period Totals and Balance	4,080.00 *	-1,845.71 *	33,864.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		.00	YTD Budget	.00	Unexpended
					.00
<b>280-55110-1230 WAGES - PART TIME</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-1230 WAGES - PART TIME (continued)</b>					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>280-55110-1270 WAGES - PART TIME</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	121,002.56
12/01/2023	PC	PAYROLL TRANS FOR 11/25/2023 PAY PERIO	5,419.91		
12/11/2023	JE	Reverse Month End Wage Accrual-November		-7,355.59	
12/15/2023	PC	PAYROLL TRANS FOR 12/9/2023 PAY PERIOD	5,263.89		
12/29/2023	PC	PAYROLL TRANS FOR 12/23/2023 PAY PERIO	5,186.89		
		12/31/2023 (12/23) Period Totals and Balance	15,870.69 *	-7,355.59 *	129,517.66
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>280-55110-1280 WAGES-LONGEVITY PAY</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
12/01/2023	PC	PAYROLL TRANS FOR 11/25/2023 PAY PERIO	6,620.64		
		12/31/2023 (12/23) Period Totals and Balance	6,620.64 *	.00 *	6,620.64
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>280-55110-1290 WAGES-OVERTIME</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>280-55110-1310 WI RETIREMENT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	22,633.82
12/01/2023	PB	PAYROLL TRANS FOR 11/25/2023 PAY PERIO	1,370.02		
12/11/2023	JE	Reverse Month End Wage Accrual-November		-1,859.31	
12/15/2023	PB	PAYROLL TRANS FOR 12/9/2023 PAY PERIOD	919.82		
12/29/2023	PB	PAYROLL TRANS FOR 12/23/2023 PAY PERIO	875.02		
		12/31/2023 (12/23) Period Totals and Balance	3,164.86 *	-1,859.31 *	23,939.37
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>280-55110-1320 FICA</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	29,901.13

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-1320 FICA (continued)</b>					
12/01/2023	PB	PAYROLL TRANS FOR 11/25/2023 PAY PERIO	1,756.09		
12/11/2023	JE	Reverse Month End Wage Accrual-November		-2,383.27	
12/15/2023	PB	PAYROLL TRANS FOR 12/9/2023 PAY PERIOD	1,241.55		
12/29/2023	PB	PAYROLL TRANS FOR 12/23/2023 PAY PERIO	1,284.10		
12/29/2023	PB	PAYROLL TRANS FOR 12/23/2023 PAY PERIO		-2.83	
		12/31/2023 (12/23) Period Totals and Balance	4,281.74 *	-2,386.10 *	31,796.77
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>280-55110-1330 HEALTH INSURANCE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	72,046.48
12/01/2023	PB	PAYROLL TRANS FOR 11/25/2023 PAY PERIO	3,274.84		
12/15/2023	PB	PAYROLL TRANS FOR 12/9/2023 PAY PERIOD	3,274.84		
		12/31/2023 (12/23) Period Totals and Balance	6,549.68 *	.00 *	78,596.16
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>280-55110-1331 HEALTH INSURANCE DEDUCTBL</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>280-55110-1334 HEALTH INSURANCE OPT-OUT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	4,423.13
12/01/2023	PC	PAYROLL TRANS FOR 11/25/2023 PAY PERIO	192.31		
12/15/2023	PC	PAYROLL TRANS FOR 12/9/2023 PAY PERIOD	192.31		
12/29/2023	PC	PAYROLL TRANS FOR 12/23/2023 PAY PERIO	192.31		
		12/31/2023 (12/23) Period Totals and Balance	576.93 *	.00 *	5,000.06
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>280-55110-1340 LIFE INSURANCE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	1,367.13
12/01/2023	PB	PAYROLL TRANS FOR 11/25/2023 PAY PERIO	130.33		
		12/31/2023 (12/23) Period Totals and Balance	130.33 *	.00 *	1,497.46
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>280-55110-1350 OTHER BENEFITS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-1350 OTHER BENEFITS (continued)</b>					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
			.00	Unexpended	.00
<b>280-55110-1361 SICK LEAVE PAYOUT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	1,121.90
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,121.90
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
			.00	Unexpended	.00
<b>280-55110-2100 PROF SERV - CITY SERVICES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	41,051.24
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	41,051.24
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
			.00	Unexpended	.00
<b>280-55110-2130 PROFESSIONAL SERVICES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	7,899.10
11/17/2023 JE		DAWSON - ADOBE *PHOTOGPHY PLAN - Prof	125.87		
11/30/2023 AP		Marco Technologies LLC	691.78		
		**Desc: Prof Serv - Library			
12/01/2023 AP		Unique	11.65		
		**Desc: Prof Serv - Lib			
		12/31/2023 (12/23) Period Totals and Balance	829.30 *	.00 *	8,728.40
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
			.00	Unexpended	.00
<b>280-55110-2140 BLDG MAINT CONTRACTS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
			.00	Unexpended	.00
<b>280-55110-2200 TELEPHONE EXPENSE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	962.85
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	962.85
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
			.00	Unexpended	.00
<b>280-55110-2210 ELECTRICITY</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	26,224.71

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-2210 ELECTRICITY (continued)</b>					
12/20/2023	HJ	Harris Journal Entry	1,715.48		
		12/31/2023 (12/23) Period Totals and Balance	1,715.48 *	.00 *	27,940.19
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2220 NATURAL GAS/HEAT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	10,314.24
12/19/2023	AP	Wisconsin Public Service Corp	1,179.81		
		**Desc: LIBRARY			
		12/31/2023 (12/23) Period Totals and Balance	1,179.81 *	.00 *	11,494.05
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2230 WATER EXPENSE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	1,947.55
12/20/2023	HJ	Harris Journal Entry	187.34		
		12/31/2023 (12/23) Period Totals and Balance	187.34 *	.00 *	2,134.89
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2231 CIRCULATION SYSTEM</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2240 SEWER EXPENSE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	825.40
12/20/2023	HJ	Harris Journal Entry	73.00		
		12/31/2023 (12/23) Period Totals and Balance	73.00 *	.00 *	898.40
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2250 STORMWATER EXPENSE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	879.23
12/20/2023	HJ	Harris Journal Entry	79.93		
		12/31/2023 (12/23) Period Totals and Balance	79.93 *	.00 *	959.16
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2410 MAINTENANCE EQUIPMENT/VEH</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	40,029.75

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-2410 MAINTENANCE EQUIPMENT/VEH (continued)</b>					
11/24/2023	JE	DAWSON - SP WOODFIREPLACES - Building	70.50		
11/28/2023	AP	HVA Products Inc	924.00		
		**Desc: Service Call - Lib			
12/06/2023	JE	KRALL - Main	90.24		
12/06/2023	JE	HAMBURG - Main	229.17		
12/15/2023	AP	US Alliance Fire Protection Inc.	250.00		
		**Desc: Maint - Lib			
12/27/2023	AP	4 K's Pest Control LLC	50.00		
		**Desc: Pest control - Library			
		12/31/2023 (12/23) Period Totals and Balance	1,613.91 *	.00 *	41,643.66
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2430 EQUIPMENT REPAIRS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2450 EQUIPMENT NEW</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	9,089.99
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	9,089.99
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2910 PRINTING/ADVERTISING</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	618.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	618.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2930 TECHNOLOGY</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	14,867.00
12/06/2023	JE	EHLE - Tech	45.99		
		12/31/2023 (12/23) Period Totals and Balance	45.99 *	.00 *	14,912.99
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	6,453.62

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-2950 DEBT ISSUANCE COSTS/PAYMENTS (continued)</b>					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	6,453.62
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-3100 OFFICE SUPPLIES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	6,421.42
12/06/2023 JE		HAMBURG - Office Sup	188.14		
		12/31/2023 (12/23) Period Totals and Balance	188.14 *	.00 *	6,609.56
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-3110 POSTAGE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	453.19
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	453.19
YTD Encumbrance	.00	YTD Actual	2,250,000.70-	Total	2,250,000.70-
		YTD Budget	2,250,000.00-	Unexpended	.70
<b>280-55110-3300 TRAVEL</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	919.03
12/15/2023 PC		PAYROLL TRANS FOR 12/9/2023 PAY PERIOD	45.85		
		12/31/2023 (12/23) Period Totals and Balance	45.85 *	.00 *	964.88
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-3500 BLDGS./GRNDS MAINT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	702,110.00-	Total	702,110.00-
		YTD Budget	932,000.00-	Unexpended	229,890.00-
<b>280-55110-3560 LANDSCAPING</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	16,484.20
11/30/2023 AP		Cretton Enterprises Inc	1,003.25		
		**Desc: Cut & trim, Pick-Up Leaves/Dispose - Lib			
		12/31/2023 (12/23) Period Totals and Balance	1,003.25 *	.00 *	17,487.45
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55110-3700 STATE SALES TAX</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55110-3700 STATE SALES TAX (continued)</b>					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
<b>280-55110-5200 INSURANCES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	13,608.77
12/14/2023 JE		Monthly Insurance Expense	1,269.75		
		12/31/2023 (12/23) Period Totals and Balance	1,269.75 *	.00 *	14,878.52
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
<b>280-55110-5950 TRANSFER TO CAP PROJ FNDS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	2,033.93
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	2,033.93
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
<b>280-55111-3230 PERIODICALS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	3,413.67
12/06/2023 JE		HAMBURG - A Mag	183.60		
		12/31/2023 (12/23) Period Totals and Balance	183.60 *	.00 *	3,597.27
YTD Encumbrance	.00	YTD Actual 30,749.97- Total	30,749.97-	YTD Budget 27,000.00- Unexpended	3,749.97
<b>280-55111-3240 REFERENCE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
<b>280-55111-3400 NON-FICTION BOOKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	15,424.80
12/06/2023 JE		HAMBURG - A NonFic	1,036.73		
		12/31/2023 (12/23) Period Totals and Balance	1,036.73 *	.00 *	16,461.53
YTD Encumbrance	.00	YTD Actual 24,806.25- Total	24,806.25-	YTD Budget 26,000.00- Unexpended	1,193.75-
<b>280-55111-3420 FICTION BOOKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	17,772.22



Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55111-3420 FICTION BOOKS (continued)</b>					
12/06/2023	JE	HAMBURG - A Fic	1,179.64		
		12/31/2023 (12/23) Period Totals and Balance	1,179.64 *	.00 *	18,951.86
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55111-3430 LARGE PRINT BOOKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	8,853.84
12/06/2023	JE	HAMBURG - A Lg Print	887.96		
		12/31/2023 (12/23) Period Totals and Balance	887.96 *	.00 *	9,741.80
YTD Encumbrance	.00	YTD Actual	6,150.00-	Total	6,150.00-
		YTD Budget	6,150.00-	Unexpended	.00
<b>280-55111-3440 PAPERBACKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	5,221.46-	Total	5,221.46-
		YTD Budget	5,221.46-	Unexpended	5,200.00-
<b>280-55111-3450 MOVIES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	2,704.77
12/06/2023	JE	HAMBURG - A DVDs	322.04		
		12/31/2023 (12/23) Period Totals and Balance	322.04 *	.00 *	3,026.81
YTD Encumbrance	.00	YTD Actual	1,173.16-	Total	1,173.16-
		YTD Budget	1,173.16-	Unexpended	.00
<b>280-55111-3460 VIDEO</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	443,747.41-	Total	443,747.41-
		YTD Budget	443,747.41-	Unexpended	443,689.00-
<b>280-55111-3470 AUDIOBOOKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	3,510.49
12/06/2023	JE	HAMBURG - A Audio	397.57		
		12/31/2023 (12/23) Period Totals and Balance	397.57 *	.00 *	3,908.06
YTD Encumbrance	.00	YTD Actual	91,159.20-	Total	91,159.20-
		YTD Budget	91,159.20-	Unexpended	91,157.00-
<b>280-55111-3480 MUSIC CD'S</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55111-3480 MUSIC CD'S (continued)</b>					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55111-3510 PROGRAMS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	1,895.26
12/06/2023 JE		HAMBURG - A Prog	80.87		
		12/31/2023 (12/23) Period Totals and Balance	80.87 *	.00 *	1,976.13
YTD Encumbrance	.00	YTD Actual	7,900.00-	Total	7,900.00-
		YTD Budget	6,000.00-	Unexpended	1,900.00
<b>280-55111-3530 JE BOOKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,000.00-	Unexpended	1,000.00-
<b>280-55112-3230 PERIODICALS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	355.79
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	355.79
YTD Encumbrance	.00	YTD Actual	2,235.00-	Total	2,235.00-
		YTD Budget	2,500.00-	Unexpended	265.00-
<b>280-55112-3400 NON-FICTION BOOKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	5,581.60
12/06/2023 JE		EHLE - J Non Fic	179.93		
12/12/2023 AP		Penworthy Company LLC, The	26.96		
		**Desc: Books JNF - Lib			
		12/31/2023 (12/23) Period Totals and Balance	206.89 *	.00 *	5,788.49
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>280-55112-3420 FICTION BOOKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	5,255.25
12/06/2023 JE		EHLE - J Fic	46.26		
12/12/2023 AP		Penworthy Company LLC, The	19.96		
		**Desc: Books JF - Lib			
		12/31/2023 (12/23) Period Totals and Balance	66.22 *	.00 *	5,321.47

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance	
<b>280-55112-3420 FICTION BOOKS (continued)</b>						
YTD Encumbrance	.00	YTD Actual	1,325.00- Total	1,325.00- YTD Budget	1,000.00- Unexpended	325.00
<b>280-55112-3440 PAPERBACKS</b>						
		11/30/2023 (11/23) Balance		.00 *	.00 *	494.51
12/06/2023	JE	EHLE - J Pap Back	17.31			
		12/31/2023 (12/23) Period Totals and Balance	17.31 *		.00 *	511.82
YTD Encumbrance	.00	YTD Actual	8,764.10- Total	8,764.10- YTD Budget	7,000.00- Unexpended	1,764.10
<b>280-55112-3450 MOVIES</b>						
		11/30/2023 (11/23) Balance		.00 *	.00 *	496.49
		12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	496.49
YTD Encumbrance	.00	YTD Actual	178,805.00- Total	178,805.00- YTD Budget	75,000.00- Unexpended	103,805.00
<b>280-55112-3470 AUDIOBOOKS</b>						
		11/30/2023 (11/23) Balance		.00 *	.00 *	57.48
12/06/2023	JE	EHLE - J Audio	397.13			
		12/31/2023 (12/23) Period Totals and Balance	397.13 *		.00 *	454.61
YTD Encumbrance	.00	YTD Actual	27,190.00- Total	27,190.00- YTD Budget	25,000.00- Unexpended	2,190.00
<b>280-55112-3490 SOFTWARE</b>						
		11/30/2023 (11/23) Balance		.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	1,430.00- Total	1,430.00- YTD Budget	1,500.00- Unexpended	70.00-
<b>280-55112-3510 PROGRAMS</b>						
		11/30/2023 (11/23) Balance		.00 *	.00 *	10,436.54
12/06/2023	JE	EHLE - J Prog	409.34			
		12/31/2023 (12/23) Period Totals and Balance	409.34 *		.00 *	10,845.88
YTD Encumbrance	.00	YTD Actual	6,165.00- Total	6,165.00- YTD Budget	3,500.00- Unexpended	2,665.00
<b>280-55112-3530 JE BOOKS</b>						
		11/30/2023 (11/23) Balance		.00 *	.00 *	7,101.18

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55112-3530 JE BOOKS (continued)</b>					
12/06/2023	JE	EHLE - J Easy Fic	97.37		
12/12/2023	AP	Penworthy Company LLC, The	115.87		
		**Desc: Books JE - Lib			
		12/31/2023 (12/23) Period Totals and Balance	213.24 *	.00 *	7,314.42
YTD Encumbrance	.00	YTD Actual 1,650.00- Total	1,650.00- YTD Budget	.00 Unexpended	1,650.00
<b>280-55113-5000 FIXED CHARGES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual 7,242.50- Total	7,242.50- YTD Budget	7,000.00- Unexpended	242.50
<b>280-55114-3400 NON-FICTION BOOKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	1,724.80
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,724.80
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>280-55115-3230 PERIODICALS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	24.99
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	24.99
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>280-55115-3420 FICTION BOOKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	4,420.70
12/06/2023	JE	EHLE - YA Fic	43.91		
		12/31/2023 (12/23) Period Totals and Balance	43.91 *	.00 *	4,464.61
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>280-55115-3440 PAPERBACKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>280-55115-3470 AUDIOBOOKS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55115-3470 AUDIOBOOKS (continued)</b>					
12/06/2023	JE	EHLE - YA Audio	1,183.75		
		12/31/2023 (12/23) Period Totals and Balance	1,183.75 *	.00 *	1,183.75
YTD Encumbrance	.00	YTD Actual 34,243.82- Total	34,243.82- YTD Budget	60,000.00- Unexpended	25,756.18-
<b>280-55115-3490 SOFTWARE</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual 759,016.81- Total	759,016.81- YTD Budget	820,000.00- Unexpended	60,983.19-
Number of transactions: 107		Number of accounts: 89			
			Debit	Credit	Proof
Total LIBRARY FUND:			801,633.89	-801,633.89	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>280-55115-3490 SOFTWARE (continued)</b>					
<b>282-11100 CASH</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	15,360.03
12/31/2023	CA	Cash Allocation - Created: 12/22/23 7:55 AM	248.00		
12/31/2023	CA	Cash Allocation - Created: 12/28/23 10:47 AM	20.00		
12/31/2023	CA	Cash Allocation - Created: 01/02/24 1:33 PM		-425.92	
		12/31/2023 (12/23) Period Totals and Balance	268.00 *	-425.92 *	15,202.11
<b>282-11301 SAVINGS ACCOUNT - BFN</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
<b>282-11302 GENERAL FUND INVESTMENT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	86,534.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	86,534.00
<b>282-34100 FUND BALANCE UNRESERVED</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	79,690.36-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	79,690.36-
<b>282-48100 INTEREST INCOME</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	14.76
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	14.76
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>282-48110 INTEREST ON INVESTMENTS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	2,876.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	2,876.00-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>282-48500 DONATIONS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	28,200.94-
12/18/2023	CR	LIBRARY - DONATIONS-GIFT FUND		-248.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
12/27/2023	CR	LIBRARY - DONATIONS-GIFT FUND		-20.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
		12/31/2023 (12/23) Period Totals and Balance	.00 *	-268.00 *	28,468.94-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>282-48500 DONATIONS (continued)</b>					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unearned	.00
<b>282-48510 FOUNDATION DONATION</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	43.14-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	43.14-
YTD Encumbrance	.00	YTD Actual	263,899.34-	Total	263,899.34-
				YTD Budget	525,000.00-
				Unearned	261,100.66
<b>282-55110-7004 ADULT GIFT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	3,021.25
12/06/2023 JE		HAMBURG - A Gift	16.47		
		12/31/2023 (12/23) Period Totals and Balance	16.47 *	.00 *	3,037.72
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>282-55110-7005 MEYER FOUNDATION</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	1,540.83
12/06/2023 JE		HAMBURG - Meyer Fdn	12.49		
12/06/2023 JE		EHLE - Meyer Fnd	81.09		
		12/31/2023 (12/23) Period Totals and Balance	93.58 *	.00 *	1,634.41
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	300,000.00-
				Unexpended	300,000.00-
<b>282-55110-7006 ADULT GRANT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	11,550.33	Total	11,550.33
				YTD Budget	12,705.00
				Unexpended	1,154.67
<b>282-55110-7008 YOUTH GIFT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	4,339.57
12/06/2023 JE		EHLE - J Gift	315.87		
		12/31/2023 (12/23) Period Totals and Balance	315.87 *	.00 *	4,655.44
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
<b>282-55110-7009 YOUTH GRANT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>282-55110-7009 YOUTH GRANT (continued)</b>					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual 883.08 Total	883.08	YTD Budget 972.00 Unexpended	88.92
Number of transactions: 9	Number of accounts: 13		Debit	Credit	Proof
Total LIBRARY GIFT FUND:			693.92	-693.92	.00



Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>282-55110-7009 YOUTH GRANT (continued)</b>					
<b>456-11100 CASH</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	46,210.51-
12/31/2023 CA		Cash Allocation - Created: 12/06/23 8:19 AM	100.00		
12/31/2023 CA		Cash Allocation - Created: 12/28/23 10:47 AM	50,000.00		
12/31/2023 CA		Cash Allocation - Created: 01/02/24 1:33 PM		-200.00	
		12/31/2023 (12/23) Period Totals and Balance	50,100.00 *	-200.00 *	3,689.49
<b>456-11301 INVESTMENTS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
<b>456-34100 FUND BALANCE UNRESERVED</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	24,237.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	24,237.00-
<b>456-48500 DONATIONS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	219.00-
12/04/2023 CR		LIBRARY - DONATIONS-BUILDING FUNDS		-100.00	
		Description: LIBRARY - DONATIONS-BUILDING FUNDS			
12/22/2023 CR		LIBRARY - DONATIONS-BUILDING FUNDS		-50,000.00	
		Description: LIBRARY - DONATIONS-BUILDING FUNDS			
		12/31/2023 (12/23) Period Totals and Balance	.00 *	-50,100.00 *	50,319.00-
YTD Encumbrance	.00	YTD Actual	16,955.20	Total	16,955.20
		YTD Budget	19,005.00	Unearned	2,049.80-
<b>456-48900 OTHER REVENUES</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>456-51600-8170 CO - OTHER IMPROVEMENTS</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	70,866.51
12/06/2023 JE		EHLE - Grant	200.00		
		12/31/2023 (12/23) Period Totals and Balance	200.00 *	.00 *	70,866.51
YTD Encumbrance	.00	YTD Actual	24.84	Total	24.84
		YTD Budget	75.00	Unexpended	50.16
<b>456-51600-9540 INFORMATION MANAGEMENT</b>					
		11/30/2023 (11/23) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
<b>456-51600-9540 INFORMATION MANAGEMENT (continued)</b>					
12/31/2023 (12/23) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00	Proof	.00
Number of transactions: 6    Number of accounts: 7			Debit	Credit	Proof
Total LIBRARY BLDING & GROUNDS FUND:			50,300.00	-50,300.00	.00
Number of transactions: 122    Number of accounts: 230			Debit	Credit	Proof
Grand Totals:			852,627.81	-852,627.81	.00

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

**Your 2023 tax forms from Edward Jones**

Edward Jones will furnish all Forms 1099-R and 1099-Q by Jan. 31, 2024, and all Consolidated 1099 Tax Statements by Feb. 15, 2024, per IRS requirements. We may not receive final information from issuers by Feb. 15, in which case your tax statement will not be final. Some issuers have until March 15 to provide final information. Visit us at [edwardjones.com/taxcenter](http://edwardjones.com/taxcenter) to learn more about your Edward Jones tax forms.

**Association - Advisory Solutions Fund Model**

Portfolio Objective - Account: Balanced Growth and Income

For more information about the Advisory Solutions program go to [www.edwardjones.com/advisorybrochures](http://www.edwardjones.com/advisorybrochures).

Account Value	
<b>\$94,140.47</b>	
<b>1 Month Ago</b>	\$89,553.67
<b>1 Year Ago</b>	\$83,658.41
<b>3 Years Ago</b>	\$375,181.02
<b>5 Years Ago</b>	\$254,095.18

Value Summary		
	This Period	This Year
Beginning value	\$89,553.67	\$83,658.41
Assets added to account	0.00	0.00
Assets withdrawn from account	0.00	0.00
Fees and charges	-84.91	-1,024.79
Change in value	4,671.71	11,506.85
<b>Ending Value</b>	<b>\$94,140.47</b>	

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

Rate of Return					
Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	<b>8.79%</b>	<b>12.53%</b>	<b>12.53%</b>	<b>4.03%</b>	<b>9.62%</b>

Your Personal Rate of Return is as of December 31, 2023. Performance Benchmarks are as of December 29, 2023.

Performance Benchmarks					
Large US Cap Equities (S & P 500)	<b>11.69%</b>	<b>26.29%</b>	<b>26.29%</b>	<b>10.00%</b>	<b>15.68%</b>
International Equities (MSCI EAFE)	<b>10.47%</b>	<b>18.85%</b>	<b>18.85%</b>	<b>4.54%</b>	<b>8.69%</b>
Taxable Fixed Income (Bloomberg Aggregate)	<b>6.82%</b>	<b>5.53%</b>	<b>5.53%</b>	<b>-3.31%</b>	<b>1.10%</b>

### Rate of Return (continued)

**Your Personal Rate of Return:** Your Personal Rate of Return measures the investment performance of your account. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing Your Personal Rate of Return is important to help ensure you're on track to achieving your financial goals.

**Performance Benchmarks:** Your Personal Rate of Return should be compared to the return necessary to achieve your financial goals. However, we understand many investors would like to compare their Personal Rate of Return to market indexes. Keep in mind this may not be an accurate comparison, as your Personal Rate of Return incorporates the timing of your specific additions and withdrawals and your specific investment mix, while published returns of market indexes do not.

These market indexes are used as a general measure of market performance for several major asset classes. Market indexes assume reinvestment of all distributions and do not take into account brokerage fees, taxes or investment management fees.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan. 1, 2009. This also includes investments you owned during this time period but have since sold. Certain events, including a transfer of an investment between accounts, share class conversion, or change in an investment's identification code (CUSIP) caused by a corporate action, will impact the time frame over which the investment's rate of return is calculated.

Rate of Return information on account statements uses the dollar-weighted calculation. Time-weighted Rate of Return numbers for Advisory Solutions Fund and UMA accounts can be found on your Quarterly Performance Report through Online Account Access. If you are not an Online Access user, visit [edwardjones.com/access](http://edwardjones.com/access) to sign up.

Information used to calculate performance may have been obtained from third parties and Edward Jones cannot guarantee the accuracy of such information.

For the most current information, contact your financial advisor or visit [edwardjones.com/performance](http://edwardjones.com/performance).

### Rate of Return Indexes Definitions

**S&P 500 Index:** A broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. While many of the stocks are among the largest, this index also includes many relatively small companies. It is a float adjusted capitalization-weighted index (stock price times number of publicly available shares outstanding), calculated on a total return basis with dividends reinvested.

**MSCI EAFE Index:** A market weighted index maintained by Morgan Stanley Capital International composed of foreign stocks from developed markets (excluding the U.S. and Canada).

**Bloomberg Aggregate Bond Index:** Measures the performance of government, mortgage-backed, asset-backed and corporate securities with at least one year to maturity.

### Asset Details (as of Dec 31, 2023)

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

#### Assets Held At Edward Jones

	Current Yield/Rate	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market	4.74%*	\$31.96	\$13.46	—	\$45.42

\* 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
Amrc Avnt SC ETF	62.49	15	816.15	121.20	937.35

**Asset Details (continued)**

<b>Mutual Funds</b>	<b>Price</b>	<b>Quantity</b>	<b>Cost Basis</b>	<b>Unrealized Gain/Loss</b>	<b>Value</b>
Artisan INTL Small-Mid I	17.61	53.154	910.75	25.29	<b>936.04</b>
Bridge Builder Core Bond	9.03	1,791.733	18,183.89	-2,004.54	<b>16,179.35</b>
Bridge Builder Core Plus Bond	8.89	2,329.985	23,477.80	-2,764.23	<b>20,713.57</b>
Bridge Builder INTL Equity	12.27	810.69	9,173.20	773.97	<b>9,947.17</b>
Bridge Builder Large Growth	22.42	575.885	9,124.98	3,786.36	<b>12,911.34</b>
Bridge Builder Large Value	16.23	698.046	8,779.58	2,549.71	<b>11,329.29</b>
Bridge Builder Small/Mid Grw	14.17	204.313	2,902.58	-7.46	<b>2,895.12</b>
Bridge Builder Small/Mid Value	13.70	277.415	3,086.46	714.13	<b>3,800.59</b>
Dfa International Value I	20.01	105.333	2,062.79	44.92	<b>2,107.71</b>
JPM U.S. Govt Mny Mkt Capital	1.00	614.08	—	—	<b>614.08</b>
MainStay Mackay High Yd Cp R6	5.15	935.584	5,097.87	-279.61	<b>4,818.26</b>
PIMCO INTL Bond (USD-Hedged) I	9.87	182.78	1,762.32	41.72	<b>1,804.04</b>
Principal Midcap R6	38.34	81.683	3,021.89	109.84	<b>3,131.73</b>
TRP International Stock I	18.97	103.817	1,728.77	240.64	<b>1,969.41</b>
<b>Total Account Value</b>					<b>\$94,140.47</b>

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

**Summary of Realized Gain/Loss**

	<b>This Year</b>
Short Term (assets held 1 year or less)	<b>\$0.00</b>
Long Term (held over 1 year)	<b>-208.24</b>
<b>Total</b>	<b>-\$208.24</b>

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

**Investment and Other Activity by Date**

<b>Date</b>	<b>Description</b>	<b>Quantity</b>	<b>Amount</b>
12/01	Dividend on JPM U.S. Govt Mny Mkt Capital on 695.92 Shares at Daily Accrual Rate		\$3.08
12/01	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	3.08	-3.08
12/01	Dividend on Bridge Builder Core Bond on 1,785.634 Shares at Daily Accrual Rate		53.18
12/01	Reinvestment into Bridge Builder Core Bond @ 8.72	6.099	-53.18
12/01	Dividend on Bridge Builder Core Plus Bond on 2,320.906 Shares at Daily Accrual Rate		78.08

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

<b>Date</b>	<b>Description</b>	<b>Quantity</b>	<b>Amount</b>
12/01	Reinvestment into Bridge Builder Core Plus Bond @ 8.60	9.079	-78.08
12/01	Dividend on MainStay Mackay High Yd Cp R6 on 925.117 Shares @ 0.026		24.05
12/01	Reinvestment into MainStay Mackay High Yd Cp R6 @ 5.03	4.781	-24.05
12/01	Dividend on PIMCO INTL Bond (USD-Hedged) I on 182.311 Shares at Daily Accrual Rate		4.49
12/01	Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.58	0.469	-4.49
12/07	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-84.92	84.92
12/07	Program & Portfolio Strat Fees		-84.92
12/14	Dividend on Dfa International Value I on 103.794 Shares @ 0.288		29.92
12/14	Reinvestment into Dfa International Value I @ 19.44	1.539	-29.92
12/14	Long Term Capital Gain on Principal Midcap R6 on 79.606 Shares @ 0.947		75.43
12/14	Reinvestment into Principal Midcap R6 @ 38.00	1.985	-75.43
12/15	Dividend on TRP International Stock I on 102.533 Shares @ 0.233		23.98
12/15	Reinvestment into TRP International Stock I @ 18.68	1.284	-23.98
12/20	Fee Offset		0.01
12/21	Dividend on Amrc Avnt SC ETF on 15 Shares @ 0.8884		13.33
12/22	Dividend on MainStay Mackay High Yd Cp R6 on 929.898 Shares @ 0.031		29.17
12/22	Reinvestment into MainStay Mackay High Yd Cp R6 @ 5.13	5.686	-29.17
12/26	Long Term Capital Gain on Bridge Builder Large Value on 676.961 Shares @ 0.498		337.49
12/26	Short Term Capital Gain on Bridge Builder Large Value on 676.961 Shares @ 0.006		4.73
12/26	Reinvestment into Bridge Builder Large Value @ 16.23	0.291	-4.73
12/26	Reinvestment into Bridge Builder Large Value @ 16.23	20.794	-337.49
12/26	Long Term Capital Gain on Bridge Builder Small/Mid Value on 267.065 Shares @ 0.338		90.36
12/26	Reinvestment into Bridge Builder Small/Mid Value @ 13.89	6.505	-90.36
12/28	Dividend on Bridge Builder Large Growth on 571.472 Shares @ 0.173		99.15
12/28	Reinvestment into Bridge Builder Large Growth @ 22.47	4.413	-99.15
12/28	Dividend on Bridge Builder Small/Mid Value on 273.57 Shares @ 0.194		53.14
12/28	Reinvestment into Bridge Builder Small/Mid Value @ 13.82	3.845	-53.14
12/28	Dividend on Bridge Builder Small/Mid Grw on 203.674 Shares @ 0.044		9.14
12/28	Reinvestment into Bridge Builder Small/Mid Grw @ 14.30	0.639	-9.14
12/28	Dividend on Bridge Builder INTL Equity on 791.246 Shares @ 0.302		239.16
12/28	Reinvestment into Bridge Builder INTL Equity @ 12.30	19.444	-239.16
12/28	Dividend on Principal Midcap R6 on 81.591 Shares @ 0.043		3.53
12/28	Reinvestment into Principal Midcap R6 @ 38.37	0.092	-3.53
12/29	Dividend on Artisan INTL Small-Mid I on 53.116 Shares @ 0.012		0.68
12/29	Reinvestment into Artisan INTL Small-Mid I @ 17.71	0.038	-0.68

**Money Market Detail by Date**

<b>Beginning Balance on Nov 25</b>					<b>\$31.96</b>
<b>Date</b>	<b>Transaction</b>	<b>Description</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Balance</b>
12/21	Deposit		13.33		\$45.29
12/21	Deposit		0.01		\$45.30
12/29	Income	Dividend on Money Market for 42 Days @ 4.72%	0.12		\$45.42
<b>Total</b>			<b>\$13.46</b>		
<b>Ending Balance on Dec 31</b>					<b>\$45.42</b>

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

**About Edward Jones**

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

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

**About Your Account**

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

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

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

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

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

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

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

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








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

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

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

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

**CONTACT INFORMATION**

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

S1EDJ001 Rev 11/21



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

**News**

- The tablet station at the help desk needs a \$4,000.00 update. The update would be to replace all the tablets that are now obsolete. There is also an annual software fee of \$1654.00. Use of the tablets does not warrant getting the update nor the annual support fee. With declining usage of the tablet station, 39% lower usage this year compared to last year, upgrade cost and annual fees, staff agree to phase out the tablet station. Purchased prior to the pandemic and installed in 2020, the tablets weren't used as much as initially thought.
- Author Pao Lor, who wrote 'Modern Jungles: A Hmong Refugee's Childhood Story of Survival' is scheduled to be our keynote speaker March 27, 6:30 pm, for the World on the Move exhibit programming. Other speakers involved to date include Sara McKinnon, Bob Fay and Kerry Trask. Fox and Branch are musicians slated to perform and tell stories the relationship of music and migration.
- The next Lester Public Library Foundation Book Sale is slated for March 7, 8, & 9, just prior to the World on the Move exhibit, freeing up valuable space in the back for storage.
- Information for the Winter Reading Challenge, Above Average Reader Challenge 2024 and the NEW Mystery Maven challenge are on the website and now available on Beanstack.
- Chris Hamburg is looking into partnering with Manitowoc Public Library in getting copies of microfilm for the current Herald Times Reporter. This will cut our microfilm costs roughly in half, from \$5300 to under \$2500 per year.

**Library Foundation** – No Report

**Library Legislation** – No Report

**Activities**

- 12/01/23 – Help Desk Shift
- 12/04/23 – Two Rivers City Council Meeting
- 12/05/23 – Lester Public Library Management Team Meeting
- 12/06/23 – Explore Two Rivers Tourism Director Interviews
- 12/07/23 – Met with Stanley Palmer, President, Lester Public Library Board of Trustees
- 12/08/23 – Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting, New Holstein Public Library
- 12/08/23 – Manitowoc Calumet Library System Directors Meeting, New Holstein Public Library
- 12/12/23 – Lester Public Library Management Team Meeting

12/12/23 – Lester Public Library Board of Trustees Meeting  
12/13/23 – Lester Public Library All Staff Meeting  
12/13/23 – City of Two Rivers Department Heads Meeting  
12/14/23 – City of Two Rivers Safety Committee Meeting  
12/14/23 – Explore Two Rivers Tourism Director Interview  
12/18/23 – Two Rivers City Council Meeting  
12/19/23 – Explore Two Rivers Tourism Director Interviews  
12/27/23 – City of Two Rivers Department Heads Meeting

Jeff Dawson, Director, Lester Public Library 1/2/2024

# Lester Public Library Statistical Report

Dec-23

Circulation											
Dec 2023			Dec 2022			2023 YTD			2022 YTD		
		%Circ		%Circ	%Chng		%Circ		%Circ		%Chng
Circulation Total	7,845		8,184		-4%	115,168		115,887		-1%	
Total Visitors	4,246		3,813		11%	68,086		57,392		19%	
<b>Users</b>	<b>Total</b>	<b>%Circ</b>	<b>Total</b>	<b>%Circ</b>		<b>Total</b>	<b>%Circ</b>	<b>Total</b>	<b>%Circ</b>		
Children (0-11)	325	4%	299	4%	9%	6,492	6%	6,410	6%	1%	
Young Adult (11-17)	138	2%	223	3%	-38%	3,304	3%	3,296	3%	0%	
Adult (18+)	6,319	81%	6,602	81%	-4%	91,771	80%	93,669	81%	-2%	
Outreach	324	4%	309	4%	5%	3,994	3%	3,214	3%	24%	
School	216	3%	121	1%	79%	1,833	2%	1,928	2%	-5%	
ALL OTHERS	523	7%	630	8%	-17%	7,774	7%	7,370	6%	5%	
<b>Item Type</b>	<b>Total</b>	<b>%Circ</b>	<b>Total</b>	<b>%Circ</b>		<b>Total</b>	<b>%Circ</b>	<b>Total</b>	<b>%Circ</b>		
Adult	5,208	66%	5,446	67%	-4%	72,041	63%	70,797	61%	2%	
Youth	2,637	34%	2,738	33%	-4%	43,127	37%	45,090	39%	-4%	
<b>Self-check use</b>	<b>Total</b>	<b>%Circ</b>	<b>Total</b>	<b>%Circ</b>		<b>Total</b>	<b>%Circ</b>	<b>Total</b>	<b>%Circ</b>		
Self-check use	2,020	26%	1,613	20%	25%	31,624	27%	29,767	26%	6%	
Drive Through Use	472	6%	695	8%	-32%	7,217	6%	8,519	7%	-15%	
<b>LARS ACTIVITY</b>											
Sent to LARS	2,431		2,156		13%	30,236		29,792		1%	
Rec from LARS	1,356		1,268		7%	17,022		16,447		3%	
<b>NEW REGISTRATIONS</b>											
Total	31		22		41%	492		423		16%	
<b>OVERDRIVE EBooks &amp; EAudiobooks</b>											
Total	1787		1508		19%	21,082		19,194		10%	

**Information Services**

	<b>Dec 2023</b>	<b>Dec 2022</b>	<b>%Chng</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>%Chng</b>
Walk-in	698	637	10%	11125	9686	15%
Phone	233	231	1%	3604	3441	5%
Mail	0	0	0%	0	0	
Electronic	82	161	-49%	1905	1554	23%
<b>Reference Total</b>	<b>1013</b>	<b>1029</b>	<b>-2%</b>	<b>16634</b>	<b>14681</b>	<b>13%</b>
<hr/>						
PC Internet Use # of Users	384	305	26%	5120	4239	21%
PC Internet Use (Hours)	311	216	44%	3910	2958.5	32%
Tablet Use (Hours)	0	18	-100%	71.75	136	-47%

**Children's Programming**

In-house Programs	17	12	42%	197	158	25%
In-house Attendance	1193	782	53%	15522	10498	48%
Outreach Programs	6	5	20%	67	49	37%
Outreach Attendance	584	490	19%	7270	5152	41%

**Young Adult Programs**

In-house Programs	1	2	-50%	21	22	-5%
In-house Attendance	6	57	-89%	564	612	-8%

**Adult Programs**

In-house Programs	11	9	22%	115	67	72%
In-house Attendance	639	642	0%	2645	1694	56%

**Meeting Room Use**

Bookings	2	3	-33%	58	31	87%
Attendance	20	55	-64%	699	299	134%

# Reference Monthly Statistical Summary

## December 2023

### Reference Questions

Adult Walk In	698
Adult Phone	233
Adult Email*	82
Adult Mail	0
Reference Total	1013

### Computer Usage

# of Users	384
Internet Hours	311
Tablet	0
	311

### Email Requests

*Adult Requests	82
*Youth Requests	0
	82

### Tablet Use

Sessions	0
Time Used (hrs)	0

### Booktalks

# Books Checked Out	169
New Library Cards	6

### Dramatic Play

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

# times counted	11
# of patrons	69

### Youth Programs

In House	17
Attendance*	1193
Outreach	6
Attendance	584

### Young Adult Programs

2022

305 In House	1
Attendance	6

### Adult Programs

#### Attendance

IP Book Club	11
IP Strictly Fiction	9
IP LPL Flix	15
IP Card Class	28
Oct Adult Fall Reading	100
7 Above Avg. Challenge	231
6 Read Woke	66
Banned Books Challenge	139
IP Book to Art	12
IP Snowflakes	21
IP Genealogy	7

<b>Total # Programs</b>	<b>11</b>
<b>Total Attendance</b>	<b>639</b>

IP=In Person

IP Family Game Night	41
IP Story Time/3	106
*Story Time To-Go/2	110
Art to Go/2	151
Families w/ STEAM / 1	166
IP Movers & Shakers AM	57
IP Movers & Shakers PM	54
IP Holiday Mystery Adv.	53
IP Dramatic Play	69
Fall Reading Challenge	143
1,000 Books	78
500 Books Before Middle	135
Babies Bloom	30
	1193

#### Outreach

Clarke 8th	100
Mishicot	202
Clarke 5th	94
Clarke 7th	90
Clarke 6th	
Koenig 4th	30
Magee 4th	68
	584

#### Young Adult

Teen Fall Reading Chall.	6
	6

#### Online Views


0

# LIBRARY LINKS

Read. Discover. Connect. Enrich. ☀ [www.lesterlibrary.org](http://www.lesterlibrary.org) ☀ (920)793-8888

JAN '24



Healthy human population.



Vibrant quality of life.



Thriving species.



Protected and restored habitats.



Clean air and water.

## OUR LAND. OUR WATER. OUR FUTURE.

*Nature-based practices to build a resilient community*

### **Invasive Species: The Fight to Save Land and Water** Thursday, January 4 • 6:00 PM

Woodland Dunes Nature Center & Preserve Executive Director Jim Knickelbine describes invasive plant and animal species impacting our area. These species introduced from around the world affect almost every aspect of local ecology. Invasive species management is a critical component of habitat restoration, and has been a primary focus in the management of Woodland Dunes. *Sponsored by the Two Rivers Environmental Advisory Board.*

JAN 10

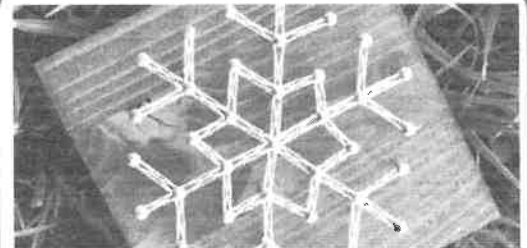


### **Houseplant Swap** Wednesday, January 10 4:00-6:00 PM

Share or trade houseplants and cuttings. If you have none to share, we have extras. Plants must be healthy, labeled, and in soil. Place rooted cuttings in water. Only bring pots that you are willing to part with!

Located down by the fireplace.

JAN 27



### **Snowflake String Art** Saturday, January 27 10:30 AM • Ages 18+

Make charming snowflakes by winding white iridescent thread around small nails you embed into a wooden round. Fun and easy with a beautiful result.

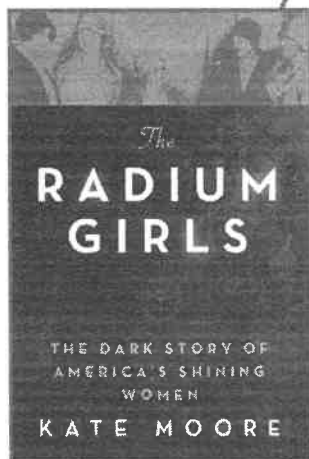
Call (920)793-8888 to register.

**LESTER PUBLIC LIBRARY ☀ TWO RIVERS, WI**

# BOOK CLUBS

☼ New members always welcome! Ages 18+

JAN 3



## Book Discussion Group

Wednesday, January 3 • 4:00 PM • @ *CASA MEXICO*

Same time, but special place: Meet at Casa Mexico for discussion. Stay after to have dinner together if you wish! The January selection is *The Radium Girls* by Kate Moore. As WWI raged, hundreds of young women toiled away at the radium-dial factories, assured by their bosses that the luminous material was safe. With such a coveted job, these girls were considered lucky—until they began to fall mysteriously ill. As the fatal radium poison took hold, they found themselves embroiled in a groundbreaking battle for workers' rights. The club meets the first Wednesday of each month.

Feb. 7 selection: *Excavations* by Kate Myers.

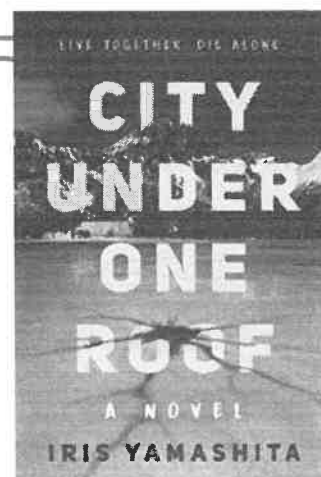
JAN 8

## Strictly Fiction

Monday, January 8 • 6:30 PM

Meet to discuss books of different genres the first Monday of each month. The January selection is *City Under One Roof* by Iris Yamashita (*mystery*). After a local teen discovers a severed hand and foot washed up on the shore, Detective Cara Kennedy investigates a murder in a small Alaskan town, teaming up with a town police officer as bad weather approaches.

Feb 5. selection: *The Puzzle Master* by Danielle Trussoni (*thriller*).



FEB 24



## Book to Art Club

Saturday, February 24 • 11:00 AM

Discuss the book *The Measure* by Nikki Erlick and share art. Pick up the selection at the front desk or drive-thru. The Apr. 27 selection, *Still Life* by Louise Penny, will be distributed.

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

# READING CHALLENGES

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

Beanstack

## Winter Reading Challenge 2024

☀ Begins January 15 for all ages!

*Keep track of the books you read and earn digital badges and prizes along the way. Pick up prizes at the Help Desk or call ahead to pick up at the drive-thru. Prizes available while they last and must be picked up by Saturday, May 4.*

- **Adults (Ages 18+)** Read two books to earn a stylish mug perfect for fireside reading. Read up to six additional books to earn chances at \$25 in Chamber Bucks. The more you read, the better your odds!
- **Teen Winter Reading Challenge (Ages 13-17)** Log reading to earn digital badges and prizes. Read five books to complete the challenge—and pick out a FREE BOOK from our fabulous WALL OF BOOKS!
- **Read On My Own Winter Reading Challenge (Ages 8-12)** Log each book you read. Earn a fun wintry prize for every two books. Read ten books to complete the challenge—and pick out a FREE BOOK!
- **Read to Me Winter Reading Challenge (Ages 0-7)** Log each book you read. Earn a fun wintry prize for every five books. Read 25 books to complete the challenge and select a FREE BOOK.

NEW

### Mystery Maven Challenge (Ages 18+)

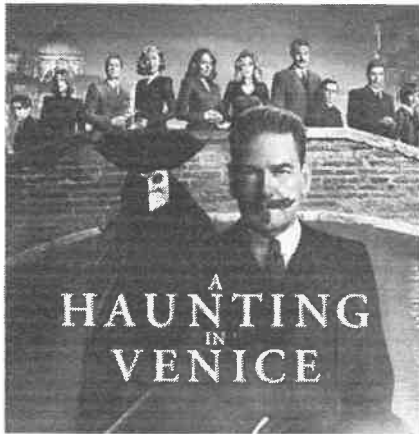
Investigate different subgenres and award-winning titles. Upon completion, snag an elusive patch that reveals the intriguing secret to sharp-eyed operatives (your friends and neighbors) that the bearer is a shrewd connoisseur of mystery. Begins January 1.

## Ongoing Challenges

- **Above Average Reader 2024:** 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 tote or patch. Continue reading to achieve SUPERIOR status; log 52 books in 2024 to receive a patch for your tote. Ages 14+.
- **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. Earn reading badges, fun charms, and FREE BOOKS!



JAN 5



## LPL Flix: A Haunting in Venice

Friday, January 5 - 1:00 PM - Ages 18+

Now retired and living in self-imposed exile in the world's most glamorous city, Poirot reluctantly attends a seance at a decaying, haunted palazzo. He soon gets thrust into a sinister world of shadows and secrets when one of the guests is murdered.

Bring a beverage and we'll furnish the popcorn.  
*Rated PG-13. Runtime 1:43.*

MONDAYS

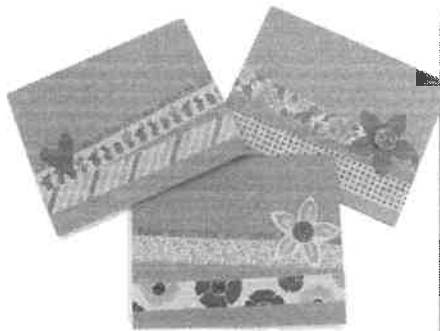
## Worker Connection

Mondays, January 8, 15, 22 & 29 - 10:00 AM-noon

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



JAN 8



## Card Class

Monday, January 8 - 1:00-8:00 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 library's Community Room.

JAN 16

## International Film: The Quiet Girl

Tuesday, January 16 - 6:00 PM - Ages 18+

Rural Ireland. 1981. Nine-year-old Cait is sent away from her overcrowded, dysfunctional family to live with foster parents for the summer. Quietly struggling at school and at home, she has learned to hide in plain sight from those around her. She blossoms in their care, but in this house where there are meant to be no secrets, she discovers one painful truth.

Bring a beverage; we'll provide the popcorn. *Rated PG-13. Runtime: 1:35.*





## Owl Prowl @ Woodland Dunes

Friday, January 5 • 7-8:30 PM • Grades 6-12 • FREE

Discover what makes owls amazing predators, dissect an owl pellet, and head outside to listen for them. Registration required by Jan. 4; email [jessicaj@woodlanddunes.org](mailto:jessicaj@woodlanddunes.org) or call (920)793-4007.

## Skate Event @ Central Park West

Friday, January 19 • Details TBA

## Boba Tea Party @ LPL

Friday, January 26 • 7-9 PM • Grades 6-12 • FREE

Discover Taiwan's iconic drink! Mix a cup to your liking, create a cute boba tea charm, and be the first to declare victory in a rousing game of *Boba Bonanza*. Space is limited. Registration required; call (920)793-8888.

JAN 4



## Genealogy Club

Thursday, January 4  
10:15 AM-noon

This month: **Czech & Bohemian Lineage Research** presented by Manitowoc County Genealogical Society's Sue Paider. Meetings are held the first Thursday of each month. New members always welcome.

Feb. 1 topic: Accessing German church records online.



FEB 22 & 29

## Wisconsin's Shipwreck Coast

*Now protected as a National Marine Sanctuary (NMS)*

### NOAA Research

Thursday, February 22 • 6:30 PM

Research coordinator/maritime archaeologist Caitlin Zant discusses current and future research projects as well as resource protection.

### Maritime History of Lake Michigan

Thursday, February 29 • 6:30 PM

Wisconsin Maritime Museum's Greg Lutz describes the rich history of our coast, and recounts the dramatic stories behind vessels whose battered remains rest in local waters.

### To Go Packs

*Packs contain all the supplies you need. Pick up packs at the front desk or drive-thru while supplies last.*

#### Family Activity Pack: 2024 Bucket List Calendar

Available beginning January 2.

Brainstorm as a family to come up with 2024 goals big and little! Packs contain all supplies necessary to create a custom adventure-inspired calendar board. No library card required.

#### Youth Art To Go: New packs every other week.

Packs contain all the supplies you need for fun projects. Pick up while supplies last. Geared for school-age children. No library card required.

- January 8: Bleeding Tissue Paper Snowflakes
- January 22: Winter Watercolor Trees

#### Story Time To Go: New packs weekly starting January 15.

Books, music suggestions, finger plays, and math, science and art activities that reinforce five vital early literacy practices: read, sing, talk, play and write.

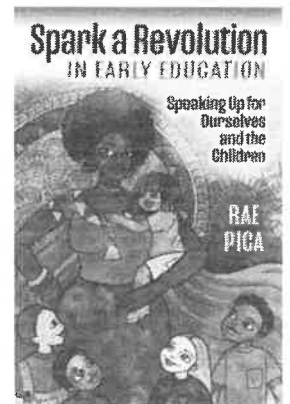
One per family per week. Geared for ages 0-6. Library card required to check out books that accompany packs.

PARENTS

### From the Youth Staff...

*We operate on the philosophies that a moving child is a learning child, that playing is the best way to learn, and that the most important factor in preparing your child for success in school and life is loving interaction between them and their first, favorite and most important teacher—YOU!*

*We respect the work of early childhood consultant Rae Pica, and we'd like to share tidbits from her book, Spark a Revolution in Early Education, in which she tackles four myths about early childhood education.*



#### Myth #1: Earlier is Better

Pica writes: Reading and writing seem to be the two skills families and policy makers want children to develop as early as possible, as though they believe immediate possession of these abilities alone will determine the children's future. But when we think about hurrying children's skills, we should consider the words of education psychologist Jane Healy, who once told me, "When you start something before the brain is ready, you've got trouble." A big part of that trouble is the antipathy generated toward learning when a child is asked to accomplish something prematurely. Many children who are compelled to read before their brain is ready learn to detest reading. They come to associate the task with pressure, failure, and general unpleasantness (University of Cambridge 2013). Surely that's not what we want for our children.

*More about "earlier is better" and the play-vs-academics debate next month.*

**0-18M**

## **Winter Babygarten (Ages 0-18 months)**

**Thursdays, Jan 4-Feb 8 • 10:15 AM & 6:30 PM**

For babies 0-18 months and their caregivers. Share nursery rhymes, songs and books, plus a weekly project. Each class concludes with free time for play! A limited number of Babygarten to-go packs are available beginning January 2 for those unable to attend in person.

Registration required; call (920)793-8888.



**18M-3Y**



## **Winter Movers & Shakers (18 months-age 3)**

**Wednesdays, Feb 14-Mar 13 • 10:15 AM & 6:30 PM**

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

**ALL AGES**

## **Story Time (All ages)**

**Tuesdays, January 16, 23 & 30 • 10:15 AM**

Stories, movement, music and FUN! Play-based learning leads to success in school and life. Activities embrace five early literacy practices: read, sing, play, talk and write.

Geared for preschoolers but children of all ages welcome. After Story Time, engage in process art and other hands-on activities.



**NEW**




## **STEAM Center: Plus-Plus Blocks**

Plus-Plus is a whole new class of construction toy. Use a single shape to build any design and structure you can dream up! Find the STEAM Center in the Children's Fiction area. It's a spot where kids can explore, experiment, think and play whenever they're in the library!

## **Dramatic Play Center (All Ages)**

**New center opens February 5!**

# JANUARY

MON	TUE	WED	THU	FRI	SAT
<p>1</p> <p><b>LIBRARY CLOSED</b></p> <p>Mystery Maven Challenge Begins</p>	<p>2</p> <p>New Family Activity pack available</p>	<p>3</p> <p>4:00 Book Club @ Casa Mexico</p>	<p>4</p> <p>10:15-noon Genealogy</p> <p>10:15 &amp; 6:30 Babygarten</p> <p>6:00 Invasive Species</p>	<p>5</p> <p>1:00 LPL Flix</p> <p>7:00-8:30 TR Teen @ Woodland Dunes: Owl Prowl</p>	<p>6</p>
<p>8</p> <p>New Art To Go pack available</p> <p>10:00-noon Worker Connection</p> <p>1:00-8:00 Card Class</p> <p>6:00-7:30 Family Game Night</p> <p>6:30 Strictly Fiction</p>	<p>9</p> <p>6:00 Library Board Meeting</p> 	<p>10</p> <p>4:00-6:00 Houseplant Swap</p>	<p>11</p> <p>10:15 &amp; 6:30 Babygarten</p>	<p>12</p>	<p>13</p>
<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <p><b>MONDAYS</b></p> <p><b>Family Game Night Mondays, 6:00-7:30 PM</b></p> <p>We have all your favorite board and card games; bring the family or meet up with friends. FREE popcorn! Bring drinks, select your games, and find a spot anywhere in the library to play.</p> </div>					
<p>15</p> <p>Winter Reading Challenges Begin</p> <p>New Story Time To Go pack available</p> <p>10:00-noon Worker Connection</p> <p>6:00-7:30 Family Game Night</p>	<p>16</p> <p>10:15 Story Time</p> <p>6:00 International Film</p>	<p>17</p>	<p>18</p> <p>10:15 &amp; 6:30 Babygarten</p>	<p>19</p> <p>TR Teen @ Parks &amp; Rec: Skate Event</p>	<p>20</p>
<p>22</p> <p>New Story Time &amp; Art To Go pack available</p> <p>10:00-noon Worker Connection</p> <p>6:00-7:30 Family Game Night</p>	<p>23</p> <p>10:15 Story Time</p>	<p>24</p>	<p>25</p> <p>10:15 &amp; 6:30 Babygarten</p>	<p>26</p> <p>7:00-9:00 TR Teen @ Lester Public Library: Boba Tea Party</p>	<p>27</p> <p>10:30 Snowflake String Art</p>
<p>29</p> <p>New Story Time To Go pack available</p> <p>10:00-noon Worker Connection</p> <p>6:00-7:30 Family Game Night</p>	<p>30</p> <p>10:15 Story Time</p>	<p>31</p>	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <p><b>HOURS</b></p> <ul style="list-style-type: none"> <li>☀ Mon-Thu 10:00-8:00</li> <li>☀ Friday 10:00-5:30</li> <li>☀ Saturday 10:00-2:00</li> <li>☀ Sunday Closed</li> </ul> </div>		

**Title 5: Health and Safety**  
**Chapter 2: Emergency Policy and Procedures**

**05-02-01 Closing**

- a) During a weather emergency, the Library Director/Supervisor in Charge (SIC) will be responsible for closing the library.
- b) The Library Director/SIC will notify local media to announce closings or delayed services in the event of inclement weather.

**05-02-02 Evacuation**

- a) In the event of a weather emergency, fire, nuclear emergency, or bomb threat library staff will follow the procedures outlined below to ensure the safety of all persons within the building. In the course of following these procedures, staff members will not put themselves in danger.
- b) All emergency situations will be taken seriously. All fire evacuation procedures must be followed until the all clear signal is given from the fire department. All protocols for a bomb threat will be followed until the all clear signal is given from the police/fire department.

**P-05-02-03 Procedures**

**Tornado**

~~a) An emergency pager is located in the Circulation Office. If a tornado watch is announced, the circulation staff will make the announcement over the inter-com.~~

~~ba)~~ If the tornado siren sounds, staff will make the appropriate announcement over the inter-com and urge all patrons to go to the staff area hallway, near the lockers. Patrons may also take cover in the Children's Cataloging Office and the Reference-Youth Office if additional space is needed. Assistance should be offered to those whose mobility is impaired.

~~e) The Supervisor In Charge (SIC) should take along the Manitowoc County emergency pager located in the Circulation office, and listen for the all clear signal before leaving the area.~~

~~db)~~ Though we have no authority to forbid anyone to leave the shelter area, no one will be allowed in any part of the library other than the shelter area while the warning exists. If the warning is still in effect at closing time, staff should remain in the shelter area with patrons until it is safe to leave.

~~ec)~~ Once the warning passes, activity in the library may return to normal.

## Fire

a) The library fire security system includes fire horns with flashers, smoke detectors and fire alarm pull stations. Should an alarm sound, staff should clear the building immediately. Do not stop to check whether or not the alarm is false. The alarm system will notify 911 automatically.

b) In the process of exiting the building, ~~Circulation~~ staff on duty should clear staff areas and book shelves near the front entrance. ~~Youth staff~~ Staff should clear Youth area ~~and~~, Community Room, ~~and~~ ~~Reference staff should clear stacks~~, Webster Room, and fireplace area. If patrons are encountered, they should be asked to leave the building immediately. Books, etc., may be left where they lay. Assistance should be offered to those with impaired mobility. If any patron does not appear to hear the alarm, staff should communicate as best they can the need to leave the building.

c) If, after being told they must leave, a patron absolutely refuses to exit the building, staff should leave the building and inform the Supervisor in Charge (SIC) so that Fire Department personnel may be informed when they arrive. No attempt should be made to argue with patrons or to physically force them from the building.

d) Once outside, staff will keep crowds away from the driveway and the front entranceway so that Fire Department Personnel are not prevented from entering the building. Staff will direct patrons to the park across the public parking lot and report to the SIC.

e) No one will be allowed to re-enter the building until Fire Department Personnel give an all clear.

## Nuclear Emergency

a) In case of a nuclear emergency, no one should leave the building.

b) Staff should tune radio to 1240WOMT for instructions or follow instructions given on the emergency pager. If necessary, the city will send someone to evacuate staff and patrons.

## Bomb Threat – call 9- 911 as soon as possible

### Receiving a threat via telephone

- Signal another staff member to listen, if possible.
- Transcribe the threat.
- Fill out as much of the **Bomb Threat Checklist (located by each phone)** as possible, including detailed questions.
- When caller hangs up, **DO NOT HANG UP THE PHONE**. Leave the line open.
- Move to another phone and dial 9-911
- Notify Library Director/SIC; begin evacuation.
- After evacuation complete any unanswered questions on the **Bomb Threat Checklist**.

- Be available after evacuation for law enforcement to debrief you.

### **Receiving a written threat**

- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.
- Handle the item as little as possible.
- After evacuation - record:
  1. Where the item was found
  2. The date and time you found the item
  3. Any situations or conditions surrounding the discovery
  4. Any other person you are aware of who saw the threat
- Secure the original item. If small, place in a bag or envelope.
- DO NOT fold, crumple, tear, or mark the item in any way.

### **Receiving an email threat**

- Leave the e-mail message open on the computer until authorities arrive.
- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.

### **Receiving a verbal threat**

- If the person who made the threat leaves, note which direction they are going.
- Notify authorities by dialing 9-911.
- Notify the Library Director/SIC; begin evacuation.
- Note the description of the person who made the threat:
  - Name, if you know them
  - Race
  - Type and color of clothing
  - Sex
  - Body size -
  - Hair color
  - Distinguishing features
    1. Write down the threat exactly as it was communicated to you:
    2. Exact wording
    3. Who made the threat
    4. The date and time of the threat
    5. Where the person who made the threat is now

### **Evacuation – Bomb Threat**

- Evacuate through the emergency door by the fireplace.
- Initially, there will not be an alarm sounding; notify patrons and staff to evacuate the building by the emergency door near the fireplace. Once that door is opened the fire alarm will sound. Circulation staff will redirect patrons and staff that are heading to the front



door to the back door.

- In the process of exiting the building, Circulation staff should clear staff areas and book shelves near the front entrance, including restrooms. Youth staff should clear Youth area and Community Room, and Reference staff should clear stacks, Webster Room, and fireplace area. If patrons are encountered, they should be asked to leave the building immediately. Books, etc., may be left where they lay. Assistance should be offered to those with impaired mobility.
- If, after being told they must leave, a patron absolutely refuses to exit the building, staff should leave the building and inform the SIC so that Police/Fire Department personnel may be informed when they arrive. No attempt should be made to argue with patrons or to physically force them from the building.
- Direct patrons to gather personal belongings.
- During evacuation, instruct patrons to turn off all cellular phones and pagers and to not use them until the 'all clear' is given.
- Once outside, staff will keep crowds away from the driveway, parking lot and the front entranceway so that Police/Fire Department personnel are not prevented from entering the building.
- Assemble patrons and staff away from the building by Near Memorial Drive.
- Remain outside, well away from the building until the all clear signal is given from the Police/Fire Department.

Approved: 3/13/01

Edited: 6/10/04

Revised and Board approved 3/11/08

Board reviewed, no changes to policy 6/14/16