TWO RIVERS WISCONSIN

LIBRARY BOARD MEETING

Tuesday, November 10, 2026 at 6:00 PM

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

AGENDA

1. **CALL TO ORDER**

2. **ROLL CALL**
   Board Members: Kathryn Gadd, Jack Powalisz, Don Weiss, Laura Waalkens, Lisa Steinhauer, Mary Glaser, Katie Stone, Shannon Derby, Bonnie Shimulunas, Kelly Gerros

3. **PUBLIC INPUT**

4. **APPROVAL OF BOARD MEETING MINUTES—Action item**
   Last meeting date: October 13, 2026

5. **RECEIVE AND FILE MONTHLY EXPENDITURE AND FINANCIAL REPORTS—Action item**
   Date: October 2026

6. **BOARD MEMBER COMMENT**

7. **DIRECTOR'S REPORT**

8. **COMMUNICATIONS**

   A. Newsletter: Lester Public Library *Library Links*—Nov 2026

   B. Two Rivers Rotary Foundation Proposal: Solar Charing Work Table

9. **REPORT FROM CITY COUNCIL REPRESENTATIVE**

10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**

11. **REPORT FROM COUNTY REPRESENTATIVE**

12. **UNFINISHED BUSINESS**

    A. Director Six-month Priorities Progress

    B. 2027 Budget—Action Item

    C. Policy Review: Title 2 Services Chapter 1: Collection Development—Action Item

13. **NEW BUSINESS**

    A. Annual library staff appreciation and work day lunch allocation—Action Item

14. **BOARD EDUCATION**
    A. Tour of back work area of the library.

15. CLOSED EXECUTIVE SESSION—None

16. ADJOURNMENT—Action item

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

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

LIBRARY BOARD MEETING

Tuesday, October 13, 2026 at 6:00 PM

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

MINUTES

1. **CALL TO ORDER** - President Gadd called the meeting to order at 6:00 PM.

2. **ROLL CALL**
   Board Members Present: Kathryn Gadd, Jack Powalisz, Don Weiss, Katie Stone, Lisa Steinhauer, Mary Glaser and Bonnie Shimulunas. Absent and excused: Laura Waalkens and Shannon Derby. Also present: Terry Ehle, Director and Corinne Mathis, Youth Services Coorindator.

3. **PUBLIC INPUT** – None.

4. **APPROVAL OF BOARD MEETING MINUTES**
   Motion to approve the minutes from the September 8, 2026 meeting, made by Weiss, second made by Powalisz. Voice vote carried unanimously.

5. **RECEIVE AND FILE MONTHLY EXPENDITURE AND FINANCIAL REPORTS**
   Motion to receive and file the expenditure and financial reports from September 2026, made by Powalisz, second made by Steinhauer. Voice vote carried unanimously.

6. **BOARD MEMBER COMMENT**
   Introductions were made to new board member Gerros, who introduced herself. Gadd distributed a quick guide to Robert's Rules of Order for board members and recommended the documentary The Librarians. Powalisz inquired about the possibility of installing a Little Free Library along the trail near Sandy Bay Highlands. Ehle will contact the Parks & Recreation Department to explore the idea. Powalisz is researching the construction of a Little Free Library. Waalkens shared that her daughter's Girl Scout troop is interested in building a bench for the library gardens. Ehle suggested the troop present its proposal to the Library Board at a future meeting.

7. **DIRECTOR'S REPORT**
   Ehle fielded questions and comments concerning her report.

8. **COMMUNICATIONS**

   A. Newsletter: Lester Public Library *Library Links*—October 2026

   B. Raider Reporter Article: *Books Everywhere*—Sept 2026 Issue 19

   C. City of Two Rivers Ordinance—Section 2-5-8

   D. Lester Public Library Board of Trustees Listing 2026-2026

9. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
   Derby reported that Apple Fest had a great turnout and beautiful weather. Upcoming events include the Senior Information Fair on October 15, Downtown Trick-or-Treating on October 24, and the Zombie Zoom 5K. The Community Baby Shower held on October 2 was the most successful to date, with more than 100 families participating.

10. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE
Glaser reported that district enrollment is declining, with more students graduating than entering the district. The district continues to seek paraprofessionals. School report cards will be released soon.

11. REPORT FROM COUNTY REPRESENTATIVE
Weiss reported that the 2027 budget was presented on October 6, with a tentative increase of 3.9%. A public hearing on the budget is scheduled for October 26. The Human Services Department is seeking to add a finance director position. A resolution regarding ATV and UTV use on county roads was sent back to committee for further clarification regarding agreements with villages and townships.

12. UNFINISHED BUSINESS

A. Director Six-month Priorities Progress – Ehle provided an update on progress toward her six-month priorities.

B. 2027 Budget Review – Ehle discussed revisions to the initial 2027 budget presented to the Board the previous month due to changes in projected health care costs and answered questions prior to presenting the revised budget to the Personnel and Finance Committee.

C. Representative Reports – Discussed the online representative reports and agreed to continue the practice.

13. NEW BUSINESS

A. Ehle introduced the new Youth Services Coordinator, Corinne Mathis, to the Board.

B. Reviewed Title 2, Services, Chapter 1: Collection Development. The Request for Reconsideration form was distributed for additional review. The policy will be brought back to the Board for a vote at the November meeting.

14. BOARD EDUCATION—None

15. CLOSED EXECUTIVE SESSION—None

16. ADJOURNMENT – Motion to adjourn made by Derby, second made by Glaser. Voice vote carried unanimously. Meeting adjourned at 7:06 PM.

Respectfully submitted by Terry Ehle, Director

CITY OF TWO RIVERS
Balance Sheet
October 31, 2026

LIBRARY FUND 280

	ASSETS		
280-11100	CASH	150,617.42	
280-11800	PETTY CASH ADVANCES	450.00	
280-13800	OTHER ACCOUNTS RECEIVABLE	.00	
280-14400	DUE FROM OTHER FUNDS	.00	
280-15800	DUE FROM TAX FUND	.00	
280-16200	PREPAID TELEPHONE CHARGES	.00	
	Total Assets		151,067.42
	LIABILITIES AND EQUITY		
	LIABILITIES		
280-21100	ACCOUNTS PAYABLE	.00	
280-21110	PAYROLL PAYABLE	.00	
280-21520	DUE WI RETIREMENT FUND	.00	
280-21530	HEALTH INS DDCTNS PAYBLE	.00	
280-21531	LIFE INSURANCE DED PAYABL	.00	
280-21532	DENTAL INSURANCE PAYABLE	.00	
280-21540	CHARITABLE CONT PAYABLE	.00	
280-21541	LIBRARY DEDUCTION PAYABLE	.00	
280-21550	UNION DUES DDCTNS PAYABLE	.00	
280-21560	SECTION 125 PAYABLE	.00	
280-21561	CREDIT UNION DDCTNS PAYAB	.00	
280-21570	ICMA ANNUITY PAYABLE	.00	
280-21581	GARNISHMENT OF WAGES-TAX	.00	
280-21590	OTHER DEDUCTIONS PAYABLE	.00	
280-21810	UNUSED VACATION CREDITS	.00	
280-21910	UNUSED SICK LEAVE CREDITS	2,559.36	
280-21911	UNUSED COMP TIME	.00	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	272.76	
280-25200	DUE TO OTHER FUNDS	.00	
280-26100	DEFERRED TAX RLL CLLCTNS	.00	
280-26910	DESIGNATED FR SUBSEQ YEAR	.00	
280-29410	SALES TAX COLLCTN PYBLE	75.00	
	Total Liabilities		2,907.12
	FUND EQUITY		
	Unappropriated Fund Balance:		
280-34100	FUND BALANCE UNRESERVED	(1,907.51)	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	Revenue over Expenditures - YTD	150,534.23	
	Total Fund Equity		148,626.72
	Total Liabilities and Equity		151,533.84

CITY OF TWO RIVERS
BALANCE SHEET
OCTOBER 31, 2026

LIBRARY BLDING & GROUNDS FUND 456

	ASSETS			
456-11100	CASH		21,024.67	
456-11301	INVESTMENTS		.00	
456-13800	OTHER ACCOUNTS RECEIVABLE		.00	
	TOTAL ASSETS			21,024.67
	LIABILITIES AND EQUITY			
	LIABILITIES			
456-21100	ACCOUNTS PAYABLE		.00	
	TOTAL LIABILITIES			.00
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
456-34100	FUND BALANCE UNRESERVED	11,024.67		
456-34110	ENCUMBRANCE-PRIOR YEARS	.00		
	REVENUE OVER EXPENDITURES - YTD		10,000.00	
	TOTAL FUND EQUITY			21,024.67
	TOTAL LIABILITIES AND EQUITY			21,024.67

CITY OF TWO RIVERS
BALANCE SHEET
OCTOBER 31, 2026

LIBRARY GIFT FUND 282

	ASSETS			
282-11100	CASH		309.20	
282-11301	SAVINGS ACCOUNT - BFN		.00	
282-11302	GENERAL FUND INVESTMENT		97,091.17	
282-13800	OTHER ACCOUNTS RECEIVABLE		.00	
	TOTAL ASSETS			97,400.37
	LIABILITIES AND EQUITY			
	LIABILITIES			
282-21100	ACCOUNTS PAYABLE		.00	
	TOTAL LIABILITIES			.00
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
282-34100	FUND BALANCE UNRESERVED	97,060.02		
282-34110	ENCUMBRANCE-PRIOR YEARS	.00		
	REVENUE OVER EXPENDITURES - YTD		340.35	
	TOTAL FUND EQUITY			97,400.37
	TOTAL LIABILITIES AND EQUITY			97,400.37

CITY OF TWO RIVERS
2026 MONTHLY GENERAL FUND REPORT
OCTOBER 31, 2026 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

		PERIOD ACTUAL	2026 BUDGET	2026 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
	LESTER LIBRARY						
	LIBRARY ADMINISTRATION						
	PERSONNEL SERVICES						
280-55110-1100	FULLTIME ADMINISTRATION	37,536	337,879	275,514	(62,365)	81.54	273,830
280-55110-1200	WAGES - FULLTIME	240	0	1,408	1,408	.00	1,187
280-55110-1220	WAGES - FULLTIME	3,429	43,491	28,335	(15,156)	65.15	27,886
280-55110-1230	WAGES - PART TIME	1,823	0	13,047	13,047	.00	8,311
280-55110-1270	WAGES - PART TIME	18,362	160,992	127,097	(33,895)	78.95	128,882
280-55110-1280	WAGES-LONGEVITY PAY	0	8,384	0	(8,384)	.00	0
280-55110-1290	WAGES-OVERTIME	0	502	0	(502)	.00	0
280-55110-1310	WI RETIREMENT	3,391	32,322	24,657	(7,665)	76.29	24,177
280-55110-1320	FICA	4,696	42,553	33,045	(9,508)	77.66	31,929
280-55110-1330	HEALTH INSURANCE	3,203	111,576	83,453	(28,123)	74.79	84,958
280-55110-1334	HEALTH INSURANCE OPT-OUT	1,154	5,000	4,808	(192)	96.15	4,231
280-55110-1340	LIFE INSURANCE	115	1,725	1,492	(233)	86.52	1,518
280-55110-1350	OTHER BENEFITS	0	0	0	0	.00	0
280-55110-1361	SICK LEAVE PAYOUT	0	1,300	2,733	1,433	210.26	1,320
	TOTAL PERSONNEL SERVICES	73,949	745,724	595,589	(150,135)	79.87	588,228
	CONTRACTUAL SERVICES						
280-55110-2100	PROF SERV - CITY SERVICES	0	59,750	33,723	(26,027)	56.44	46,302
280-55110-2130	PROFESSIONAL SERVICES	1,748	9,000	10,043	1,043	111.59	4,707
280-55110-2200	TELEPHONE EXPENSE	0	1,000	666	(334)	66.65	783
280-55110-2210	ELECTRICITY	0	25,000	19,435	(5,565)	77.74	21,596
280-55110-2220	NATURAL GAS/HEAT	689	13,500	12,128	(1,372)	89.84	8,124
280-55110-2230	WATER EXPENSE	0	2,160	1,625	(535)	75.23	1,817
280-55110-2240	SEWER EXPENSE	0	890	1,729	839	194.23	676
280-55110-2250	STORMWATER EXPENSE	0	960	719	(241)	74.93	799
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	480	25,000	17,629	(7,371)	70.51	21,439
280-55110-2450	EQUIPMENT NEW	8,087	7,500	8,087	587	107.83	5,800
280-55110-2910	PRINTING/ADVERTISING	140	350	190	(160)	54.29	137
280-55110-2930	TECHNOLOGY	6,290	16,000	14,983	(1,017)	93.64	16,234
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	0	0	0	0	.00	0
	TOTAL CONTRACTUAL SERVICES	17,434	161,110	120,957	(40,153)	75.08	128,414
	OPERATING SUPPLIES/EXPENSES						
280-55110-3100	OFFICE SUPPLIES	0	6,000	3,244	(2,756)	54.07	5,930
280-55110-3110	POSTAGE	0	450	527	77	117.05	363
280-55110-3300	TRAVEL	0	2,500	809	(1,691)	32.36	1,660
280-55110-3560	LANDSCAPING	647	19,000	11,630	(7,370)	61.21	12,486
	TOTAL OP SUPPLIES/EXP	647	27,950	16,210	(11,740)	58.00	20,438

CITY OF TWO RIVERS
2026 MONTHLY GENERAL FUND REPORT
OCTOBER 31, 2026 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

		PERIOD ACTUAL	2026 BUDGET	2026 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
	FIXED CHARGES						
280-55110-5200	INSURANCES	0	17,000	9,257	(7,743)	54.46	14,370
280-55110-5950	TRANSFER TO CAP PROJ FNDS	0	3,300	3,300	0	100.00	3,894
	TOTAL FIXED CHARGES	0	20,300	12,557	(7,743)	61.86	18,264
	TOTAL LIBRARY ADMINISTRATION	**92,029**	**955,084**	**745,313**	**(209,771)**	**78.04**	**755,344**
	ADULT SERVICES						
	OPERATING SUPPLIES/EXPENSES						
280-55111-3230	PERIODICALS	0	2,900	3,422	522	117.98	3,609
280-55111-3400	NON-FICTION BOOKS	1,117	14,000	8,719	(5,281)	62.28	13,281
280-55111-3420	FICTION BOOKS	1,759	14,000	11,613	(2,387)	82.95	12,188
280-55111-3430	LARGE PRINT BOOKS	1,583	10,000	9,563	(437)	95.63	7,228
280-55111-3450	MOVIES	0	1,900	1,985	85	104.48	2,162
280-55111-3470	AUDIOBOOKS	0	3,200	1,698	(1,502)	53.06	1,671
280-55111-3510	PROGRAMS	0	2,000	1,203	(797)	60.15	1,267
	TOTAL OP SUPPLIES/EXP	4,459	48,000	38,203	(9,797)	79.59	41,405
	TOTAL ADULT SERVICES	**4,459**	**48,000**	**38,203**	**(9,797)**	**79.59**	**41,405**

CITY OF TWO RIVERS
2026 MONTHLY GENERAL FUND REPORT
OCTOBER 31, 2026 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

		PERIOD ACTUAL	2026 BUDGET	2026 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
	CHILDREN'S SERVICES						
	OPERATING SUPPLIES/EXPENSES						
280-55112-3230	PERIODICALS	0	300	347	47	115.68	303
280-55112-3400	NON-FICTION BOOKS	9	6,000	3,826	(2,174)	63.77	4,468
280-55112-3420	FICTION BOOKS	134	3,500	3,936	436	112.45	4,106
280-55112-3440	PAPERBACKS	0	700	0	(700)	.00	634
280-55112-3450	MOVIES	0	600	131	(469)	21.75	328
280-55112-3470	AUDIOBOOKS	0	700	0	(700)	.00	11
280-55112-3510	PROGRAMS	28	9,500	4,450	(5,050)	46.84	8,776
280-55112-3530	JE BOOKS	55	6,000	2,665	(3,335)	44.42	3,512
	TOTAL OP SUPPLIES/EXP	226	27,300	15,354	(11,946)	56.24	22,139
	TOTAL CHILDREN'S SERVICES	**226**	**27,300**	**15,354**	**(11,946)**	**56.24**	**22,139**
	REFERENCE						
	OPERATING SUPPLIES/EXPENSES						
280-55114-3400	NON-FICTION BOOKS	0	0	0	0	.00	0
280-55114-3490	MICROFILM	0	1,875	4,210	2,335	224.53	1,875
	TOTAL OP SUPPLIES/EXP	0	1,875	4,210	2,335	224.53	1,875
	TOTAL REFERENCE	**0**	**1,875**	**4,210**	**2,335**	**224.53**	**1,875**

CITY OF TWO RIVERS
2026 MONTHLY GENERAL FUND REPORT
OCTOBER 31, 2026 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

		PERIOD ACTUAL	2026 BUDGET	2026 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
	YOUNG ADULT SERVICES						
	OPERATING SUPPLIES/EXPENSES						
280-55115-3230	PERIODICALS	0	200	0	(200)	.00	0
280-55115-3420	FICTION BOOKS	10	4,538	3,177	(1,361)	70.01	3,205
280-55115-3470	AUDIOBOOKS	0	500	0	(500)	.00	0
	TOTAL OP SUPPLIES/EXP	10	5,238	3,177	(2,061)	60.65	3,205
	TOTAL YOUNG ADULT SERVICES	**10**	**5,238**	**3,177**	**(2,061)**	**60.65**	**3,205**
	TOTAL LESTER LIBRARY EXP	**96,723**	**1,037,497**	**806,257**	**(231,240)**	**77.71**	**823,968**
	NET REV OVER EXP	**(95,116)**	**0**	**150,534**	**150,534**	**.00**	**115,986**

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-11100 CASH					
		09/30/2026 (09/26) Balance	.00 *	.00 *	246,141.12
10/31/2026	CA	Cash Allocation - Created: 10/26/26 12:41 PM		-71,326.04	
10/31/2026	CA	Cash Allocation - Created: 11/02/26 10:26 AM		-24,197.66	
10/31/2026	CA	Cash Allocation - Created: 11/03/26 5:37 PM	466.42		
		10/31/2026 (10/26) Period Totals and Balance	466.42 *	-95,523.70 *	151,083.84
280-11800 PETTY CASH ADVANCES					
		09/30/2026 (09/26) Balance	.00 *	.00 *	450.00
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	450.00
280-21100 ACCOUNTS PAYABLE					
		09/30/2026 (09/26) Balance	.00 *	.00 *	.00
10/01/2026	CDA	4 K'S PEST CONTROL LLC	55.00		
10/01/2026	CDA	Ingram Library Services - Debit Memo	1,392.71		
10/01/2026	CDA	Manitowoc-Calumet Library System	6,142.18		
10/01/2026	CDA	Springkleen LLC	1,140.00		
10/01/2026	CDA	Wisconsin Public Service	688.63		
10/08/2026	CDA	Marco	554.47		
10/08/2026	CDA	Unique Management Services Inc	93.20		
10/08/2026	CDA	US Alliance Fire Protection Inc	425.00		
10/12/2026	CDA	Cawley Company		-40.00	
10/15/2026	CDA	Cretton Enterprises Inc	646.70		
10/15/2026	CDA	Ingram Library Services - Debit Memo	1,695.93		
10/15/2026	CDA	Royal Publishing	140.00		
10/15/2026	CDA	Wisc Dept Of Revenue-DEBITMEMO	33.37		
10/22/2026	CDA	Cengage Learning Inc. / Gale	898.40		
10/22/2026	CDA	Center Point Large Print	302.10		
10/22/2026	CDA	Dawson, Jeff	148.00		
10/22/2026	CDA	Ingram Library Services - Debit Memo	377.47		
10/22/2026	CDA	Lester Public Library Foundation	550.40		
10/22/2026	CDA	Manitowoc-Calumet Library System	8,087.03		
10/31/2026	AP	Summary Transactions from AP System		-9,418.52	
10/31/2026	AP	Summary Transactions from AP System		-1,072.67	
10/31/2026	AP	Summary Transactions from AP System	40.00		
10/31/2026	AP	Summary Transactions from AP System		-2,516.00	
10/31/2026	AP	Summary Transactions from AP System		-10,363.40	
		10/31/2026 (10/26) Period Totals and Balance	23,410.59 *	-23,410.59 *	.00
280-21910 UNUSED SICK LEAVE CREDITS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	2,559.36-
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	2,559.36-
280-23105 OTHER DEPOSITS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	255.62-
10/12/2026	CR	LIBRARY-DUE TO OTHERS - LESTER PUBLIC		-5.71	
		Description: LIBRARY-DUE TO OTHERS - LESTER PUBLIC LIBRARY			
10/19/2026	CR	LIBRARY-DUE TO OTHERS - LESTER PUBLIC		-8.57	
		Description: LIBRARY-DUE TO OTHERS - LESTER PUBLIC LIBRARY			
10/26/2026	CR	LIBRARY-DUE TO OTHERS - LESTER PUBLIC		-2.86	
		Description: LIBRARY-DUE TO OTHERS - LESTER PUBLIC LIBRARY			
		10/31/2026 (10/26) Period Totals and Balance	.00 *	-17.14 *	272.76-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-29410 SALES TAX COLLCTN PYBLE					
		09/30/2026 (09/26) Balance	.00 *	.00 *	33.37-
09/30/2026	AP	Wisc Dept Of Revenue - DEBITMEMO	33.37		
		**Desc: September 2026 Sales Tax			
10/07/2026	CR	LIBRARY - SALES TAX		-7.43	
		Description: LIBRARY - SALES TAX			
10/12/2026	CR	LIBRARY - SALES TAX		-56.99	
		Description: LIBRARY - SALES TAX			
10/19/2026	CR	LIBRARY - SALES TAX		-7.21	
		Description: LIBRARY - SALES TAX			
10/26/2026	CR	LIBRARY - SALES TAX		-3.37	
		Description: LIBRARY - SALES TAX			
		10/31/2026 (10/26) Period Totals and Balance	33.37 *	-75.00 *	75.00-
280-34100 FUND BALANCE UNRESERVED					
		09/30/2026 (09/26) Balance	.00 *	.00 *	1,907.51
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	1,907.51
280-41110 GENERAL PROPERTY TAX					
		09/30/2026 (09/26) Balance	.00 *	.00 *	695,425.00-
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	695,425.00-
YTD Encumbrance	.00	YTD Actual 695,425.00- Total 695,425.00-	YTD Budget	695,425.00- Unearned	.00
280-43720 COUNTY FUNDS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	246,309.00-
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	246,309.00-
YTD Encumbrance	.00	YTD Actual 246,309.00- Total 246,309.00-	YTD Budget	246,309.00- Unearned	.00
280-45300 LIBRARY BOOK FINES					
		09/30/2026 (09/26) Balance	.00 *	.00 *	1,430.99-
10/12/2026	CR	LIBRARY - LIBRARY BOOK FINES		-.15	
		Description: LIBRARY - LIBRARY BOOK FINES			
10/19/2026	CR	LIBRARY - LIBRARY BOOK FINES		-178.44	
		Description: LIBRARY - LIBRARY BOOK FINES			
11/02/2026	CRJE	Library Credit Card Sales - October 2026		-90.65	
		10/31/2026 (10/26) Period Totals and Balance	.00 *	-269.24 *	1,700.23-
YTD Encumbrance	.00	YTD Actual 1,700.23- Total 1,700.23-	YTD Budget	3,400.00- Unearned	1,699.77
280-46712 COPIER SERVICE FEES					
		09/30/2026 (09/26) Balance	.00 *	.00 *	7,233.44-
10/07/2026	CR	LIBRARY - LIBRARY SERVICE FEE		-129.57	
		Description: LIBRARY - LIBRARY SERVICE FEE			
10/12/2026	CR	LIBRARY - LIBRARY SERVICE FEE		-210.43	
		Description: LIBRARY - LIBRARY SERVICE FEE			
10/19/2026	CR	LIBRARY - LIBRARY SERVICE FEE		-124.14	
		Description: LIBRARY - LIBRARY SERVICE FEE			
10/26/2026	CR	LIBRARY - LIBRARY SERVICE FEE		-48.33	
		Description: LIBRARY - LIBRARY SERVICE FEE			
11/02/2026	CRJE	Library Credit Card Sales - October 2026		-156.06	
		10/31/2026 (10/26) Period Totals and Balance	.00 *	-668.53 *	7,901.97-
YTD Encumbrance	.00	YTD Actual 7,901.97- Total 7,901.97-	YTD Budget	9,000.00- Unearned	1,098.03

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-46712 COPIER SERVICE FEES (continued)					
280-48300 SALE OF PROP & EQUIP					
		09/30/2026 (09/26) Balance	.00 *	.00 *	2,237.57-
10/07/2026	CR	LIBRARY - SALE-CITY PROPERTY		-19.05	
		Description: LIBRARY - SALE-CITY PROPERTY			
10/12/2026	CR	LIBRARY - SALE-CITY PROPERTY		-923.67	
		Description: LIBRARY - SALE-CITY PROPERTY			
10/16/2026	AP	Lester Public Library Foundation	550.40		
		**Desc: Sale of Property & Equipment-Book Sales - Library			
10/19/2026	CR	LIBRARY - SALE-CITY PROPERTY		-11.43	
		Description: LIBRARY - SALE-CITY PROPERTY			
10/26/2026	CR	LIBRARY - SALE-CITY PROPERTY		-16.19	
		Description: LIBRARY - SALE-CITY PROPERTY			
11/02/2026	CRJE	Library Credit Card Sales - October 2026		-200.10	
11/02/2026	CRJE	Library Credit Card Sales - October 2026		-5.69	
		10/31/2026 (10/26) Period Totals and Balance	550.40 *	-1,176.13 *	2,863.30-
YTD Encumbrance	.00	YTD Actual 2,863.30- Total 2,863.30-	YTD Budget 4,563.00-	Unearned 1,699.70	
280-48500 DONATIONS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	12.00-
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	12.00-
YTD Encumbrance	.00	YTD Actual 12.00- Total 12.00-	YTD Budget 75,000.00-	Unearned 74,988.00	
280-48900 OTHER REVENUES					
		09/30/2026 (09/26) Balance	.00 *	.00 *	2,536.24-
10/26/2026	CR	LIBRARY - LIBRARY-MISCELLANEOUS		-30.00	
		Description: LIBRARY - LIBRARY-MISCELLANEOUS			
11/02/2026	CRJE	Library Credit Card Sales - October 2026		-13.92	
		10/31/2026 (10/26) Period Totals and Balance	.00 *	-43.92 *	2,580.16-
YTD Encumbrance	.00	YTD Actual 2,580.16- Total 2,580.16-	YTD Budget 3,800.00-	Unearned 1,219.84	
280-55110-1100 FULLTIME ADMINISTRATION					
		09/30/2026 (09/26) Balance	.00 *	.00 *	237,977.75
10/02/2026	PC	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD	12,512.00		
10/16/2026	PC	PAYROLL TRANS FOR 10/10/2026 PAY PERIO	12,512.01		
10/30/2026	PC	PAYROLL TRANS FOR 10/24/2026 PAY PERIO	12,512.00		
		10/31/2026 (10/26) Period Totals and Balance	37,536.01 *	.00 *	275,513.76
YTD Encumbrance	.00	YTD Actual 275,513.76 Total 275,513.76	YTD Budget 337,879.00	Unexpended 62,365.24	
280-55110-1200 WAGES - FULLTIME					
		09/30/2026 (09/26) Balance	.00 *	.00 *	1,167.71
10/16/2026	PC	PAYROLL TRANS FOR 10/10/2026 PAY PERIO	161.40		
10/30/2026	PC	PAYROLL TRANS FOR 10/24/2026 PAY PERIO	78.89		
		10/31/2026 (10/26) Period Totals and Balance	240.29 *	.00 *	1,408.00
YTD Encumbrance	.00	YTD Actual 1,408.00 Total 1,408.00	YTD Budget .00	Unexpended 1,408.00-	

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1220 WAGES - FULLTIME					
		09/30/2026 (09/26) Balance	.00 *	.00 *	24,905.45
10/02/2026	PC	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD	83.64		
10/16/2026	PC	PAYROLL TRANS FOR 10/10/2026 PAY PERIO	1,672.80		
10/30/2026	PC	PAYROLL TRANS FOR 10/24/2026 PAY PERIO	1,672.80		
		10/31/2026 (10/26) Period Totals and Balance	3,429.24 *	.00 *	28,334.69
YTD Encumbrance	.00	YTD Actual 28,334.69 Total 28,334.69	YTD Budget 43,491.00	Unexpended	15,156.31
280-55110-1230 WAGES - PART TIME					
		09/30/2026 (09/26) Balance	.00 *	.00 *	11,223.60
10/02/2026	PC	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD	631.08		
10/16/2026	PC	PAYROLL TRANS FOR 10/10/2026 PAY PERIO	639.85		
10/30/2026	PC	PAYROLL TRANS FOR 10/24/2026 PAY PERIO	552.20		
		10/31/2026 (10/26) Period Totals and Balance	1,823.13 *	.00 *	13,046.73
YTD Encumbrance	.00	YTD Actual 13,046.73 Total 13,046.73	YTD Budget .00	Unexpended	13,046.73-
280-55110-1270 WAGES - PART TIME					
		09/30/2026 (09/26) Balance	.00 *	.00 *	108,734.77
10/02/2026	PC	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD	6,041.82		
10/16/2026	PC	PAYROLL TRANS FOR 10/10/2026 PAY PERIO	5,949.90		
10/30/2026	PC	PAYROLL TRANS FOR 10/24/2026 PAY PERIO	6,370.41		
		10/31/2026 (10/26) Period Totals and Balance	18,362.13 *	.00 *	127,096.90
YTD Encumbrance	.00	YTD Actual 127,096.90 Total 127,096.90	YTD Budget 160,992.00	Unexpended	33,895.10
280-55110-1310 WI RETIREMENT					
		09/30/2026 (09/26) Balance	.00 *	.00 *	21,266.81
10/02/2026	PB	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD	1,055.54		
10/16/2026	PB	PAYROLL TRANS FOR 10/10/2026 PAY PERIO	1,169.96		
10/30/2026	PB	PAYROLL TRANS FOR 10/24/2026 PAY PERIO	1,165.15		
		10/31/2026 (10/26) Period Totals and Balance	3,390.65 *	.00 *	24,657.46
YTD Encumbrance	.00	YTD Actual 24,657.46 Total 24,657.46	YTD Budget 32,322.00	Unexpended	7,664.54
280-55110-1320 FICA					
		09/30/2026 (09/26) Balance	.00 *	.00 *	28,349.21
10/02/2026	PB	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD	1,481.86		
10/16/2026	PB	PAYROLL TRANS FOR 10/10/2026 PAY PERIO	1,574.69		
10/30/2026	PB	PAYROLL TRANS FOR 10/24/2026 PAY PERIO	1,639.27		
		10/31/2026 (10/26) Period Totals and Balance	4,695.82 *	.00 *	33,045.03
YTD Encumbrance	.00	YTD Actual 33,045.03 Total 33,045.03	YTD Budget 42,553.00	Unexpended	9,507.97
280-55110-1330 HEALTH INSURANCE					
		09/30/2026 (09/26) Balance	.00 *	.00 *	80,249.40
10/02/2026	PB	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD	5,496.24		
10/02/2026	PB	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD		-2,292.84	
		10/31/2026 (10/26) Period Totals and Balance	5,496.24 *	-2,292.84 *	83,452.80
YTD Encumbrance	.00	YTD Actual 83,452.80 Total 83,452.80	YTD Budget 111,576.00	Unexpended	28,123.20

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1334 HEALTH INSURANCE OPT-OUT					
		09/30/2026 (09/26) Balance	.00 *	.00 *	3,653.89
10/02/2026	PC	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD	538.45		
10/16/2026	PC	PAYROLL TRANS FOR 10/10/2026 PAY PERIO	307.69		
10/30/2026	PC	PAYROLL TRANS FOR 10/24/2026 PAY PERIO	307.69		
		10/31/2026 (10/26) Period Totals and Balance	1,153.83 *	.00 *	4,807.72
YTD Encumbrance	.00	YTD Actual 4,807.72 Total 4,807.72	YTD Budget	5,000.00 Unexpended	192.28
280-55110-1340 LIFE INSURANCE					
		09/30/2026 (09/26) Balance	.00 *	.00 *	1,377.77
10/02/2026	PB	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD	114.63		
		10/31/2026 (10/26) Period Totals and Balance	114.63 *	.00 *	1,492.40
YTD Encumbrance	.00	YTD Actual 1,492.40 Total 1,492.40	YTD Budget	1,725.00 Unexpended	232.60
280-55110-1361 SICK LEAVE PAYOUT					
		09/30/2026 (09/26) Balance	.00 *	.00 *	2,733.40
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	2,733.40
YTD Encumbrance	.00	YTD Actual 2,733.40 Total 2,733.40	YTD Budget	1,300.00 Unexpended	1,433.40-
280-55110-2100 PROF SERV - CITY SERVICES					
		09/30/2026 (09/26) Balance	.00 *	.00 *	33,722.96
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	33,722.96
YTD Encumbrance	.00	YTD Actual 33,722.96 Total 33,722.96	YTD Budget	59,750.00 Unexpended	26,027.04
280-55110-2130 PROFESSIONAL SERVICES					
		09/30/2026 (09/26) Balance	.00 *	.00 *	8,295.43
08/19/2026	AP	Cawley Company		-40.00	
		**Desc: Signage - Library			
09/26/2026	AP	Springkleen LLC	1,140.00		
		**Desc: Janitorial Cleaning Services - Sept 2026 - Lib			
09/30/2026	AP	Marco Technologies LLC	554.47		
		**Desc: Agreement 012-3116327-000-Library			
10/01/2026	AP	Unique Management Services Inc	93.20		
		**Desc: Placements - September 2026 - Lib			
		10/31/2026 (10/26) Period Totals and Balance	1,787.67 *	-40.00 *	10,043.10
YTD Encumbrance	.00	YTD Actual 10,043.10 Total 10,043.10	YTD Budget	9,000.00 Unexpended	1,043.10-
280-55110-2200 TELEPHONE EXPENSE					
		09/30/2026 (09/26) Balance	.00 *	.00 *	666.46
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	666.46
YTD Encumbrance	.00	YTD Actual 666.46 Total 666.46	YTD Budget	1,000.00 Unexpended	333.54
280-55110-2210 ELECTRICITY					
		09/30/2026 (09/26) Balance	.00 *	.00 *	19,434.67
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	19,434.67
YTD Encumbrance	.00	YTD Actual 19,434.67 Total 19,434.67	YTD Budget	25,000.00 Unexpended	5,565.33

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-2220 NATURAL GAS/HEAT					
		09/30/2026 (09/26) Balance	.00 *	.00 *	11,439.19
09/18/2026	AP	Wisconsin Public Service Corp	688.63		
		**Desc: 1001 Adams Street - Library			
		10/31/2026 (10/26) Period Totals and Balance	688.63 *	.00 *	12,127.82
YTD Encumbrance	.00	YTD Actual 12,127.82 Total 12,127.82	YTD Budget 13,500.00	Unexpended	1,372.18
280-55110-2230 WATER EXPENSE					
		09/30/2026 (09/26) Balance	.00 *	.00 *	1,624.88
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	1,624.88
YTD Encumbrance	.00	YTD Actual 1,624.88 Total 1,624.88	YTD Budget 2,160.00	Unexpended	535.12
280-55110-2240 SEWER EXPENSE					
		09/30/2026 (09/26) Balance	.00 *	.00 *	1,728.65
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	1,728.65
YTD Encumbrance	.00	YTD Actual 1,728.65 Total 1,728.65	YTD Budget 890.00	Unexpended	838.65-
280-55110-2250 STORMWATER EXPENSE					
		09/30/2026 (09/26) Balance	.00 *	.00 *	719.37
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	719.37
YTD Encumbrance	.00	YTD Actual 719.37 Total 719.37	YTD Budget 960.00	Unexpended	240.63
280-55110-2410 MAINTENANCE EQUIPMENT/VEH					
		09/30/2026 (09/26) Balance	.00 *	.00 *	17,146.58
09/25/2026	AP	4 K'S PEST CONTROL LLC	55.00		
		**Desc: General Pest Control Glueboards - Library			
09/30/2026	AP	USA Fire Protection Inc	425.00		
		**Desc: 2026 September Sprinkler Inspection			
		10/31/2026 (10/26) Period Totals and Balance	480.00 *	.00 *	17,626.58
YTD Encumbrance	.00	YTD Actual 17,626.58 Total 17,626.58	YTD Budget 25,000.00	Unexpended	7,371.42
280-55110-2450 EQUIPMENT NEW					
		09/30/2026 (09/26) Balance	.00 *	.00 *	.00
10/14/2026	AP	Manitowoc-Calumet Library System	8,087.03		
		**Desc: (7) DELL Pro Slim QCS1250 PC's - Library			
		10/31/2026 (10/26) Period Totals and Balance	8,087.03 *	.00 *	8,087.03
YTD Encumbrance	.00	YTD Actual 8,087.03 Total 8,087.03	YTD Budget 7,500.00	Unexpended	587.03-
280-55110-2910 PRINTING/ADVERTISING					
		09/30/2026 (09/26) Balance	.00 *	.00 *	50.00
09/09/2026	AP	Royal Publishing	140.00		
		**Desc: 2026 Roncalli 59th Annual Boys & Girls CC Invite - 1/8 Page Ad - Library			
		10/31/2026 (10/26) Period Totals and Balance	140.00 *	.00 *	190.00
YTD Encumbrance	.00	YTD Actual 190.00 Total 190.00	YTD Budget 350.00	Unexpended	160.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-2930 TECHNOLOGY					
		09/30/2026 (09/26) Balance	.00 *	.00 *	8,692.94
09/22/2026	AP	Manitowoc-Calumet Library System	6,142.18		
		**Desc: Envisionware & SirsiDynix Annual Maintenance 100126-093027			
10/13/2026	AP	Dawson, Jeff	148.00		
		**Desc: Reimbursement of Flickr Invoice			
		10/31/2026 (10/26) Period Totals and Balance	6,290.18 *	.00 *	14,983.12
YTD Encumbrance	.00	YTD Actual 14,983.12 Total 14,983.12	YTD Budget	16,000.00 Unexpended	1,016.88
280-55110-3100 OFFICE SUPPLIES					
		09/30/2026 (09/26) Balance	.00 *	.00 *	3,244.37
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	3,244.37
YTD Encumbrance	.00	YTD Actual 3,244.37 Total 3,244.37	YTD Budget	6,000.00 Unexpended	2,755.63
280-55110-3110 POSTAGE					
		09/30/2026 (09/26) Balance	.00 *	.00 *	526.73
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	526.73
YTD Encumbrance	.00	YTD Actual 526.73 Total 526.73	YTD Budget	450.00 Unexpended	76.73-
280-55110-3300 TRAVEL					
		09/30/2026 (09/26) Balance	.00 *	.00 *	808.90
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	808.90
YTD Encumbrance	.00	YTD Actual 808.90 Total 808.90	YTD Budget	2,500.00 Unexpended	1,691.10
280-55110-3560 LANDSCAPING					
		09/30/2026 (09/26) Balance	.00 *	.00 *	10,983.47
09/30/2026	AP	Cretton Enterprises Inc	646.70		
		**Desc: Gardens - Library			
		10/31/2026 (10/26) Period Totals and Balance	646.70 *	.00 *	11,630.17
YTD Encumbrance	.00	YTD Actual 11,630.17 Total 11,630.17	YTD Budget	19,000.00 Unexpended	7,369.83
280-55110-5200 INSURANCES					
		09/30/2026 (09/26) Balance	.00 *	.00 *	9,257.43
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	9,257.43
YTD Encumbrance	.00	YTD Actual 9,257.43 Total 9,257.43	YTD Budget	17,000.00 Unexpended	7,742.57
280-55110-5950 TRANSFER TO CAP PROJ FNDS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	3,300.00
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	3,300.00
YTD Encumbrance	.00	YTD Actual 3,300.00 Total 3,300.00	YTD Budget	3,300.00 Unexpended	.00
280-55111-3230 PERIODICALS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	3,421.54
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	3,421.54
YTD Encumbrance	.00	YTD Actual 3,421.54 Total 3,421.54	YTD Budget	2,900.00 Unexpended	521.54-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55111-3400	**NON-FICTION BOOKS**				
		09/30/2026 (09/26) Balance	.00 *	.00 *	7,602.39
09/03/2026	AP	Ingram Library Services - Debit Memo	229.29		
		**Desc: ANF - Lib			
09/09/2026	AP	Ingram Library Services - Debit Memo	31.31		
		**Desc: ANF - Lib			
09/09/2026	AP	Ingram Library Services - Debit Memo	22.40		
		**Desc: ANF - Lib			
09/09/2026	AP	Ingram Library Services - Debit Memo	55.03		
		**Desc: ANF - Lib			
09/10/2026	AP	Ingram Library Services - Debit Memo	17.69		
		**Desc: ANF - Lib			
09/10/2026	AP	Ingram Library Services - Debit Memo	17.96		
		**Desc: ANF - Lib			
09/10/2026	AP	Ingram Library Services - Debit Memo	82.34		
		**Desc: ANF - Lib			
09/16/2026	AP	Ingram Library Services - Debit Memo	62.95		
		**Desc: ANF - Lib			
09/21/2026	AP	Ingram Library Services - Debit Memo	301.44		
		**Desc: ANF			
09/22/2026	AP	Ingram Library Services - Debit Memo	16.06		
		**Desc: ANF			
09/22/2026	AP	Ingram Library Services - Debit Memo	67.64		
		**Desc: ANF			
09/22/2026	AP	Ingram Library Services - Debit Memo	108.69		
		**Desc: ANF			
10/01/2026	AP	Ingram Library Services - Debit Memo	37.15		
		**Desc: ANF			
10/01/2026	AP	Ingram Library Services - Debit Memo	17.76		
		**Desc: ANF			
10/08/2026	AP	Ingram Library Services - Debit Memo	49.37		
		**Desc: ANF - Library			
		10/31/2026 (10/26) Period Totals and Balance	1,117.08 *	.00 *	8,719.47

YTD Encumbrance	.00	YTD Actual	8,719.47	Total	8,719.47	YTD Budget	14,000.00	Unexpended	5,280.53

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55111-3420	**FICTION BOOKS**				
		09/30/2026 (09/26) Balance	.00 *	.00 *	9,854.21
09/03/2026	AP	Ingram Library Services - Debit Memo	34.33		
		**Desc: AFIC - Lib			
09/03/2026	AP	Ingram Library Services - Debit Memo	17.73		
		**Desc: AFIC - Lib			
09/03/2026	AP	Ingram Library Services - Debit Memo	28.10		
		**Desc: AFIC - Lib			
09/09/2026	AP	Ingram Library Services - Debit Memo	95.02		
		**Desc: AFIC - Lib			
09/09/2026	AP	Ingram Library Services - Debit Memo	14.50		
		**Desc: AFIC - Lib			
09/10/2026	AP	Ingram Library Services - Debit Memo	131.99		
		**Desc: AFIC - Lib			
09/10/2026	AP	Ingram Library Services - Debit Memo	12.06		
		**Desc: AFIC - Lib			
09/10/2026	AP	Ingram Library Services - Debit Memo	269.59		
		**Desc: AFIC - Lib			
09/16/2026	AP	Ingram Library Services - Debit Memo	24.31		
		**Desc: AFIC - Lib			
09/16/2026	AP	Ingram Library Services - Debit Memo	25.54		
		**Desc: AFIC - Lib			
09/21/2026	AP	Ingram Library Services - Debit Memo	10.86		
		**Desc: AFic			
09/21/2026	AP	Ingram Library Services - Debit Memo	16.61		
		**Desc: AFic			
09/21/2026	AP	Ingram Library Services - Debit Memo	12.09		
		**Desc: AFic			
09/22/2026	AP	Ingram Library Services - Debit Memo	14.94		
		**Desc: AFic			
09/22/2026	AP	Ingram Library Services - Debit Memo	76.90		
		**Desc: AFic			
09/22/2026	AP	Ingram Library Services - Debit Memo	34.40		
		**Desc: AFic			
09/22/2026	AP	Ingram Library Services - Debit Memo	136.09		
		**Desc: AFic			
09/22/2026	AP	Ingram Library Services - Debit Memo	16.07		
		**Desc: AFic			
09/22/2026	AP	Ingram Library Services - Debit Memo	232.03		
		**Desc: AFic			
09/23/2026	AP	Ingram Library Services - Debit Memo	11.58		
		**Desc: AFic			
10/01/2026	AP	Ingram Library Services - Debit Memo	215.84		
		**Desc: AFic			
10/08/2026	AP	Ingram Library Services - Debit Memo	115.88		
		**Desc: AFIC - Library			
10/08/2026	AP	Ingram Library Services - Debit Memo	168.70		
		**Desc: AFIC - Library			
10/08/2026	AP	Ingram Library Services - Debit Memo	21.11		
		**Desc: AFIC - Library			
10/08/2026	AP	Ingram Library Services - Debit Memo	22.41		
		**Desc: AFIC - Library			
		10/31/2026 (10/26) Period Totals and Balance	1,758.68 *	.00 *	11,612.89

YTD Encumbrance .00 YTD Actual 11,612.89 Total 11,612.89 YTD Budget 14,000.00 Unexpended 2,387.11

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55111-3420 FICTION BOOKS (continued)					
280-55111-3430 LARGE PRINT BOOKS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	7,980.31
06/11/2026	AP	Cengage Learning Inc. / Gale	32.80		
		**Desc: ALP - Library			
06/12/2026	AP	Cengage Learning Inc. / Gale	63.20		
		**Desc: ALP - Library			
06/27/2026	AP	Cengage Learning Inc. / Gale	30.40		
		**Desc: ALP - Library			
09/09/2026	AP	Cengage Learning Inc. / Gale	311.20		
		**Desc: ALP - Library			
09/10/2026	AP	Ingram Library Services - Debit Memo	20.50		
		**Desc: ALP - Lib			
09/16/2026	AP	Ingram Library Services - Debit Memo	19.44		
		**Desc: ALP - Lib			
09/16/2026	AP	Cengage Learning Inc. / Gale	28.80		
		**Desc: ALP - Library			
09/16/2026	AP	Cengage Learning Inc. / Gale	27.20		
		**Desc: ALP - Library			
09/17/2026	AP	Cengage Learning Inc. / Gale	27.20		
		**Desc: ALP - Library			
09/17/2026	AP	Cengage Learning Inc. / Gale	56.00		
		**Desc: ALP - Library			
09/22/2026	AP	Ingram Library Services - Debit Memo	41.06		
		**Desc: ALP			
09/22/2026	AP	Ingram Library Services - Debit Memo	39.84		
		**Desc: ALP			
09/22/2026	AP	Ingram Library Services - Debit Memo	21.70		
		**Desc: ALP			
09/23/2026	AP	Ingram Library Services - Debit Memo	184.17		
		**Desc: AFic			
09/24/2026	AP	Cengage Learning Inc. / Gale	92.00		
		**Desc: ALP - Library			
09/25/2026	AP	Cengage Learning Inc. / Gale	229.60		
		**Desc: ALP - Library			
10/01/2026	AP	Ingram Library Services - Debit Memo	55.65		
		**Desc: ALP			
10/03/2026	AP	Center Point Large Print	302.10		
		**Desc: Alp-Library			
		10/31/2026 (10/26) Period Totals and Balance	1,582.86 *	.00 *	9,563.17

YTD Encumbrance .00 YTD Actual 9,563.17 Total 9,563.17 YTD Budget 10,000.00 Unexpended 436.83

280-55111-3450 MOVIES					
		09/30/2026 (09/26) Balance	.00 *	.00 *	1,985.03
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	1,985.03

YTD Encumbrance .00 YTD Actual 1,985.03 Total 1,985.03 YTD Budget 1,900.00 Unexpended 85.03-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55111-3470 AUDIOBOOKS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	1,697.80
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	1,697.80
YTD Encumbrance	.00	YTD Actual 1,697.80 Total 1,697.80	YTD Budget 3,200.00	Unexpended	1,502.20
280-55111-3510 PROGRAMS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	1,202.94
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	1,202.94
YTD Encumbrance	.00	YTD Actual 1,202.94 Total 1,202.94	YTD Budget 2,000.00	Unexpended	797.06
280-55112-3230 PERIODICALS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	347.04
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	347.04
YTD Encumbrance	.00	YTD Actual 347.04 Total 347.04	YTD Budget 300.00	Unexpended	47.04-
280-55112-3400 NON-FICTION BOOKS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	3,816.72
09/16/2026	AP	Ingram Library Services - Debit Memo	9.46		
		**Desc: JNF - Lib			
		10/31/2026 (10/26) Period Totals and Balance	9.46 *	.00 *	3,826.18
YTD Encumbrance	.00	YTD Actual 3,826.18 Total 3,826.18	YTD Budget 6,000.00	Unexpended	2,173.82
280-55112-3420 FICTION BOOKS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	3,801.56
09/09/2026	AP	Ingram Library Services - Debit Memo	13.98		
		**Desc: JF - Lib			
09/10/2026	AP	Ingram Library Services - Debit Memo	10.52		
		**Desc: JF - Lib			
09/16/2026	AP	Ingram Library Services - Debit Memo	109.75		
		**Desc: JF - Lib			
		10/31/2026 (10/26) Period Totals and Balance	134.25 *	.00 *	3,935.81
YTD Encumbrance	.00	YTD Actual 3,935.81 Total 3,935.81	YTD Budget 3,500.00	Unexpended	435.81-
280-55112-3450 MOVIES					
		09/30/2026 (09/26) Balance	.00 *	.00 *	130.52
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	130.52
YTD Encumbrance	.00	YTD Actual 130.52 Total 130.52	YTD Budget 600.00	Unexpended	469.48
280-55112-3510 PROGRAMS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	4,422.15
10/02/2026	PC	PAYROLL TRANS FOR 9/26/2026 PAY PERIOD	18.77		
10/16/2026	PC	PAYROLL TRANS FOR 10/10/2026 PAY PERIO	8.75		
		10/31/2026 (10/26) Period Totals and Balance	27.52 *	.00 *	4,449.67
YTD Encumbrance	.00	YTD Actual 4,449.67 Total 4,449.67	YTD Budget 9,500.00	Unexpended	5,050.33

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55112-3530 JE BOOKS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	2,610.58
09/09/2026	AP	Ingram Library Services - Debit Memo	21.73		
		**Desc: JE - Lib			
09/16/2026	AP	Ingram Library Services - Debit Memo	15.19		
		**Desc: JE - Lib			
09/22/2026	AP	Ingram Library Services - Debit Memo	17.69		
		**Desc: JE			
		10/31/2026 (10/26) Period Totals and Balance	54.61 *	.00 *	2,665.19
YTD Encumbrance	.00	YTD Actual 2,665.19 Total 2,665.19	YTD Budget	6,000.00 Unexpended	3,334.81
280-55114-3490 MICROFILM					
		09/30/2026 (09/26) Balance	.00 *	.00 *	4,210.00
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	4,210.00
YTD Encumbrance	.00	YTD Actual 4,210.00 Total 4,210.00	YTD Budget	1,875.00 Unexpended	2,335.00-
280-55115-3420 FICTION BOOKS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	3,167.38
09/22/2026	AP	Ingram Library Services - Debit Memo	9.67		
		**Desc: YA Fic			
		10/31/2026 (10/26) Period Totals and Balance	9.67 *	.00 *	3,177.05
YTD Encumbrance	.00	YTD Actual 3,177.05 Total 3,177.05	YTD Budget	4,538.00 Unexpended	1,360.95

Number of transactions: 158 Number of accounts: 58	Debit	Credit	Proof
Total LIBRARY FUND:	123,517.09	-123,517.09	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55115-3420 FICTION BOOKS (continued)					
282-11100 CASH					
		09/30/2026 (09/26) Balance	.00 *	.00 *	3,424.33-
10/31/2026	CA	Cash Allocation - Created: 10/26/26 12:41 PM	3,711.53		
10/31/2026	CA	Cash Allocation - Created: 11/02/26 10:28 AM	22.00		
		10/31/2026 (10/26) Period Totals and Balance	3,733.53 *	.00 *	309.20
282-11302 GENERAL FUND INVESTMENT					
		09/30/2026 (09/26) Balance	.00 *	.00 *	97,091.17
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	97,091.17
282-21100 ACCOUNTS PAYABLE					
		09/30/2026 (09/26) Balance	.00 *	.00 *	.00
10/15/2026	CDA	Ingram Library Services - Debit Memo	22.16		
10/31/2026	AP	Summary Transactions from AP System		-22.16	
		10/31/2026 (10/26) Period Totals and Balance	22.16 *	-22.16 *	.00
282-34100 FUND BALANCE UNRESERVED					
		09/30/2026 (09/26) Balance	.00 *	.00 *	97,060.02-
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	97,060.02-
282-48100 INTEREST INCOME					
		09/30/2026 (09/26) Balance	.00 *	.00 *	45.75-
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	45.75-
YTD Encumbrance	.00	YTD Actual 45.75- Total 45.75- YTD Budget	.00	Unearned	45.75-
282-48110 INTEREST ON INVESTMENTS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	3,692.12-
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	3,692.12-
YTD Encumbrance	.00	YTD Actual 3,692.12- Total 3,692.12- YTD Budget	6,500.00-	Unearned	2,807.88
282-48500 DONATIONS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	5,923.73-
10/12/2026	CR	LIBRARY - DONATIONS-GIFT FUND		-3,430.94	
		Description: LIBRARY - DONATIONS-GIFT FUND			
10/19/2026	CR	LIBRARY - DONATIONS-GIFT FUND		-302.75	
		Description: LIBRARY - DONATIONS-GIFT FUND			
10/26/2026	CR	LIBRARY - DONATIONS-GIFT FUND		-22.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
		10/31/2026 (10/26) Period Totals and Balance	.00 *	-3,755.69 *	9,679.42-
YTD Encumbrance	.00	YTD Actual 9,679.42- Total 9,679.42- YTD Budget	7,000.00-	Unearned	2,679.42-
282-55110-2410 MAINTENANCE EQUIPMENT/VEH					
		09/30/2026 (09/26) Balance	.00 *	.00 *	500.00
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	500.00
YTD Encumbrance	.00	YTD Actual 500.00 Total 500.00 YTD Budget	.00	Unexpended	500.00-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
282-55110-7004 ADULT GIFT					
		09/30/2026 (09/26) Balance	.00 *	.00 *	6,656.76
09/22/2026	AP	Ingram Library Services - Debit Memo	22.16		
		**Desc. AGift			
		10/31/2026 (10/26) Period Totals and Balance	22.16 *	.00 *	6,678.92
YTD Encumbrance	.00	YTD Actual 6,678.92 Total 6,678.92	YTD Budget 5,000.00	Unexpended	1,678.92-
282-55110-7005 MEYER FOUNDATION					
		09/30/2026 (09/26) Balance	.00 *	.00 *	100.35
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	100.35
YTD Encumbrance	.00	YTD Actual 100.35 Total 100.35	YTD Budget 500.00	Unexpended	399.65
282-55110-7008 YOUTH GIFT					
		09/30/2026 (09/26) Balance	.00 *	.00 *	5,797.67
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	5,797.67
YTD Encumbrance	.00	YTD Actual 5,797.67 Total 5,797.67	YTD Budget 5,000.00	Unexpended	797.67-
Number of transactions: 8		Number of accounts: 11	Debit	Credit	Proof
Total LIBRARY GIFT FUND:			3,777.85	-3,777.85	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
282-55110-7008 YOUTH GIFT (continued)					
456-11100 CASH					
		09/30/2026 (09/26) Balance	.00 *	.00 *	21,024.67
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	21,024.67
456-34100 FUND BALANCE UNRESERVED					
		09/30/2026 (09/26) Balance	.00 *	.00 *	11,024.67-
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	11,024.67-
456-48500 DONATIONS					
		09/30/2026 (09/26) Balance	.00 *	.00 *	10,000.00-
		10/31/2026 (10/26) Period Totals and Balance	.00 *	.00 *	10,000.00-

YTD Encumbrance .00 YTD Actual 10,000.00- Total 10,000.00- YTD Budget .00 Unearned 10,000.00-

	Debit	Credit	Proof
Number of transactions: 0 Number of accounts: 3			
Total LIBRARY BLDING & GROUNDS FUND:	.00	.00	.00
Number of transactions: 166 Number of accounts: 72	Debit	Credit	Proof
Grand Totals:	127,294.94	-127,294.94	.00

Report Criteria:
Actual amounts
Accounts with balances or activity
[Report].FUND = "280","282","456"

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

Giving thanks

As Thanksgiving approaches, we pause to reflect on everything we're grateful for. We want you to know how much we appreciate the confidence you've placed in Edward Jones. We're grateful for your business, and we value the relationship we've built together.

Association - Advisory Solutions Fund Model

Portfolio Objective - Account: Balanced Growth and Income

For more information about the Advisory Program Account program go to www.edwardjones.com/advisorybrochures.

Account Value

$96,608.20

1 Month Ago	$96,757.02
1 Year Ago	$92,693.60
3 Years Ago	$83,811.75
5 Years Ago	$150,260.59

Value Summary

	This Period	This Year
Beginning value	$96,757.02	$93,400.46
Assets added to account	0.00	0.00
Assets withdrawn from account	0.00	0.00
Fees and charges	-90.32	-899.38
Change in value	-58.50	4,107.12
Ending Value	**$96,608.20**	

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

Asset Details (as of Oct 30, 2026)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

	Current Yield/Rate	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market	3.28%*	$0.07	$8.16	—	**$8.23**

* 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	105.11	12	1,078.68	182.64	**1,261.32**
Dmnsl Glb Cr ETF	52.703	22	1,191.08	-31.61	**1,159.47**
Ish Core S&P 500	759.18	7	3,974.04	1,340.22	**5,314.26**
Ish RS MD-C ETF	110.03	19	1,634.79	455.78	**2,090.57**
Ish MSCI Vlu ETF	79.26	15	1,167.14	21.76	**1,188.90**

Asset Details (continued)

Exchange Traded & Closed End Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Vng Mm Grwt ETF	85.06	30	2,030.01	521.79	**2,551.80**

Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Bridge Builder Core Bond	8.73	1,696.047	16,952.64	-2,146.15	**14,806.49**
Bridge Builder Core Plus Bond	8.54	2,272.298	22,648.10	-3,242.68	**19,405.42**
Bridge Builder INTL Equity	15.68	597.887	6,966.72	2,408.15	**9,374.87**
Bridge Builder Large Growth	26.78	386.792	6,417.86	3,940.43	**10,358.29**
Bridge Builder Large Value	19.77	589.04	7,423.32	4,222.00	**11,645.32**
Bridge Builder Mid Cap	17.47	233.757	3,575.00	508.73	**4,083.73**
Bridge Builder Small Cap	15.75	130.874	1,428.37	632.90	**2,061.27**
JPM U.S. Govt Money Market Im	1.00	308.24	—	—	**308.24**
MFS INTL New Discovery R6	35.85	28.012	964.92	39.31	**1,004.23**
Nylim Mackay HI Yld Cor BD R6	4.99	956.011	5,164.46	-393.97	**4,770.49**
PIMCO INTL Bond (USD-Hedged) I	9.53	294.451	2,847.42	-41.30	**2,806.12**
Principal Midcap R6	41.16	58.532	2,182.34	226.84	**2,409.18**
Total Account Value					**$96,608.20**

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

Summary of Realized Gain/Loss

	This Year
Short Term (assets held 1 year or less)	**$51.42**
Long Term (held over 1 year)	**422.83**
Total	**$474.25**

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

Detail of Realized Gain/Loss from Sale of Securities

	Purchase Date	Sale Date	Quantity	Cost Basis	Proceeds	Realized Gain/Loss	
Bridge Builder Small Cap	03/26/2020	10/05	53.941	$588.72	$847.42	$258.70	LT
Bridge Builder Small Cap	—	10/05	21.545	306.29	338.47	32.18	ST

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

Investment and Other Activity by Date

Date	Description	Quantity	Amount
9/30	Dividend on Vng Mrn Grwt ETF on 30 Shares @ 0.091		$2.73
10/01	Dividend on Bridge Builder Core Bond on 1,689.355 Shares at Daily Accrual Rate		57.35
10/01	Reinvestment into Bridge Builder Core Bond @ 8.57	6.692	-57.35
10/01	Dividend on Bridge Builder Large Value on 586.911 Shares @ 0.068		40.39
10/01	Reinvestment into Bridge Builder Large Value @ 18.97	2.129	-40.39
10/01	Dividend on Bridge Builder Core Plus Bond on 2,262.473 Shares at Daily Accrual Rate		82.43
10/01	Reinvestment into Bridge Builder Core Plus Bond @ 8.39	9.825	-82.43
10/01	Dividend on JPM U.S. Govt Money Market Im on 397.42 Shares at Daily Accrual Rate		1.15
10/01	Reinvestment into JPM U.S. Govt Money Market Im @ 1.00	1.15	-1.15
10/01	Dividend on Nylim Mackay HI Yld Cor BD R6 on 951.085 Shares @ 0.025		24.48
10/01	Reinvestment into Nylim Mackay HI Yld Cor BD R6 @ 4.97	4.926	-24.48
10/01	Dividend on PIMCO INTL Bond (USD-Hedged) I on 293.335 Shares at Daily Accrual Rate		10.55
10/01	Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.45	1.116	-10.55
10/06	Sell Bridge Builder Small Cap @ 15.71	-75.486	1,185.89
10/06	Buy Bridge Builder Mid Cap @ 17.56	67.534	-1,185.89
10/07	Redeemed JPM U.S. Govt Money Market Im @ 1.00	-90.33	90.33
10/07	Program & Platform Fees		-90.33
10/22	Fee Offset		0.01
10/22	Dividend on Dmnsl Glb Cr ETF on 22 Shares @ 0.246295		5.42

Money Market Detail by Date

Beginning Balance on Sep 26 **$0.07**

Date	Transaction	Description	Deposits	Withdrawals	Balance
9/30	Deposit		2.73		$2.80
10/22	Deposit		5.42		$8.22
10/23	Deposit		0.01		$8.23

Money Market Detail by Date (continued)

Date	Transaction	Description	Deposits	Withdrawals	Balance
Total			**$8.16**		
Ending Balance on Oct 30					**$8.23**

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

Director's Report October 2026

Date	Activity	Notes
10/6/26	Schaus Mechanical responded to a call that the HVAC system had shut down.	*See Schaus note.
10/7/26	Attended Bilingual Language Class.	
10/8/26	Presented book talk in the 8th grade with Corinne Mathis.	
	Toured new Lakeshore Humane Society facility.	Two Rivers Business Association Event
10/9/26	Presented book talk in the Mishicot Middle School with Corinne Mathis.	
10/10/26	Judged 1st Annual Apple Fest Bake Off.	
	Final day of the Fall Used Book Sale.	Net Profit: $1100—$550 for both the library and the foundation.
10/12/26	Worked morning Circulation Desk Shift.	Covering for staff out.
10/13/26	Phone call with Jamie Duchow from Seuss Electronics.	*See Seuss note.
	Met with library management team.	
10/14/26	Met with library staff.	
	Met with Jared Rohrer from Parks & Rec. about placement of new swing in the library gardens.	*See swing donation note.
	Presented book talk in the 3rd grade with Corinne Mathis.	*See book talk note.
	Attended Bilingual Language Class.	*See Woods Outreach note.
10/15/26	Met with Library Foundation president Teri Wagner.	Upcoming board meeting October 20.
	Spoke with Tiffanie Curran from EBI about bulletin board project.	Promised status of quote by end of the day—did not receive status update.
	Phone call with Lawrence Hansen from USLI.	Obtaining quote for Directors & Officers Liability Insurance for library foundation
	Attended library UW BadgerTalk program *Where Are My Keys? Should I worry?*	*See Memory Kits and Rotary partnership note.
10/16/26	Met with Greg Lawrence from Ansay Associates.	Obtaining quote for Directors & Officers Liability Insurance for library foundation
	Presented book talk in 4th grade with Corinne Mathis.	
10/17/26	Worked Help Desk shift with Corinne Mathis.	Training.
10/19/26	Shared several stories from the Book Talk program with Two Rivers School Board & Administrators.	See article in Novembers newsletter.
	Attended City Council Meeting.	Presented general library update.
10/20/26	Spoke with Tiffanie Curran from EBI about bulletin board project.	Promised status of quote by end of the week—did not receive quote or update.
	Met with management team.	
	Met with Lester Public Library Foundation.	*See Foundation News.
10/21/26	Wisconsin Library Association (WLA) Conference	*See WLA conference note.

10/22/26	Attended WLA YSS Board Meeting	
	Attended Lighthouse Academy Board Meeting.	Virtually
	WLA conference	
10/23/26	WLA Conference	
10/26/26	Met with Todd Nilsson from MightyHumans.org	*See AI note.
	Spoke with Dave Dassey, Technology Manager for the city about the city's plan for accessibility.	More on this at a later date.
10/27/26	Met with library management team.	
10/28/26	Attended City Department Heads meeting.	
	Attended Bilingual Language Class.	
10/29/26	Attended AI at Work: A Practical Day for Manitowoc County Businesses	*See AI note.
	HVAC system shut down, Schaus responded.	
	Presented 2027 budget to the Personnel & Finance Committee.	
10/30/26	Met with board president Kate Gadd.	
	Spoke with EBI about changing representative in order to move bulletin board project forward.	
	Submitted proposal to Rotary Club of Two Rivers for their annual fundraiser in the spring.	Included in *Communications.*
11/3/26	Received updated quote from EBI.	
11/4/26	Attended Lakeshore CAP Parents as Teachers advisory board meeting.	
	Submitted approved quote to EBI.	
	Attended City Department Heads meeting.	
	Attended Bilingual Language Class.	

Other noteworthy items:



- **Memorial Garden Donation:** Oregon, WI artist Randy Glysch of Red Corner Art Glass, offered to donate a stained-glass garden sculpture in memory of his aunt, Jean Lesperance, a longtime library user and supporter. The sculpture "Wave of Color" (see photo) inspired by the Arts and Crafts movement and Frank Lloyd Wright's Prairie-style design, is planned for installation in spring 2027. We will coordinate placement with our gardener and install a commemorative plaque.

- **Swing Donation:** An anonymous donor gifted five swings to the Two Rivers Parks and Recreation Department, requesting they be placed in scenic locations throughout Two Rivers. Director Mike Mathis asked if the library would like one placed in the gardens. We already had an ideal location identified beneath the tree at the end of the StoryWalk® path, an idea discussed during this summer's garden tour. Parks and Recreation will coordinate installation.

- **Seuss Electronics:** Chris Hamburg and myself met with Seuss electronics out of Appleton to discuss upgrades to the Community Room's audiovisual equipment. Planned improvements include a new laser projector, a DVD player compatible with multiple disc formats, and an updated sound system. The current

equipment is outdated and has become increasingly difficult to connect to newer computers and use with newer movie formats. The $12,500 project will be funded through the Dale Carnegie Legacy Library funds ($10,000) received in January of this year. The rest of the funds will come from this year's new equipment budget. Completion of the project is anticipated by the end of the year.

- **Schaus:** On 10/6/26, the chiller experienced a loss of cooling due to low glycol levels. A technician added glycol, restoring proper flow and cooling. The cause of the low glycol level is unknown, and the system will be monitored for further loss that could indicate a leak. The technician also identified three components recommended for replacement during a previous preventative maintenance inspection in the Spring: the compressor crankcase heater, compressor contactor, and water temperature sensor. The cost to supply and install these components, including labor and testing, is $898. Schaus will also perform the fall inspection at the time of the repair.

  On 10/29/26 the HVAC system shut down, specifically the air conditioning unit. Schaus responded and completed the repairs outlined above. The technician identified a leak in the seals on a pump located inside the chiller. Repairs are needed to prevent further leakage and ensure proper system operation. The repair quote is $2,024, which includes a new seal kit, mounting hardware, labor to disassemble the pump and replace the seals, refilling the system with glycol, and confirming operation. Freight, equipment, and truck charges are included, along with a one-year parts and labor warranty. Ordered repair on 11/4/26.

- **2026 Public Library Technology Survey:** Completed the 2026 Public Library Technology Survey, a national study examining public library technology resources, infrastructure, digital literacy assistance, staffing, and budgets, with a special focus on emerging practices in artificial intelligence. The findings will help libraries understand how technology services and needs have evolved since 2020.

- **Book Talks:** The Book Talk program continues to connect students with books they're excited to read, highlighting the important role librarians play in matching children with books that capture their interests and build enthusiasm for reading. One third grader finished his new book in a single afternoon and arrived at the library with his mother, announcing that he needed "100 more of these." Another parent shared that her son's lunch table conversation had shifted from sports to books. One student took her book camping over the weekend and devoured it; when we brought the same book to the fifth grade, her friend immediately picked it up, eager to read it after hearing how much her friend had enjoyed it. These moments show how librarians can spark a love of reading by putting the right books into children's hands—and how that excitement can spread from one reader to another.

- **Memory Kits and Rotary Partnership:** Partnered with the Two Rivers Rotary Club to introduce Memory Kits following a presentation by Bonnie Nuttkinson of UW–Madison's Alzheimer's Disease Research Center on recognizing signs of Alzheimer's disease. Put together by Chris Hamburg and supported by Rotary funding, the kits provide thoughtfully selected books, activities, games, and sensory materials for people living with dementia and their caregivers, offering opportunities for connection, engagement, and comfort across stages of the disease. The Two Rivers Rotary Club also presented the check ($3,220) for the kits to the Chris the night of the program.

- **Woods Outreach:** In celebration of their three-year anniversary at the library, Woods Outreach gifted us a wonderful collection of Spanish/English-language books for young readers.

- **Foundation News:** The Foundation approved a revised set of bylaws that includes an indemnification clause. They have also received quotes for Directors and Officers (D&O) liability insurance and plan to select a policy at their January meeting. The treasurer will issue checks for the annual gift (2026: $62,296) and the Lester donation ($25,000) at the end of October. The board also approved transferring the full

micro-grant allocation ($10,000) to the library, both to reimburse the first grant for the *Gather and Grow* program and to allow staff greater flexibility in using the remaining funds for their intended purposes. This arrangement will allow us to move forward with programs and projects without waiting for prior approval at each Foundation meeting, which could delay implementation. I'll provide follow-up reports to the Foundation board and the donor documenting how the funds are used and the outcomes of each project.

- **WLA Conference Summary:** Corinne Mathis and I attended the 2026 Wisconsin Library Association Conference in Middleton, October 21–23. Sessions and activities included Responding with Confidence: Unattended Children & Vulnerable Adults (which prompted discussion about adding a vulnerable adults section to our existing unattended children policy); a viewing of the documentary *Free for All: The Public Library;* Adventures in Accessibility: Practical Lessons for Documents, Spreadsheets, Slides and More; Cooperative Children's Book Center Choices 2027; Lightning Session: Culture Kits for Kids; Making Waves with Kayaks; Intergenerational Story Times; and Library Crawl: A Community Collaboration. The Library Crawl session highlighted a project our staff will be developing for National Library Week 2027.

  Corinne also attended a session on the Science of Reading. The two of us are working on a project to incorporate evidence-based reading materials and practices into the library's beginning reading collection. With a potential partnership with the school district, the goal is to support improved reading outcomes through carefully selected new books and resources. We hope to secure grant funding to help bring this project to fruition.

  I also met with a representative from Focus on Energy and received helpful information about available lighting incentives and HVAC programs. I now have local contact information and a better understanding of the available resources, so I feel prepared to begin gathering quotes and exploring options for upcoming library projects.

  A memorable thought from keynote speaker Jason Krotecki was, "We are all viral. What are you spreading?" A good reminder of the influence we each have in our workplaces and communities.

- **AI:** I attended AI at Work: A Practical Day for Manitowoc County Businesses, a day-long conference covering real-world examples, advantages and disadvantages of AI, tips for using the tools more effectively, and local resources for learning more. I went to deepen my understanding, sharpen my own use of the tools, and build confidence discussing AI with the public, city employees, and library staff. Whether we agree or disagree, AI is here, so we need to know its pros and cons and how to use it effectively to improve our services. How the library uses AI and how we help the community build digital literacy will be included in my next six month-priorities list. Sponsored by the *The Chamber Manitowoc County* of which we are a member.

  With AI already on my mind, Todd Nilsson from Mighty Humans, a nonprofit that provides practical AI learning for everyday people, happened by the library to offer AI information and training to the community. You'll see a new program in the newsletter this month, **AI Office Hours**, offered in partnership with Mighty Humans, put that offer into action: a monthly drop-in session by the fireplace where patrons can bring questions, chat one-on-one or in a small group, or explore what's out there. The sessions will lead into a series of public programs next year on what AI is and how to use it.

- **Reorganizing Staff Workspaces:** This project is well underway, with major moves expected to be completed by 11/22/26. Staff desks have been cleared, bulky desk storage units and excess magazine boxes have been rehomed to other city departments, new shelving has been purchased for ROR books, and improved office supply organization systems are now in place.

Lester Public Library Statistical Report—Oct 26

Circulation										
	Oct 2026		Oct 2025		%Chng	2026 YTD		2025 YTD		%Chng
Circulation Total	7,832		8,895		-12%	84,436		88,851		-5%
Total Visitors	6,190		6,305		-2%	60,131		59,080		2%
Users	**Total**	**%Circ**	**Total**	**%Circ**		**Total**	**%Circ**	**Total**	**%Circ**	
Children (0-11)	652	8%	741	8%	-12%	7,429	9%	5,709	6%	30%
Young Adult (11-17)	194	2%	338	4%	-43%	2,656	3%	2,803	3%	-5%
Adult (18+)	6,641	85%	7,269	82%	-9%	70,402	83%	74,128	83%	-5%
Outreach	76	1%	43	0%	77%	730	1%	1,595	2%	-54%
School	111	1%	52	1%	113%	873	1%	960	1%	-9%
ALL OTHERS	158	2%	452	5%	-65%	2,346	3%	3,656	4%	-36%
Item Type	**Total**	**%Circ**	**Total**	**%Circ**		**Total**	**%Circ**	**Total**	**%Circ**	
Adult	4,699	60%	5,379	60%	-13%	50,726	60%	54,518	61%	-7%
Youth	3,133	40%	3,516	40%	-11%	33,710	40%	34,333	39%	-2%
	Total	**%Circ**	**Total**	**%Circ**		**Total**	**%Circ**	**Total**	**%Circ**	
Self-check use	2,441	31%	2,647	30%	-8%	26,254	31%	27,914	31%	-6%
Drive Through Use	318	4%	361	4%	-12%	3,376	4%	4,452	5%	-24%
LARS ACTIVITY										
Sent to LARS	2,461		2,469		0%	26,244		26,106		1%
Rec from LARS	1,343		1,495		-10%	14,028		13,832		1%
NEW REGISTRATIONS										
Total	67		59		14%	431		498		-13%
OVERDRIVE EBooks & EAudiobooks										
Total	2012		1931		4%	19,984		18,968		5%

Lester Public Library Statistical Report—Oct 26

Information Services

	Oct-26		Oct-25	%Chng	2026 YTD		2025 YTD	%Chng
Walk-in	1,261		1,220	3%	13,982		9,117	53%
Phone	238		337	-29%	2,359		2,383	-1%
Electronic	292		288	1%	3,068		1,733	77%
Reference Total	**1,791**		**1,845**	**-3%**	**19,409**		**13,233**	47%
PC Internet Use # of Users	500		366	37%	5,500		5068	9%
PC Internet Use (Hours)	469		488	-4%	4,230		3509	21%
Computer Use Total	**969**		**854**	**13%**	**9,730**		**8577**	13%
Children's Programming								
In-house Programs	23		26	-12%	207		183	13%
In-house Attendance	1,773		1,693	5%	17,191		14,998	15%
Outreach Programs	7		11	-36%	61		76	-20%
Outreach Attendance	1,371		1,280	7%	5,666		6,931	-18%
Young Adult Programs								
In-house Programs	2		2	0%	38		25	52%
In-house Attendance	44		23	91%	707		587	20%
Adult Programs								
In-house Programs	16		13	23%	153		115	33%
In-house Attendance	361		183	97%	1,472		2,182	-33%

Reference Monthly Statistical Summary

October 2026

Reference Questions

Adult Walk In	1261
Adult Phone	238
Adult Email	292
Reference Total	1791

Computer Usage

# of Users	500
Internet Hours	468.5

Email Requests

*Adult Requests	243
*Youth Requests	49
	292

Website*

Unique Visits	2,586
Visits	3,061
Pageviews	4,284
Unique Pageviews	3,682

# Books Checked Out	180
New Library Cards	14

Dramatic Play

# times counted	55
# of patrons	400

Youth Programs

In House	23
Attendance	1773

Outreach	7
Attendance	1371

Young Adult Programs

In House	2
Attendance	44

Adult Programs

Attendance

Strictly Fiction	5
Book Discussion	10
LPL Flix	28
Book 2 Art	6
International Film	14
Adult Craft	9
Gather & Grow	135
EAB	17
Bilingual Class	53
Genealogy	4
Yarned & Dangerous	2
Crafting Calm	10
No Country...Film Screen	29
Polar Baseball	1
Badger Talk	16
Fabric Swap	22

Total # Programs	16
Total Attendance	361

Family w/ STEAM	142
Art to Go / 2	155
Story Time To Go / 1	55
Scavenger Hunt	78
Dramatic Play	400
Family Game Night	7
Story Time AM / 4	244
Story Time PM / 3	66
Pokemon	28
Movers & Shakers AM	99
Movers & Shakers PM	104
WI Science Bag	155
Gather & Grow	133
Babygarten AM	41
Babygarten PM	34
Fairy Tale Game	30
Serial club	2
	1773

Com. Baby Shower	345
8th Grade LBC	82
Mishicot	213
3rd Grade Magee	70
7th Grade LBC	95
4th Grade Magee	98
LBC Trunk or Treat	468
	1371

Anime Club	28
LPL Pages	16
	44

**Pageviews measure how many times content is seen, visits measure how many times someone engages with the site, and unique visits measure the overall audience.*

LESTER PUBLIC LIBRARY
1001 Adams Street Two Rivers, WI 54241 • (920)793-8888 • www.lesterlibrary.org

Two Rivers Rotary Foundation Proposal: Solar Charging Work Table

October 30, 2026

Two Rivers Rotary Foundation
Attn: Betty Bittner
PO Box 272
Two Rivers, WI 54241

Dear Rotary Members,

Lester Public Library asks the Rotary Club of Two Rivers to fund a solar-powered charging work table for our grounds: up to $15,000 toward the $15,500 equipment cost. The library will pay for installation, and for any equipment cost above $15,000, from its own budget.

The need

Most weekends, at least two or three people sit in our parking lot or near the front door, where the one outdoor outlet is, looking for power and wi-fi. Staff also see teens and adults gathered there after closing and on Sundays. Our staff see people sitting in their cars and by the doors for power and wi-fi even through our cold winters, so a year-round solution matters.

Our community has real financial need. Nearly 12 percent of residents live below the poverty line, compared with 10.6 percent statewide. For our low-income and unhoused neighbors, a charged phone and a wi-fi connection mean staying connected to the wider world.

The solution

The Sunbolt CampusXL is a true off-grid solar charging station. It has a 1.2 kW solar array and two 100 amp-hour batteries, so it charges year-round and through power outages. It runs entirely on solar power, so it adds nothing to the library's electric bill. It offers 120V outlets, USB and USB-C fast-charging ports, and wireless charging pads. LED tabletop lighting makes it usable at night. The manufacturer states it supports up to 75-150 handheld device charges per day in typical use.

The table seats four on ADA-accessible seating, with room for more. Its table and bench tops are recycled plastic lumber. Placed on the lake side, near the front of the property, the table will sit in plain view where it is easy to see and lit at night by its own LED lighting. Our wi-fi reaches that spot, and we will add a booster if needed.

The table weighs about 1,450 pounds, is built of heavy-gauge steel with tamper-resistant hardware, and is rated for 130 mph winds. Anti-vandal anchoring is available. Today, people gather by our building entrance. The table gives them a safer, visible place to sit, away from the building.

The cost and our commitment

The equipment costs $15,500. We request up to $15,000 and will cover the rest, including shipping, plus installation. The library will also maintain the table and pay to replace its batteries, about every five years. The manufacturer expects a 10-20 year service life.

We would be proud to print the Rotary logo on the side of the bench, so everyone who uses the table sees who made it possible.

Our mission

Our mission is Read. Discover. Connect. Enrich. This table supports each part of it: a comfortable place to read, learn, and connect, in the sunshine, for everyone in our community.

Thank you for considering our request. Attached is the manufacturer's specification sheet, which includes details about the placement of the Rotary logo. We would be happy to answer any questions or provide additional information.

Sincerely,

Terry Ehle

Terry Ehle
Director, Lester Public Library

Bench Options



FULL COVERAGE LOGO

In this option your graphics will be printed on a full sheet — sized based on your chosen location — that is then applied to the steel.

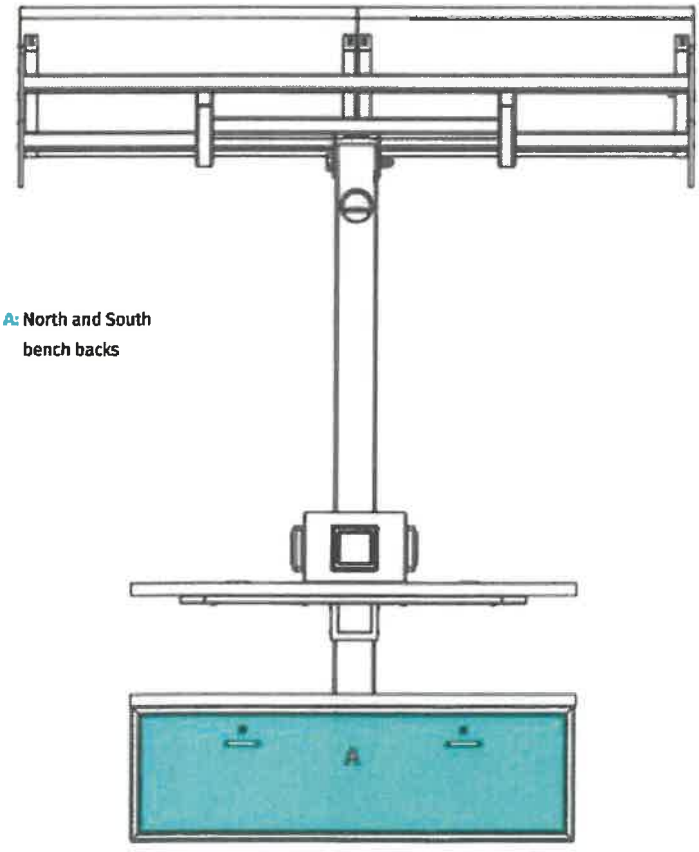


CONTOUR CUT LOGO

In this option your graphics will be printed and then cut out from the background, leaving the powder coated steel as your backdrop when applied.

Logo/Graphic Location Options

Below are the standard offerings for graphics. Additional space can be utilized. Please speak to your Sunbolt representative for options.



A: North and South bench backs



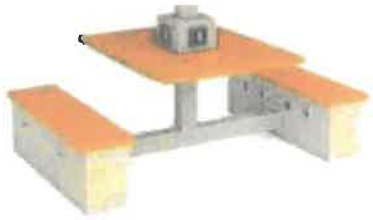
SOLAR. WORK. STATION.

The CampusXL is a fully engineered true off-grid solar powered charging station integrated into an innovative 3/16" structural steel package. With the highest solar power capacity of any charging station on the market —this workstation is extremely robust and resilient to all weather conditions.

OVERVIEW

- A highly reliable, long endurance solar powered charging station
- True off-grid solar power design that delivers dependable year-round charging power, even in worst case weather conditions
- Supports up to 75-150 hand held mobile device charges/day (typical use)
- Supports charging for smartphones, tablets, laptops, cameras, and other portable, electronic devices
- Attractive non-glare LED table top lighting system for nighttime use
- Built in remote monitoring for tracking and management of system data
- A powerful 1.2kW DC solar array and two (2) 100 amp-hour batteries
- Architectural design with a fully engineered commercial grade structure
- 130 mph wind speed rated self-ballasted structural steel construction
- Optimized system design includes high quality UL listed solar power components for safe and trouble-free performance
- Low maintenance with a ten to twenty year expected service life
- ADA accessible seating — seats four (4) with room for additional seating

FEATURES



ADA Accessible Seating



120V and USB/USB-C Fast Charging Outlets plus Qi Wireless Charging Pads



1.2kW Solar Array

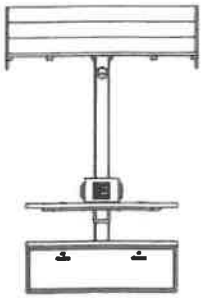
BENEFITS

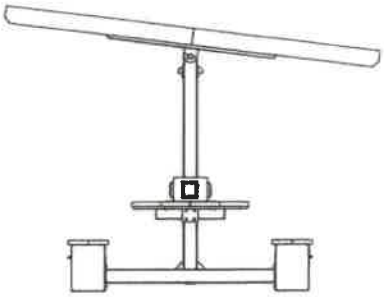
- A high visibility green symbol with tangible benefits for your community
- Complements a wide range of landscapes and architectural aesthetics
- Provides off-grid electronic device power in a convenient and attractive way
- Provides continuous electronic device charging even during extended grid power outages
- Reduces carbon footprint
- A green infrastructure problem solver for any outdoor public space; improves traffic flow and attracts positive interaction
- Connects users to the value of green power and your organization's concrete commitment to sustainability

725 County Line Road Unit H
Huntingdon Valley, PA 19006

Phone: 267-419-8496
gosunbolt.com

info@gosunbolt.com
@GoSunbolt





DIMENSIONS

- Canopy height (high side): 8' 5¼"
- Canopy head clearance height (low side): 6' 7¼"
- Canopy: 6' 8¼" W x 11' 2¼" L
- Bench seat (1): 4' 6" W x 1' 2½" L
- Bench footprint (1): 4' 6" W x 1' 0" L
- Table top: 4' 6" W x 3' 6" L
- Table footprint (with benches): 4' 6" W x 7' 0" L

STRUCTURE

- 100% powder coated structural steel
  - ASTM A-500 Grade B structural steel: horizontal tube, vertical tube, and solar canopy supporting tube; thickness: 3/16"
  - ASTM A-36 structural steel: bench enclosures, miscellaneous supporting components; thickness: 3/16"
  - A1011 CS Type B steel sheet: bench enclosure access panel; thickness: 1/8
- Table & bench tops: IPE and Recycled Plastic Lumber
- Wind speed rating: 130 mph self-ballasted (no surface attachment required)
- Durable industrial strength construction with easy to clean surfaces
- Seating: Seats four (4) comfortably with a minimum 24" centerline distance between any two parallel seats
- Total weight: 1,450 lbs (including electrical components and concrete ballast block)

SECURITY

- Robust ballast mount system minimizes movement
- Additional "anti-vandal" surface attachment options
- Robust, heavy gauge steel components; inherently vandal-proof
- Tamper resistant hardware and fasteners

WARRANTY

- One (1) year warranty on installation
- Twenty-five year warranty on solar panel power output
- See individual component warranties

SOLAR POWER SYSTEM

- Solar array capacity: 1.2kW DC
- GFCI: Six (6) protected standard outlets
- Charging ports: Twelve (12) Fast-Charging USB charging ports, six (6) 60W QC 4.0 Type-C ports, six (6) 30W QC 3.0 USB ports, and two (2) Qi Wireless Charging Pads
- Battery: Two (2) 12V DC 100 Ah AGM valve regulated lead acid (VRLA)
- Inverter: 500 Watt Pure Sine Wave
- Charge Controller: 50A MPPT with Bluetooth connectivity
- Battery replacement cycle: Five (5) years/1000 cycles (typical)
- Depth of discharge: 50%
- Autonomy: Three (3) days
- Daily energy production: 3,800Wh[1]
- P.E. designed, off-grid solar PV and user outlet power system
- All electrical and structural steel components bonded to NEC compliant earth grounding electrode (ground rod)
- Remote monitoring: Monitor system data, troubleshoot, view comprehensive insights, and store data from anywhere, provided the unit is connected to Wi-Fi

OPTIONS

- Table and bench top material and colors
- Wide range of steel powder coat colors
- Logos, graphics, or advertiser/sponsor branding
- NEMA rated enclosure to house USB smart devices
- Hotspot Circuit
- Cell Modem for remote monitoring (SIM card required)

Financing available.

The Inflation Reduction Act's tax credits are aimed to reduce energy consumption and transition to renewable energy. The Inflation Reduction Act (IRA) can help reduce the cost of solar products such as the Sunbolt Solar Workstations.

Consult with your tax advisor to determine if you qualify.

1. PV Array Daily Energy Production with average irradiance for Philadelphia, PA - June.
2. Consultation with a tax advisor recommended.
3. http://www.dsireusa.org/incentives/incentive.cfm?Incentive_Code=US02F
4. http://www.dsireusa.org/incentives/incentive.cfm?Incentive_Code

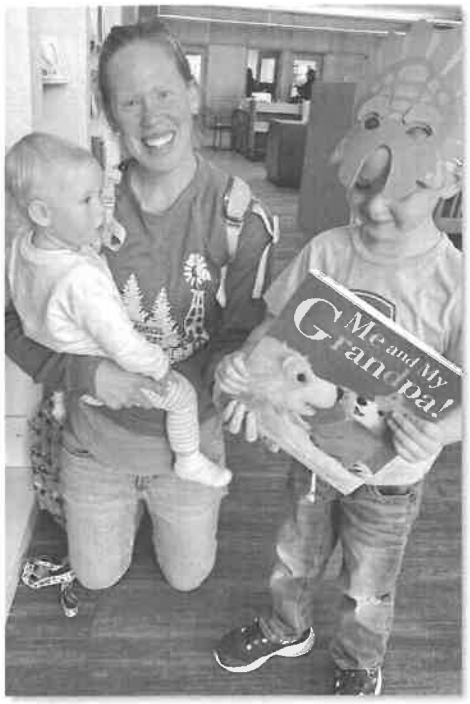
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Phone: 267-419-8496
gosunbolt.com

info@gosunbolt.com
@GoSunbolt

NOVEMBER 2026 @ THE LESTER PUBLIC LIBRARY

LIBRARY LINKS



Masked Reader

OPTIONS FOR INDEPENDENT LIVING

Monday, Nov 2 • 1:00 PM

The Aging & Disability Resource Center of the Lakeshore can help individuals access programs, resources and services that support safe, independent living at home.

ADRC Aging & Disability Resource Center of the Lakeshore

DEVELOPMENTAL SCREENING DAY

Wednesday, Nov 4 • 9:00 AM-noon & 3:00-6:00 PM

Don't "wait and see" when it comes to your child's development. A screening can identify potential delays early, so your child can receive the support they need to get back on track.

Appointments last about an hour. Visit https://tinyurl.com/3fymusku or call Terry at 920.793.7104. Screenings are free and open to the public.

HOLIDAY CLOSINGS



Thanksgiving:
Thursday, Nov 26

Holidays:
Thursday, Dec 24
Friday, Dec 25
Thursday, Dec 31
Friday, Jan 1

Book drops are open 24/7!

HOURS

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

BILINGUAL LANGUAGE CLASSES

Wednesdays through Nov 18 • 6:00-7:30 PM

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

Presented by Woods Outreach.

MEET YOUR NEIGHBORS!

Saturday, Nov 14 • 10:30 AM

Meet new friends: We're gonna speed-chat! Spend a total of 20 minutes moving from person to person. We'll provide questions and topics to break the ice and start conversations. Afterwards, linger, chat, have coffee and donuts. Whether a longtime local or a new arrival, come connect in a welcoming place!

Joyful Reading: Look What Book Talks Can Do!



While the library doesn't have a bookmobile, did you know we take a "bookmobile" on the road to local schools? Library staff visit every classroom in grades 3–8 in Two Rivers and grades 6–8 in Mishicot, sharing brief "commercials" for about 20 books. Students browse the collection, choose books that interest them and check them out right at school. Students without library cards receive applications so they can get one.

The results are exciting— just see those third graders in the photo sprawled across the gym floor, lost in their books!

During our first Book Talk this fall with sixth graders at L.B. Clarke, a new student told his teacher, "This is great! We didn't do this at my old school. I think I might actually like reading this year."

Another sixth grader took her book camping and devoured it over the weekend. When we brought that same book to the fifth graders, her friend immediately picked it up, explaining how much her friend had enjoyed it and that she couldn't wait to read it herself. Book excitement is contagious!

After the first Book Talks with third graders at Magee, one student finished his book before the school day was over. He told his mom he needed to go to the library that very day because "I need 100 more of these." He and his mom came to the library immediately after school, where she shared the story with us.

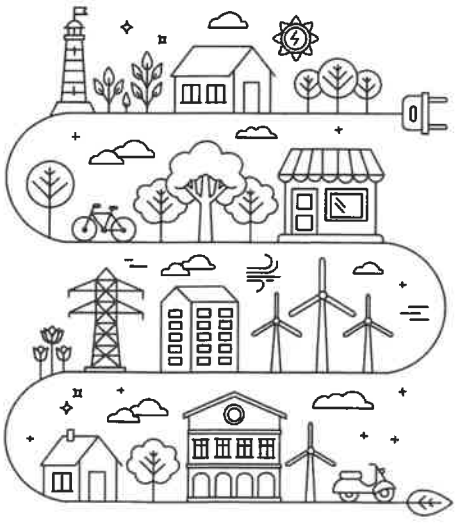
Another parent told us her son said the boys at his lunch table usually talk about sports. That day they talked about BOOKS. Students even moved to a different spot in the lunchroom, closer to the books, so they could get to them faster when checkout began.

We wish you could hear the excitement in the classrooms as students spot books they want to read. Those enthusiastic reactions are a joy to hear.

This is what we're working toward: Children who *want* to read, get *excited* about books and *finish* one only to want another. Through early literacy efforts like the First Grade Super Library User initiative and Book Talks at our schools, we're helping children discover books that catch their attention, spark their imaginations and make them eager to turn the next page.

Parents and caregivers, ask your student about Book Talks. What book did they get? Do they want to visit the library to check out more books like it? Capitalize on their excitement to add fuel to that fire! Helping children find books they love can make a lasting difference in the readers they become.

Need help finding books for your reluctant reader? Email Ms. Corinne (cmathis@lesterlibrary.org) for suggestions!



From Backyard to Lake Michigan: How Land & Water Connect Us

Thursday, Nov 19 • 6:00 PM

What happens to water after it falls on our yards, roads, farm fields and shorelines? Learn how everyday landscapes are connected to our streams, wells and Lake Michigan. Tara Wachowski of the Manitowoc County Soil & Water Conservation Department offers a look at groundwater, runoff, water quality, conservation practices and the work happening across the county to protect our land and water.

Sponsored by the Two Rivers Environmental Advisory Board.

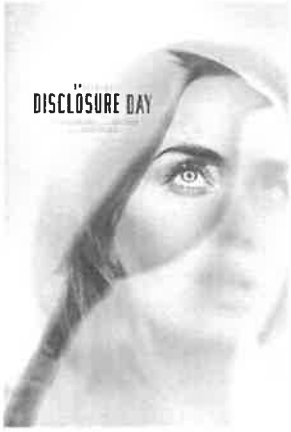
Movies

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

LPL Flix

Disclosure Day

Friday, Nov 6 • 1:00 PM



A television meteorologist and a cybersecurity analyst go on a mission to disclose the existence of extraterrestrial life to the world, while trying to evade the trail of a government contractor, who tries to prevent them from getting the secret out.

As they uncover evidence that could change humanity's understanding of its place in the universe, they must decide how far they are willing to go to reveal the truth.

Rated PG-13. Runtime 2:25.

International Film

Elling

Tuesday, Nov 24 • 6:00 PM

After his mother's death, Elling, a sensitive and mentally disabled man, moves to a psychiatric institution, where he befriends Kjell. Two years later, the pair are given an apartment in Oslo and must learn to navigate the challenges of independent life. As even the simplest tasks prove daunting, their friendship helps them find confidence, purpose and a place in the world.



Rated R. Runtime 1:29.

Sign up for updates on all things crafty at the library! Send name & email to lesref@lesterlibrary.org.

Leaf Doodle Art

Saturday, Nov 21 • 10:30 AM-12:30 PM

Use colorful paint pens to turn real leaves into tiny works of art, then arrange your favorites into a beautiful framed display. It's part doodling, part nature, part pure creative fun—and the finished piece is all yours. *Call 920.793.8888 to register. Ages 18+*

Sit'n'Stitch

Saturday, Nov 14 • 10:00 AM-2:00 PM

A companionable meetup for cross stitch enthusiasts. Bring a current project and enjoy your craft the second Saturday of each month near the library's fireplace. Folks are welcome to bring beverages and snacks.

Genealogy Club

Thursday, Nov 5 • 10:15 AM-noon

Research expert Alan Wambold shows best practices for uncovering family stories. Learn valuable techniques for research, organization, and solving historical mysteries. Meetings are held the first Thursday of each month. New members are always welcome.

One-on-One Tech Help

By appointment

Maribeth Wester, a retired technology professional with more than 40 years of experience, can fluently address issues from simple to complex on whatever device you use—phone, tablet, or computer.

Email mbwester@watchingandlistening.org to make an appointment at the library that works for your schedule.

Yarned & Dangerous

Thursdays • 5:00-7:00 PM

Knitters and crocheters: Convene weekly for convivial crafting! Adults (and teens) can bring their own projects, supplies and beverages for a pleasant evening together at the fireplace.

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.

Our reading challenges are in full swing and whether you're chasing **Above Average Reader** glory by topping the national average, sleuthing through subgenres as a **Mystery Maven,** or swooning your way through **In It 4 Love,** there's a patch waiting to celebrate your success.



Check out challenges for young readers: **Babies Bloom** encourages families to share 100 books by age one, **1,000 Books Before K** offers free books at every milestone, and **500 Books Before Middle School** rewards independent readers with badges, charms and books. The following are newer challenges:

Once Upon a Time...

Fall Reading Challenges through Dec 19!



Ages 15+: Log the number of days you read. When you hit 10 days, claim a deluxe apple cider mix; at 25 days, an equally deluxe cinnamon stick; at 40 days, dried apple pieces to complete the concoction (no evil stepmothers here, so no worries about apple safety); and at 55 days, collect your orange-and-pearl campfire mug from which to sip the apple cider and other favorite autumnal beverages.

Read on My Own • Ages 6-14: Not by the hair on your chinny-chin-chin will you be caught NOT reading! Log the days you read to earn prizes, including FREE BOOKS for you to choose and keep! No huffing or puffing required.

Read to Me • Ages 0-5: Find a chair or bed (or couch or floor) that's JUST RIGHT as a favorite person reads to you. Log the days you listen to earn fun prizes and FREE BOOKS to live with happily ever after.



Myth & Magic Genre Challenge • Ages 18+

Follow the call of magic into stories filled with brave heroes, curious creatures, eerie enchantments, and fairy-tale twists. Wander through beloved subgenres and award-winning epics as you shape your own reading adventure. Complete the challenge to earn a heroic patch worthy of any adventurer.

200 Books Before High School • Ages 11-14



Keep your reading momentum going with the **200 Books Before High School** challenge! Celebrate your inner book nerd as you dive into the books you love—ebooks, audiobooks, graphic novels, and even titles you're reading for school can all count toward your goal. Along the way, earn reading-themed prizes, stickers, and of course, FREE BOOKS for your own library.

Strictly Fiction

Monday, Nov 2 • 6:30 PM

***My Friends* by Fredrik Backman** *(fiction)*

Most people overlook them, three tiny figures perched at the edge of a long pier in one of the world's most famous paintings. To everyone else, it's just a tranquil seascape. But Louisa, an artist herself, senses there's more to the scene than meets the eye.

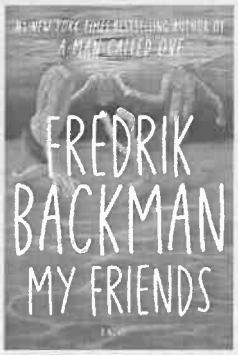
As she sets off on a journey to uncover the truth about the painting's origins, the more she begins to question not just the artwork—but herself.

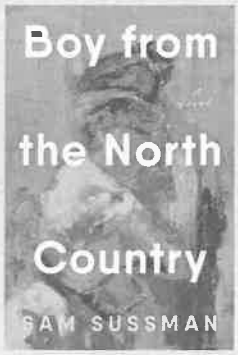
Book Discussion Group

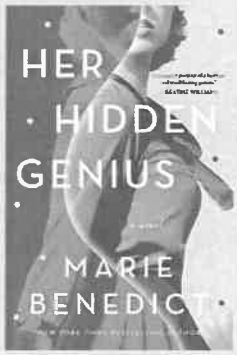
Wednesday, Nov 4 • 4:00 PM

***Boy From the North Country* by Sam Sussman**

Evan, 26, is suddenly called home to the remote farmhouse where he was raised by his mother, June. He discovers she is dying and learns there are long-held secrets about his past, including the identity of his biological father. As Evan pieces together her life before he was born, including an emotionally turbulent relationship with Bob Dylan, he confronts family mysteries, artistic legacy, and the complexities of love and identity.







Book Clubs

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

Find a full list of this year's selections on our readers' page online.

Book to Art Club

Saturday, Dec 5 • 11:00 AM

***Her Hidden Genius* by Marie Benedict**

Scientist Rosalind Franklin is more at home in the lab than in social circles. After years of research in Paris, she joins a London university, where her independent nature causes friction with male colleagues. Consumed by her study of DNA, she believes one perfect X-ray image could reveal its secret. Her meticulous research produces a photograph of DNA's double helix, yet her role in the discovery remains largely obscured.

Serial Cereal Club

Saturday, Nov 7 • 10:30 AM • Grades 4-6

Feast on a smorgasbord of book series with deliciously titled adventures! Share your favorites and discover new reads with a hearty appetite for fun.

Then whip up your own candy sushi—a sweet little masterpiece that's almost too cute to eat!

Grownup sidekicks are free to stay or explore the library during the program.

Try a book subscription service and let us prepare a custom bundle just for you! *Library card required.*

Book It! (18+)

Looking for your next great read? Our expert staff will handpick 2–3 books each month based on your favorite genres, authors, or whatever vibe you're feeling. Fill out a request form at the front desk by the 15th to receive your customized bundle the following month. No commitment—sign up monthly or whenever you like.

LPL Pages (Grades 8-12)

Scan the QR code to answer a few questions, then pick up your box at the front desk and start reading. Each box includes two great books and some fun surprises. Issued every other month. If not already subscribed, sign up by Dec. 15 to receive the December edition.

Early Literacy



Winter Babygarten (Birth to 18 Months)

Wednesdays, Jan 6-Feb 3 • 6:15-7:15 PM

Thursdays, Jan 7-Feb 4 • 10:15-11:15 AM

For babies 0-18 months and their caregivers. Share nursery rhymes, songs and books. Discover loving, joyful ways to support growing brains! Each class concludes with free time for play. Registration required; call 920.793.8888.



Fall Movers & Shakers (18 Months to Age 3)

Wednesdays through Nov 18 • 10:15-11:15 AM & 6:15-7:15 PM

Movin', groovin' and learnin' for children 18 months-3 years along with their caregivers. Toddlers need to MOVE to learn! Active storytelling, engaging play, music and more. Registration required; call 920.793.8888.



Story Time To Go (Geared for Ages 0-6)

New packs monthly! Monday, Nov 2: *Pumpkin Fun!*

Books, music suggestions, finger plays, and math, science and art activities that reinforce the five vital early literacy practices: read, sing, talk, play and write. Geared for ages 0-6. One per family per week while supplies last. Library card required to check out books that accompany packs.



Evening Story Time (All Ages)

Mondays, Nov 2, 9 & 16 • 6:15-7:15 PM

Stories, music, movement, and FUN! Enjoy 30 minutes of active storytelling and songs followed by 30 minutes of open exploration at hands-on stations like the sensory table, noodle stacker, and wind tunnel. Rooted in the five early literacy practices, this play-based program is geared for preschoolers but welcoming to all ages. No registration required. *Resumes January 11.*



Story Time (All Ages)

Tuesdays, Nov 3, 10 & 17 • 10:15 AM

Stories, movement, music and FUN! Play-based learning leads to success in school and life. Activities embrace the 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.

KIDS & FAMILIES

POKEMON CLUB (AGES 8-12)

Friday, Nov 20 • 4:00-5:15 PM

Get ready to level up your skills! Trainers —whether seasoned battlers or just getting started—are invited to join our monthly Pokémon Club. Play the card game, enjoy snacks, meet fellow fans, and dive into fun themed activities. Come catch the excitement! No registration required. For ages 8-12.

ART TO GO

Available Mondays, Nov 9 & 23

Packs contain all the supplies needed for fun art projects geared for school-age children. Pick up while supplies last. No library card required.

FAMILIES W/ STEAM PACK

Available Monday, Nov 2!

Can you build a house strong enough for three little pigs using only toothpicks? Take on this creative family challenge and see what kind of toothpick architecture you can dream up—no glue allowed! Pick up packs while supplies last—no library card required. All supplies are included. Geared for families with school-age children .

FAMILY GAME NIGHTS

Mondays • 6:00-7:30 PM

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.

ONCE UPON A TIME

Dramatic Play Center open through Dec!

Can you find all 20 fairy tales hidden throughout the play area? Search for clues, name each story and win a prize if you find them all! From the Three Little Pigs to Goldilocks and the Three Bears, familiar fairy tales and nursery rhymes come to life as you explore, play and imagine your way through a world of storytelling.



TEEN ANIME CLUB

Tuesdays, Nov 3 & 17 • 5:30-7:30 PM

Anime and manga fans: Watch anime, talk about favorite series, do creative projects—and SNACK of course! Action, romance, slice-of-life...there's something for everyone. For teens in grades 6-12.

FREAKY FRIDAY



Friday, Nov 13 • 7-9:00 PM

The red carpet is calling: Come dressed in your wackiest glam and make an entrance worthy of the spotlight. Popcorn, drinks and a movie—then after-hours *Capture the Flag.*

Glam it up. Get freaky. Stay late.

Big thanks to the Two Rivers Christian Center Thrift Store: the top two fits each take home a $20 gift certificate! Call 920.793.8888 to register. Grades 6-12.

1ST GRADE FAMILY FORT NIGHT

Tuesday, Nov 10 • 6:00-7:30 PM

A special night for Magee and Koenig first-graders and their families to PLAY and READ! Bring a flashlight and two or three blankets or sheets for fort-building, plus pillows if you want. PJs welcome. Snack on walking s'mores. No registration required. Bring your student's **Super Library User** stamp sheet.

STORYWALKS®



Outdoor storybooks! Read *Rubia and the Three Osos* by Susan Middleton Elya along the lovely library path, then **TRIP TRAP** along with *The Three Billy Goats Fluff* by Rachael Mortimer at Zander Park (1406 Parkway Blvd).

NOVEMBER

Crafting Calm

Monday, Nov 23 • 6:00-7:30 PM • 16+

Gather to enjoy music while indulging in a simple, calming activity like coloring, painting, dot-to-dot drawing, sticker mosaics or diamond painting. Supplies furnished.

MON	TUE	WED	THU	FRI	SAT
2 NEW Families w/ STEAM & Story Time To Go packs 1:00 Options for Independent Living 6-7:30 Family Game Night 6:15 Story Time 6:30 Strictly Fiction	3 10:15 Story Time 5:30-7:30 Teen Anime Club	4 9-12:00 & 3-6:00 Developmental Screening Event 10:15 & 6:15 Movers & Shakers 4:00 Book Discussion Group 6-7:30 Bilingual Language Class	5 10:15-noon Genealogy Club 5-7:00 Yarned & Dangerous	6 1:00 LPL Flix	7 10:30 Serial Cereal Club
9 NEW Art to Go packs 6-7:30 Family Game Night 6:15 Story Time	10 10:15 Story Time 6-7:30 1st Grade Family Fort Night 6:00 Library Board Meeting	11 10:15 & 6:15 Movers & Shakers 6-7:30 Bilingual Language Class	12 5-7:00 Yarned & Dangerous	13 7-9:00 Freaky Friday Teen Night	14 10-2 Sit'n'Stitch 10:30 Meet Your Neighbors
16 Noon AI Office Hours 6-7:30 Family Game Night 6:15 Story Time	17 10:15 Story Time 5:30-7:30 Teen Anime Club	18 10:15 & 6:15 Movers & Shakers 6-7:30 Bilingual Language Class	19 5-7:00 Yarned & Dangerous 6:00 From Backyard to Lake Michigan	20 4-5:15 Pokémon Club	21 10:30-12:30 Leaf Doodle Art
23 NEW Art to Go packs 6-7:30 Family Game Night 6-7:30 Crafting Calm	24 6:00 International Film	25	26 **Happy Thanksgiving!**	27	28
30 6-7:30 Family Game Night					

AI Office Hours **Monday, Nov 16 • Noon**

How can artificial intelligence help you at work or in your everyday life?

Meet for a drop-in session by the fireplace. No agenda, no pressure, and no such thing as a silly question. Whether you're looking for one-on-one conversation, a small group chat, or just want to explore what's out there, this is the space. Monthly meetings are offered in partnership with **Mighty Humans,** a nonprofit that offers practical AI learning for everyday people.

Director Six-Month Priorities Progress

Administrative Transition and Municipal Relations

- ✓ 6/29/26: Met with Tammy Lawlor, ---- to learn Caselle Budgeting Software
- ✓ 7/8/26: Attended City Department Heads Meeting
- ✓ 7/20/26: Met with MCLS Director Becky Scherer for new Director's training.
- ✓ 7/23/26: Met with Kassie Paider, City Finance Director to discuss gift funds and how donated money is allocated when received.
- ✓ 7/27/26: Met with Amanda Baryenbruch, City Clerk to discuss PA forms for new hires and other human resources matters.
- ✓ 8/10/26: Attended Wisconsin Library Law webinar.
- ✓ 8/13/26: Attended All Playing in the Same Orchestra: Collaborating for Community Success webinar.
- ✓ 8/17/26: Applied for Public Librarian Certification through WI DPI.
- ✓ 8/19/26: Began meeting with individual staff members to discuss transition.
- ✓ 8/31/26: Received 5-year Public Librarian license. (exp. 8/2031)
- ✓ 9/15/26: Attended AI with Heart: Serving People in a Digital Age Webinar.
- ✓ 9/16/26: Attended City Department Heads Meeting.
- ✓ 9/21/26: Attended City Council Meeting.
- ✓ **10/19/26: Attended City Council Meeting**
- ✓ **10/28/26: Attended City Department Heads Meeting**
- ✓ **11/4/26: Attended City Department Heads Meeting**

Development of the 2027 Library Budget

- ✓ 7/23/26: Met with Kassie Paider, City Finance Director to discuss how donated funds will be handled moving forward.
- ✓ 7/24/26: Make Data Work for Your Library: Getting Started with WI Public Library Dashboards webinar that talked about data driven storytelling.
- ✓ 8/13/26: Filled in initial numbers for the 2027 Budget.
- ✓ 8/25/26: Met with City Finance Director Kassie Paider. She walked me through the budget line by line, answering my questions about 2027 and the future.
- ✓ 8/26/26: Met with Library Board President Kate Gadd to discuss timeline for budget presentation to the library board.
- ✓ 8/26/26: Met with library management team to discuss possible changes to the budget for 2027.
- ✓ 9/8/26: Presented preliminary budget to the Library Board of Trustees.
- ✓ 9/14/26: Presented budget to City Manager, Kyle Kordell and City Finance Director, Kassie Paider.
- ✓ **10/29/26: Presented budget to Personnel and Finance Committee.**

New Youth Staff Transition Planning

- ✓ 7/29/26: Spoke with Corinne Mathis about attending the Recreation Economy Strategic Planning Workshops scheduled for September 1 and 2 and moving first day at the library to September 3.
- ✓ 8/4/26: Met with Corinne Mathis and Tami Feuerstein to begin planning for fall youth programming.
- ✓ 8/6/26: Met with Corinne Mathis and Tami Feuerstein to continue fall youth program planning.
- ✓ 8/11/26: Corinne observed Story Time prep, Story Time and clean up with Tami.
- ✓ 8/31/26: Developed first month training schedule.
- ✓ 9/5/26-9/12/26: Worked with Corinne Mathis on creating first play center.
- ✓ 9/8/26: Met with Corinne Mathis and Kimberlina Seim to discuss teen programming and transitioning to Corinne's role as Kimberlina's direct supervisor.
- ✓ 9/10/26: Corinne Mathis began assisting Tami Feuerstein with Babygarten. She will continue to do so for this entire fall session.

- ✓ 9/15/26: Corinne Mathis began assisting Tami Feuerstein with Story Time. She will continue to do so for this entire fall session.
- ✓ 9/15/26: Met with Corinne Mathis to plan book talk schedule and next steps for the program.
- ✓ 9/16/26: Trained Corinne Mathis on how to create new StoryWalks® and steps for installation.
- ✓ 9/18/26: Put up new StoryWalk® with Corinne Mathis at the library.
- ✓ 9/22/26: Attended Healthiest Manitowoc County: Investing Early meeting with Corinne Mathis.
- ✓ 9/24/26: Presented first book talk of the year in the 6th grade with Corinne Mathis.
- ✓ 9/25/26: Worked with Corinne Mathis to pack her first Families w/ STEAM and Art to Go pack.
- ✓ 9/29/26: Worked with Corinne Mathis to pack her first Story Time To Go pack.
- ✓ **10/12/26: Worked with Corinne Mathis on placing first book order.**
- ✓ **10/21-10/23/26: Attended WLA conference with Corinne Mathis.**
- ✓ **10/22/26: Attended Youth Services Section WLA board meeting with Corinne Mathis to introduce her to influential leaders in youth services from around the state.**
- ✓ **10/22/26: Attended 2027 CCBC Choices at WLA with Corinne Mathis and discussed diversity in collection development.**

Review of Library-Related City Ordinances

- ✓ 7/24/26: Met with MCLS Director Becky Scherer to discuss and ensure accuracy.
- ✓ 7/27/26: Met with Kyle Kordell, City Manager about proposed amendments.
- ✓ 7/28/26: Emailed with MCLS Director Becky Scherer to ensure compliance with suggested amendments.
- ✓ 7/29/26: Discussed additional amendments needed with MCLS Director Becky Scherer.
- ✓ 9/8/26: Passed amended bylaws at Library Board of Trustee meeting.
- ✓ 9/10/26: Submitted amended bylaws to City Manager, Kyle Kordell.
- ✓ 9/16/26: Ordinance for Library Bylaws added to City Council Agenda for September 21, 2026 meeting.
- ✓ 9/17/26: Received amended city ordinance that aligns with library bylaws.
- ✓ 9/21/26: City Council approved an ordinance updating Section 2-5-8 of the Two Rivers City Code governing the Library Board. The changes align the City Code with the Library Board bylaws approved in September and bring the Board's governing provisions into compliance with Wisconsin statutes.

Completion and Expansion of the Community Bulletin Board Project

- ✓ 9/21/26: Spoke with Tiffanie Curran from EBI: Emmons Business Interiors about the status of the bulletin board project.
- ✓ 9/25/26: Received updated color swatches to replace the original selections, as the product has been upgraded since we began the project. Confirmed our choices with the company and requested an updated quote.
- ✓ **10/15/26: Spoke with Tiffanie Curran from EBI about the status of the bulletin board project.**
- ✓ **10/20/26: Spoke with Tiffanie Curran from EBI about the status of the bulletin board project and requested action by the end of the week—nothing received.**
- ✓ **10/30/26: Called EBI asking if another salesperson could be put in charge of our account to help move the project forward.**
- ✓ **11/3/26: Received updated quote from EBI for the bulletin board project.**
- ✓ **11/4/26: Submitted signed quote, tax exempt certificate and new business application to EBI.**

Reclaiming and Reorganizing Staff Workspaces

- ✓ Examined files in the director's office and reorganized their location—freeing up space for new files.
- ✓ Completed the cleaning and reorganization of the Youth Services Coordinator's workspace, clearing out 28 years of accumulated materials to prepare the space for our new coordinator.
- ✓ 9/9/26: Finished discussion with Toni Pierce and Alan Wambold about removing their individual desk spaces in preparation of new shared work space in back.
- ✓ **10/14/26: Announced November 21 & 22 as reorganization day at staff meeting.**

- ✓ Week of 10/12/26: Walked through space with custodian Lisa Krall to discuss what could be removed prior to staff cleaning day.
- ✓ 10/15/26: Finished organizing Reach Out and Read books from large Aurora donation. Books are ready for reorganization.
- ✓ 10/16/26: Lisa Krall cleaned and organized back closet.
- ✓ 10/19/26: Ordered preliminary organization system for office supplies.
- ✓ 10/26/26: Alan Wambold completed moving historical documents to cabinet in the library and clearing off his desk.
- ✓ 10/28-10/30: Lisa Krall assembled new shelving.
- ✓ 11/2/26: Rehomed six overhead desk storage units to city staff to make way for new shelving.
- ✓ 11/3/26: Received new organization system for office supplies—cleaned, sorted and organized!

Celebrating Two Rivers Through Photos

- ✓ 9/23/26: Spoke with Jeff Dawson about the idea for the project. He loved the idea.
- ✓ 9/25/26: Counted and measured spaces for photos: 1 Youth Room, 3 Adult area along front windows, 4 Adult area along fireplace wall.
- ✓ 11/3/26: Sally Taylor created project folder for staff to submit their seasonal favorite photos.

Website Accessibility and ADA Compliance

- ✓ 7/8/26: Attended *Library Compliance with the ADA Title II WCAG Rule* Webinar
- ✓ 10/22/26: Attended Adventures in Accessibility: Practical Lessons for Documents, Spreadsheets, Slides and More and the WLA conference.
- ✓ 10/26/26: Spoke with Dave Dassey about how the city is handling its compliance.

Completion of the 2026 Annual Report

- ✓ 7/20/26: Met with MCLS Director Becky Scherer to discuss report deadlines and system responsibilities.

Account Number	Account Title	12/31/24 Prior year Actual	12/31/25 Prior year Actual	12/31/26 Cur Year Budget	06/30/26 Year-to-date Actual	Proj YE	2027 Budget	Change from Prev Budget	Percent Change
	LIBRARY FUND								
	REVENUES								
280-41110	GENERAL PROPERTY TAX	$ 681,790	$ 681,790	$ 695,425	$ 695,425	$ 695,425	$ 709,334	$ 13,909	2.00%
Total TAXES:		**$ 681,790**	**$ 681,790**	**$ 695,425**	**$ 695,425**	**$ 695,425**	**$ 709,334**	$ 13,909	2.00%
280-43519	COVID ROUTES TO RECOVERY	$ -	$ -	$ -	$ -				
280-43571	STATE WI/LSCA GRANT	$ -	$ -	$ -	$ -				
280-43720	COUNTY FUNDS	$ 192,519	$ 226,860	$ 246,309	$ 246,309	$ 246,309	$ 259,483	$ 13,174	5.35%
Total INTERGOVERNMENTAL REVENUE:		**$ 192,519**	**$ 226,860**	**$ 246,309**	**$ 246,309**	**$ 246,309**	**$ 259,483**	$ 13,174	5.35%
280-45300	LIBRARY BOOK FINES	$ 2,721	$ 2,561	$ 3,400	$ 752	$ 2,300	$ 2,534	$ (866)	-25.47%
Total FINES & FORFEITURES:		**$ 2,721**	**$ 2,561**	**$ 3,400**	**$ 752**	**$ 2,300**	**$ 2,582**	$ (818)	-24.06%
280-46712	COPIER SERVICE FEES	$ 7,256	$ 7,066	$ 9,000	$ 4,907	$ 9,814	$ 9,838	$ 838	9.31%
Total CHARGES FOR SERVICE:		**$ 7,256**	**$ 7,066**	**$ 9,000**	**$ 4,907**	**$ 9,814**	**$ 9,838**	$ 838	9.31%
280-48200	RENT-CITY PROPERTY	$ -	$ -	$ -	$ -				
280-48300	SALE OF PROP & EQUIP	$ 2,569	$ 2,463	$ 4,563	$ 1,653	$ 4,200	$ 4,500	$ (63)	-1.38%
280-48400	REFUND FOR PRIOR YEARS	$ -	$ -	$ -	$ -				
280-48440	INSURANCE CLAIMS	$ -	$ -	$ -	$ -				
280-48500	DONATIONS	$ 71,483	$ 76,709	$ 75,000	$ 12	$ 79,942	$ 80,000	$ 5,000	6.67%
280-48900	OTHER REVENUES	$ 3,866	$ 4,515	$ 3,800	$ 2,501	$ 4,000	$ 4,000	$ 200	5.26%
Total MISCELLANEOUS REVENUE:		**$ 77,918**	**$ 83,687**	**$ 83,363**	**$ 4,167**	**$ 88,142**	**$ 88,500**	$ 5,137	6.16%
280-49110	PROCEEDS FROM DEBT	$ -	$ -	$ -	$ -				
280-49210	TRANSFER FROM GEN FUND	$ -	$ -	$ -	$ -				
280-49223	TRANS FROM OTHER FUNDS	$ 4,000	$ -	$ -	$ -				
280-49300	ENCUMBRANCES-PRIOR YEARS	$ -	$ -	$ -	$ -				
280-49310	REAPPROPRIATED SURPLUS	$ -	$ -	$ -	$ -				
Total OTHER FINANCING SOURCES:		**$ 4,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
Total REVENUE:		**$ 966,204**	**$ 1,001,964**	**$ 1,037,497**	**$ 951,560**	**$ 1,041,990**	**$ 1,069,737**	$ 32,240	3.11%

	EXPENDITURES														
	LIBRARY ADMINISTRATION														
	PERSONNEL SERVICES														
280-55110-1100	FULLTIME ADMINISTRATION	$	312,096	$	328,863	$	337,879	$	169,053	$	335,570	$	328,773	$	(9,106)	-2.70%
280-55110-1200	WAGES - FULLTIME	$	365	$	1,466	$	-	$	430	$	430					
280-55110-1220	WAGES - FULLTIME	$	41,186	$	34,842	$	43,491	$	21,584	$	35,127	$	49,858	$	6,367	14.64%
280-55110-1230	WAGES - PART TIME	$	-	$	10,643	$	-	$	7,691	$	7,691					
280-55110-1240	WAGES - PART TIME	$	-	$	-	$	-	$	-							
280-55110-1270	WAGES - PART TIME	$	160,173	$	155,453	$	160,992	$	76,912	$	155,554	$	186,332	$	25,340	15.74%
280-55110-1280	WAGES-LONGEVITY PAY	$	7,902	$	8,139	$	8,384	$	-	$	8,384	$	9,518	$	1,134	13.53%
280-55110-1290	WAGES-OVERTIME	$	-	$	-	$	502	$	-			$	575	$	73	14.54%
280-55110-1310	WI RETIREMENT	$	28,495	$	29,689	$	32,322	$	15,642	$	33,797	$	32,553	$	231	0.71%
280-55110-1320	FICA	$	37,965	$	39,250	$	42,553	$	20,335	$	35,910	$	44,374	$	1,821	4.28%
280-55110-1330	HEALTH INSURANCE	$	97,763	$	101,950	$	111,576	$	55,028	$	98,165	$	87,116	$	(24,460)	-21.92%
280-55110-1333	HEALTH SAVINGS ACCT EXPENSE	$	-	$	-	$	-	$	-							
280-55110-1334	HEALTH INSURANCE OPT-OUT	$	3,308	$	5,000	$	5,000	$	2,500	$	5,000	$	5,000	$	-	0.00%
280-55110-1340	LIFE INSURANCE	$	1,585	$	1,858	$	1,725	$	1,034	$	1,861	$	2,229	$	504	29.22%
280-55110-1350	OTHER BENEFITS	$	978	$	1,047	$	-	$	-							
280-55110-1361	SICK LEAVE PAYOUT	$	467	$	1,320	$	1,300	$	2,233	$	2,233	$	-			#VALUE!
	TOTAL	**$**	**692,283**	**$**	**719,519**	**$**	**745,724**	**$**	**372,443**	**$**	**719,722**	**$**	**746,328**	$	604	0.08%
	CONTRACTUAL SERVICES														
280-55110-2100	PROF SERV - CITY SERVICES	$	53,856	$	55,228	$	59,750	$	29,905	$	59,750	$	61,543	$	1,793	3.00%
280-55110-2130	PROFESSIONAL SERVICES	$	6,308	$	6,631	$	9,000	$	3,854	$	11,308	$	9,500	$	500	5.56%
280-55110-2200	TELEPHONE EXPENSE	$	1,064	$	1,071	$	1,000	$	564	$	1,280	$	1,100	$	100	10.00%
280-55110-2210	ELECTRICITY	$	23,801	$	25,652	$	25,000	$	9,859	$	23,678	$	26,250	$	1,250	5.00%
280-55110-2220	NATURAL GAS/HEAT	$	8,820	$	10,742	$	13,500	$	9,415	$	17,159	$	17,000	$	3,500	25.93%
280-55110-2230	WATER EXPENSE	$	2,187	$	2,178	$	2,160	$	1,063	$	2,126	$	2,100	$	(60)	-2.78%
280-55110-2240	SEWER EXPENSE	$	816	$	809	$	890	$	1,078	$	2,000	$	2,000	$	1,110	124.72%
280-55110-2250	STORMWATER EXPENSE	$	959	$	959	$	960	$	480	$	960	$	960	$	-	0.00%
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	$	33,445	$	25,409	$	25,000	$	11,580	$	25,000	$	26,200	$	1,200	4.80%
280-55110-2430	EQUIPMENT REPAIRS	$	-	$	-	$	-	$	-							
280-55110-2450	EQUIPMENT NEW	$	967	$	6,736	$	7,500	$	-	$	7,500	$	9,610	$	2,110	28.13%
280-55110-2900	OTHER SERVICES	$	-	$	-	$	-	$	-							
280-55110-2910	PRINTING/ADVERTISING	$	854	$	137	$	350	$	50	$	50	$	350	$	-	0.00%
280-55110-2930	TECHNOLOGY	$	15,739	$	16,430	$	16,000	$	7,619	$	15,300	$	16,000	$	-	0.00%
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	$	-	$	-	$	-	$	-							
280-55110-2970	TRANSFER TO DEBT SERVICE	$	-	$	-	$	-	$	-							
	TOTAL	**$**	**148,816**	**$**	**151,981**	**$**	**161,110**	**$**	**75,466**	**$**	**166,111**	**$**	**172,613**	$	11,503	7.14%

	OPERATING SUPPLIES/EXPENSES										
280-55110-3100	OFFICE SUPPLIES	$ 5,565	$ 6,241	$ 6,000	$ 2,310	$ 6,000	$ 7,200	$ 1,200	20.00%		
280-55110-3110	POSTAGE	$ 631	$ 412	$ 450	$ 304	$ 500	$ 500	$ 50	11.11%		
280-55110-3300	TRAVEL	$ 1,200	$ 1,660	$ 2,500	$ 330	$ 2,500	$ 5,000	$ 2,500	100.00%		
280-55110-3560	LANDSCAPING	$ 22,628	$ 17,867	$ 19,000	$ 5,378	$ 19,000	$ 19,000	$ -	0.00%		
280-55110-3960	TECH PROC SUPPLIES	$ 52	$ -	$ -	$ -						
	TOTAL	**$ 30,076**	**$ 26,180**	**$ 27,950**	**$ 8,322**	**$ 28,000**	**$ 31,700**	$ 3,750	13.42%		
	FIXED CHARGES										
280-55110-5200	INSURANCES	$ 15,777	$ 17,168	$ 17,000	$ 7,935	$ 17,000	$ 17,850	$ 850	5.00%		
280-55110-5950	TRANSFER TO CAP PROJ FNDS	$ 2,034	$ 3,894	$ 3,300	$ 3,300	$ 3,300	$ 8,600	$ 5,300	160.61%		
280-55110-5970	TRANSFER TO DEBT SERVICE	$ -	$ -	$ -	$ -						
	TOTAL	**$ 17,811**	**$ 21,062**	**$ 20,300**	**$ 11,235**	**$ 20,300**	**$ 26,450**	$ 6,150	30.30%		
	CAPITAL OUTLAY										
280-55110-8150	CO-MACHINERY/EQUIPMENT	$ -	$ -	$ -	$ -						
280-55110-8170	CO - OTHER IMPROVEMENTS	$ -	$ -	$ -	$ -						
280-55110-8190	ACCOUNTING SOFTWARE PURCHASE	$ -	$ -	$ -	$ -						
	TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**				
	Total LIBRARY ADMINISTRATION:	**$ 888,986**	**$ 918,742**	**$ 955,084**	**$ 467,465**	**$ 934,133**	**$ 977,091**	$ 22,007	2.30%		
	ADULT SERVICES										
280-55111-3230	PERIODICALS	$ 3,550	$ 3,639	$ 2,900	$ 3,176	$ 3,176	$ 3,600	$ 700	24.14%		
280-55111-3400	NON-FICTION BOOKS	$ 14,319	$ 14,537	$ 14,000	$ 5,149	$ 13,724	$ 14,100	$ 100	0.71%		
280-55111-3420	FICTION BOOKS	$ 15,475	$ 14,097	$ 14,000	$ 6,353	$ 13,887	$ 14,500	$ 500	3.57%		
280-55111-3430	LARGE PRINT BOOKS	$ 10,494	$ 10,022	$ 10,000	$ 6,011	$ 10,000	$ 10,000	$ -	0.00%		
280-55111-3450	MOVIES	$ 2,856	$ 3,129	$ 1,900	$ 1,338	$ 1,900	$ 2,500	$ 600	31.58%		
280-55111-3470	AUDIOBOOKS	$ 2,631	$ 3,336	$ 3,200	$ 1,018	$ 3,200	$ 4,000	$ 800	25.00%		
280-55111-3480	MUSIC CD'S	$ -	$ -	$ -	$ -						
280-55111-3510	PROGRAMS	$ 2,087	$ 1,577	$ 2,000	$ 882	$ 2,000	$ 5,046	$ 3,046	152.30%		
	Total ADULT SERVICES:	**$ 51,411**	**$ 50,337**	**$ 48,000**	**$ 23,928**	**$ 47,887**	**$ 53,746**	$ 5,746	11.97%		
	CHILDREN'S SERVICES										
280-55112-3230	PERIODICALS	$ 476	$ 338	$ 300	$ 318	$ 318	$ 350	$ 50	16.67%		
280-55112-3400	NON-FICTION BOOKS	$ 6,120	$ 5,761	$ 6,000	$ 2,730	$ 6,000	$ 6,000	$ -	0.00%		
280-55112-3420	FICTION BOOKS	$ 3,913	$ 4,967	$ 3,500	$ 1,687	$ 4,532	$ 4,500	$ 1,000	28.57%		
280-55112-3440	PAPERBACKS	$ 909	$ 634	$ 700	$ -		$ 700	$ -	0.00%		

280-55112-3450	MOVIES	$	525	$	382	$	600	$	111	$	250	$	600	$	-	0.00%
280-55112-3470	AUDIOBOOKS	$	102	$	700	$	700	$	-	$	700	$	1,000	$	300	42.86%
280-55112-3510	PROGRAMS	$	9,922	$	10,102	$	9,500	$	2,422	$	9,500	$	9,500	$	-	0.00%
280-55112-3530	JE BOOKS	$	5,222	$	4,503	$	6,000	$	1,533	$	6,000	$	6,250	$	250	4.17%
Total CHILDREN'S SERVICES:		**$**	**27,188**	**$**	**27,387**	**$**	**27,300**	**$**	**8,801**	**$**	**27,300**	**$**	**28,900**	$	1,600	5.86%
	REFERENCE															
280-55114-3400	NON-FICTION BOOKS	$	-	$	-	$	-	$	-							
280-55114-3490	MICROFILM	$	1,800	$	1,875	$	1,875	$	1,988	$	1,988	$	4,000	$	2,125	113.33%
Total REFERENCE:		**$**	**1,800**	**$**	**1,875**	**$**	**1,875**	**$**	**1,988**	**$**	**1,988**	**$**	**4,000**	$	2,125	113.33%
	YOUNG ADULT SERVICES															
280-55115-3230	PERIODICALS	$	-	$	-	$	200	$	-			$	200	$	-	0.00%
280-55115-3400	NON-FICTION BOOKS	$	-	$	-	$	-	$	-							
280-55115-3420	FICTION BOOKS	$	4,149	$	4,507	$	4,538	$	2,093	$	4,238	$	4,800	$	262	5.77%
280-55115-3470	AUDIOBOOKS	$	1,071	$	805	$	500	$	-	$	1,000	$	1,000	$	500	100.00%
280-55115-3510	PROGRAMS	$	(500)	$	-	$	-	$	-							
Total YOUNG ADULT SERVICES:		**$**	**4,720**	**$**	**5,311**	**$**	**5,238**	**$**	**2,093**	**$**	**5,238**	**$**	**6,000**	$	762	14.55%
Total LIBRARY EXPENSES		**$**	**974,104**	**$**	**1,003,651**	**$**	**1,037,497**	**$**	**504,275**	**$**	**1,016,546**	**$**	**1,069,737**	$	32,240	3.11%
Net Total LIBRARY FUND:		**$**	**(7,901)**	**$**	**(1,688)**	**$**	**-**	**$**	**447,285**	**$**	**25,444**	**$**	**-**			
280-34100	BEGINNING FUND BALANCE	$	7,681	$	(220)	$	(1,907.51)	$	(1,908)	$	(1,908)	$	23,536	$	25,444	-1333.88%
	ENDING FUND BALANCE	$	(220)	$	(1,908)	$	(1,908)	$	445,378	$	23,536	$	23,536	$	25,444	-1333.88%

Account Number	Account Title	12/31/24 Prior year Actual	12/31/25 Prior year Actual	12/31/26 Cur Year Budget	06/30/26 Year-to-date Actual	Proj YE	2027 Budget	Change from Prev Budget	Percent Change
	LIBRARY GIFT FUND								
	REVENUES								
282-43580	GRANT PROCEEDS	$ -	$ -	$ -	$ -				
Total INTERGOVERNMENTAL REVENUE:		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
282-48100	INTEREST INCOME	$ 366	$ 24	$ -	$ 46	$ 50			
282-48110	INTEREST ON INVESTMENTS	$ 6,308	$ 9,391	$ 6,500	$ 3,346	$ 6,500	$ 6,500	$ -	0.00%
282-48500	DONATIONS	$ 6,627	$ 13,557	$ 7,000	$ 2,774	$ 7,000	$ 7,000	$ -	0.00%
282-48510	FOUNDATION DONATION	$ -	$ -	$ -	$ -				
282-48610	REFUND	$ -	$ -	$ -	$ -				
282-49223	TRANSFER FROM OTHER FUNDS	$ -	$ -	$ -	$ -				
Total MISCELLANEOUS REVENUE:		**$ 13,301**	**$ 22,972**	**$ 13,500**	**$ 6,166**	**$ 13,550**	**$ 13,500**	$ -	0.00%
Total REVENUES:		**$ 13,301**	**$ 22,972**	**$ 13,500**	**$ 6,166**	**$ 13,550**	**$ 13,500**	$ -	0.00%
	EXPENDITURES								
	CONTRACTUAL SERVICES								
282-55110-2410	MAINTENANCE EQUIPMENT/VEH	$ -	$ -	$ -					
282-55110-2910	PRINTING/ADVERTISING	$ -	$ -	$ -	$ -				
282-55110-2920	TRAINING	$ -	$ -	$ -	$ -				
	TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	OPERATING SUPPLIES/EXPENSES								
282-55110-3210	MEMBERSHIP & DUES	$ -	$ -	$ -	$ -				
282-55110-3300	TRAVEL	$ -	$ -	$ -	$ -				
	TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	FIXED CHARGES								
282-55110-5900	CONTRIBUTION TO LIBRARY FOUNDATION	$ -	$ -	$ -	$ -				
282-55110-5970	TRANSFER TO OTHER FUNDS	$ 4,000	$ -	$ -	$ -				
282-55110-7001	ADMIN FOUNDATION	$ -	$ -	$ -	$ -				
282-55110-7002	BLDG & GROUNDS FOUNDATION	$ -	$ -	$ -	$ -				
282-55110-7003	ADULT FOUNDATION	$ 15	$ -	$ -	$ -				
282-55110-7004	ADULT GIFT	$ 6,100	$ 3,072	$ 5,000	$ 2,788	$ 5,000	$ 5,000	$ -	0.00%
282-55110-7005	MEYER FOUNDATION	$ 1,094	$ 1,255	$ 500	$ 100	$ 500	$ 500	$ -	0.00%
282-55110-7006	ADULT GRANT	$ -	$ -	$ -	$ -				
282-55110-7007	YOUTH FOUNDATION	$ -	$ -	$ -	$ -				

282-55110-7008	YOUTH GIFT	$	15,466	$	3,726	$	5,000	$	4,450	$	5,000	$	5,000	$	-	0.00%		
282-55110-7009	YOUTH GRANT	$	-	$	-	$	-	$	-									
Total FIXED CHARGES:		**$**	**26,674**	**$**	**8,052**	**$**	**10,500**	**$**	**7,338**	**$**	**10,500**	**$**	**10,500**	$	-	0.00%		
	CHILDREN SERVICES																	
282-55111-3230	PERIODICALS	$	-	$	-	$	-	$	-									
282-55112-3260	CHILD PROGRAMS	$	-	$	-	$	-	$	-									
	TOTAL	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**					
Total LIBRARY GIFT FUND EXPENDITURES:		**$**	**26,674**	**$**	**8,052**	**$**	**10,500**	**$**	**7,338**	**$**	**10,500**	**$**	**10,500**	$	-	0.00%		
REVENUES OVER/(UNDER) EXPENDITURES:		**$**	**(13,373)**	**$**	**14,920**	**$**	**3,000**	**$**	**(1,173)**	**$**	**3,050**	**$**	**3,000**	$	-	0.00%		
282-34100	BEGINNING FUND BALANCE	$	95,513	$	82,140	$	97,060	$	97,060	$	97,060	$	100,110					
	ENDING FUND BALANCE	$	82,140	$	97,060	$	100,060	$	95,887	$	100,110	$	103,110					

Account Number	Account Title	12/31/24 Prior year Actual	12/31/25 Prior year Actual	12/31/26 Cur Year Budget	06/30/26 Year-to-date Actual	Proj YE	2027 Budget	Change from Prev Budget	Percent Change
	LIBRARY GIFT FUND								
	REVENUES								
456-48100	INTEREST ON INVESTMENTS	$ -	$ -	$ -	$ -				
456-48500	DONATIONS	$ 11,429	$ 1,931	$ -	$ 10,000				
456-48900	OTHER REVENUES	$ -	$ -	$ -	$ -				
456-49110	PROCEEDS FROM DEBT	$ -	$ -	$ -	$ -				
456-49210	TRANSFER FROM OTHER FUNDS	$ -	$ -	$ -	$ -		$ 5,000	$ 5,000	
Total MISCELLANEOUS REVENUE:		**$ 11,429**	**$ 1,931**	**$ -**	**$ 10,000**	**$ -**	**$ 5,000**	$ 5,000	
Total REVENUES:		**$ 11,429**	**$ 1,931**	**$ -**	**$ 10,000**	**$ -**	**$ 5,000**	$ 5,000	
	EXPENDITURES								
	CONTRACTUAL SERVICES								
456-51600-2100	PROFESSIONAL SERVICES	$ -	$ -	$ -	$ -				
456-51600-2200	TELEPHONE EXPENSE	$ -	$ -	$ -	$ -				
456-51600-2410	MAINTENANCE EQUIPMENT/VEH	$ -	$ -	$ -	$ -				
456-51600-2450	EQUIPMENT NEW	$ -	$ -	$ -	$ -				
456-51600-2900	OTHER SERVICES	$ -	$ -	$ -	$ -				
456-51600-2950	DEBT ISSUANCE COSTS	$ -	$ -	$ -	$ -				
	TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	OPERATING SUPPLIES/EXPENSES								
456-51600-3420	FICTION BOOKS	$ -	$ -	$ -	$ -				
456-51600-3900	OTHER SUPPLIES	$ -	$ -	$ -	$ -				
	TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	FIXED CHARGES								
456-51600-5970	TRANSFER TO OTHER FUNDS	$ -	$ -	$ -	$ -				
456-51600-5990	CONTINGENCIES	$ -	$ -	$ -	$ -				
Total FIXED CHARGES:		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
	CHILDREN SERVICES								
456-51600-8170	CO - OTHER IMPROVEMENTS	$ 6,025	$ -	$ -	$ -				
	TOTAL	**$ 6,025**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
Total LIBRARY GIFT FUND EXPENDITURES:		**$ 6,025**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
REVENUES OVER/(UNDER) EXPENDITURES:		**$ 5,404**	**$ 1,931**	**$ -**	**$ 10,000**	**$ -**	**$ 5,000**	$ 5,000	
456-34100	BEGINNING FUND BALANCE	$ 3,689	$ 9,094	$ 11,025	$ 11,025	$ 11,025	$ 11,025		
	ENDING FUND BALANCE	$ 9,094	$ 11,025	$ 11,025	$ 21,025	$ 11,025	$ 16,025		

Title 2: **Services**
Chapter 1: **Collection Development**

02-01-01 Philosophy

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

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

b) All library collections will be open to use by all citizens of the community regardless of age, gender, ethnicity, or socio-economic background. The staff of the library cannot serve in *loco parentis*. While the library recognizes the rights of parents and legal guardians to be involved in their children's education and reading, the library also recognizes the rights of youth to free access to information. To that end, the library encourages parents to establish open communication with their children and to be aware of the reading/viewing/listening habits of their children.

c) The ultimate responsibility for collection development rests with the Director. He/she may delegate responsibility for selection to appropriate staff such as the Adult Services Coordinator and the Youth Services Coordinator.

02-01-02 Selection

a) The Lester Public Library selects, acquires, organizes, and preserves library materials both of current interest and of permanent value. Selection of materials is based on the principles described in this policy. Selection of any item does not constitute endorsement of the author's viewpoint, nor does the library endorse particular beliefs or views.

b) Content, quality of writing and readability are major considerations. Each of the following criteria is provided as a general guideline for consideration in purchasing all materials. Included in the collections are books, periodicals, DVDs, music CDs, audiobooks and e-content.

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

   1) Importance and value to the collection

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

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

e) The library may purchase or accept donations of self-published books if they are positively reviewed in professional journals, or if they highlight unique local information or Two Rivers/Manitowoc area writing talent and meet the standard of professional, high quality content.

02-01-03 Gifts

a) Gifts of books and other materials to the library are welcome. Gifts of books will be subject to the same selection criteria applied to purchased material. Gift books will be evaluated by either the Adult Services Coordinator or the Youth Services Coordinator. All gifts of materials are considered unrestricted; the library reserves the right to use or dispose of any material in any way deemed to be in the best interests of the library and the community.

b) Gifts of money for collection development purposes are welcome. The Director may refuse gift money with specific restrictions attached that are judged not to be in the best interest of the library and community. Any refusal may be appealed in writing to the Board of Trustees. Appeals must be received by the Director at least 10 days prior to the regular monthly meeting at which the matter will be discussed.

c) Appraisal of books and other materials for tax purposes is the responsibility of donors. Library staff cannot assign a monetary value to donated items.

02-01-04 Deaccessioning Library Collections

a) Systematic removal of materials is essential in order to maintain the quality, health, currency and purpose of Library collections. Factors considered in the examination of materials for removal

include:

- Accuracy: if it is now misleading or inaccurate
- Physical condition: if it is in poor condition and not repairable
- Dated: if it is superseded by a new edition or by newer and better information on the subject
- Significance: if it is of no discernable merit
- Usage and relevancy: if it lacks usage and is irrelevant
- Circulation: if it has not circulated or been used for a long time in accordance to a given collection.

b) Withdrawn items may be given to the Library Foundation for resale.

02-01-05 Reconsideration of Library Material

a) Two Rivers residents with a library card in good standing may make a request to the Director for reconsideration of any library material. Such requests must be made in writing on an official reconsideration form. If there is more than one title being submitted for review, each title needs to be submitted on a separate form. Forms are available at the help desk.

b) Upon receipt of both a written request for reconsideration and the item in question, the Director shall provide a written response to the complainant within 21 days, including the Director's decision as to the removal of the item. In the process of framing a response, the Director may consult reviews of the material as well as the opinions of other library staff.

c) If the complainant is not satisfied with the Director's response, they may appeal the request to the Library Board within 45 days. Such appeals must be made in writing and attached to the complainant's original request for reconsideration. Such appeals must be made at least 10 days prior to the monthly Board meeting at which the request will be considered.

d) The Board shall decide by a majority vote of the members present during a regular meeting whether it wishes to consider further, and possibly act on, a request to remove an item from the library. If the Board agrees to further consider the request for reconsideration, the possible action shall be placed on the agenda of the next regular Board meeting.

e) If, by a majority vote of the full Board, it is determined that a mistake has been made in including an item in a collection, that item may be removed or reclassified as recommended by the Board.

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

12/13/94; modified 1/13/98; modified 9/11/12; reviewed with no modifications 10/13/20; modified 3/8/22; modified and Board approved 10/11/22