



AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
Board Members: Kathryn Gadd, Stanley Palmer, David Pennefeather, Sharon Sleger, Don Weiss, Ned Guyette, Mary Glaser, Katie Stone, Shannon Derby
3. **PUBLIC COMMENT**
5. **APPROVAL OF BOARD MEETING MINUTES – Action Item**
Last Meeting Date: February 11, 2025
6. **RECEIVE AND FILE MONTHLY EXPENDITURE AND FINANCIAL REPORTS – Action Item**
Date: February 2025
7. **BOARD MEMBER COMMENT**
8. **DIRECTOR'S REPORT**
9. **COMMUNICATIONS**
 - A. Library Newsletter –March 2025
 - B. Wisconsin Libraries by the Numbers, from the Wisconsin Library Association
 - C. Manitowoc Calumet Library System, 2024 in Review
 - D. Wisconsin Library Association Member Spotlight, February 2025, Terry Ehle
 - E. Letters sent to Representative Grothman, Senator Baldwin, and Senator Johnson
10. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
11. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**
12. **REPORT FROM COUNTY REPRESENTATIVE**
13. **UNFINISHED BUSINESS** – None
14. **NEW BUSINESS**
 - A. Report of Slate of Officers from the Nominating Committee
15. **BOARD EDUCATION** – None

16. CLOSED EXECUTIVE SESSION

The Library Board of Trustees reserves the right to enter into Closed Session, per Wisconsin Statutes s.19.85(1)(c) which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered. Director's Annual Evaluation

17. ADJOURNMENT

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

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



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, February 11, 2025 at 6:00 PM

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

MINUTES

1. **CALL TO ORDER** – President Pennefeather called the meeting to order at 6:00 PM.
2. **ROLL CALL**
Board Members Present: David Pennefeather, Shannon Derby, Don Weiss, Kathryn Gadd, Katie Stone, Sharon Sleger, and Stanley Palmer. Absent and excused - Mary Glaser and Ned Guyette. Also present: Chris Hamburg, Adult Services Coordinator, and Jeff Dawson, Director
3. **PUBLIC COMMENT** - None
4. **APPROVAL OF BOARD MEETING MINUTES**
Motion to approve the minutes from the January 14, 2025, meeting, made by Palmer, second made by Weiss. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from January 2025, made by Weiss, second made by Gadd. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT**
Derby noted the City Council Listening Session will be held at the library fireplace, February 19. Pennefeather likes the 'read a book create a craft' challenge, and that he had built a canoe using a book he checked out from the library. Stone participated in the craft as well and has a knit mouse proudly on display.
7. **DIRECTOR'S REPORT**
Dawson fielded questions and comments concerning his report.
8. **COMMUNICATIONS**
A. Library Newsletter – February 2025
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
A wood-fired pizza restaurant will open soon. Taco Bell will build in Two Rivers. Derby fielded questions from board members.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE** – No Report
11. **REPORT FROM COUNTY REPRESENTATIVE**
Health and Human Services budget shortfall were not as bad as expected. Bertram Communications' application for broadband expansion in Manitowoc County was endorsed. Laurie Heier retired from the County Clerk's office after 53 years with the county.
12. **UNFINISHED BUSINESS**
A. Motion to approve amended Meeting Room Policy with additional recommended changes made by Derby, second made by Sleger. Voice vote carried unanimously.

13. NEW BUSINESS

- A. Approve the library's annual report with corrections and allow President Pennefeather to sign the final version made by Palmer, second made by Derby. Voice vote carried unanimously.
- B. Reviewed end of year, 2024 financial statements. Dawson answered questions from the board.
- C. Motion to approved allocating funds, \$4,000.00, from the Edward Jones Gift Account, to balance the 2024 budget made by Weiss, second made by Gadd. Voice vote carried unanimously.
- D. In lieu of forming a nominating committee for next year's officers, President and Vice President, it was agreed the slate to be voted on at the March 2025 meeting will be Sleger, President and Gadd, Vice President.
- E. Board Terms were reviewed, Guyette has agreed to serve the second of his allotted three terms. With Pennefeather's third term ending, the board will have a vacant seat to fill in May. Dawson noted there were at least two applications sent to the City Manager's office. The City Manager appoints citizens to the library board.

14. BOARD EDUCATION – None

15. CLOSED EXECUTIVE SESSION – None

16. ADJOURNMENT

Motion to adjourn made by Sleger, second made by Gadd. Voice vote carried unanimously.
Meeting adjourned at 7:44 PM.

Respectfully submitted by Jeff Dawson, Director

CITY OF TWO RIVERS

Balance Sheet
February 28, 2025

LIBRARY FUND 280

ASSETS

280-11100	CASH	781,433.48	
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		<u>781,883.48</u>

LIABILITIES AND EQUITY

LIABILITIES

280-21100	ACCOUNTS PAYABLE	.00	
280-21110	PAYROLL PAYABLE	.00	
280-21520	DUE WI RETIREMENT FUND	.00	
280-21530	HEALTH INS DDCTNS PAYBLE	.00	
280-21531	LIFE INSURANCE DED PAYABL	.00	
280-21532	DENTAL INSURANCE PAYABLE	.00	
280-21540	CHARITABLE CONT PAYABLE	.00	
280-21541	LIBRARY DEDUCTION PAYABLE	.00	
280-21550	UNION DUES DDCTNS PAYABLE	.00	
280-21560	SECTION 125 PAYABLE	.00	
280-21561	CREDIT UNION DDCTNS PAYAB	.00	
280-21570	ICMA ANNUITY PAYABLE	.00	
280-21581	GARNISHMENT OF WAGES-TAX	.00	
280-21590	OTHER DEDUCTIONS PAYABLE	.00	
280-21810	UNUSED VACATION CREDITS	.00	
280-21910	UNUSED SICK LEAVE CREDITS	1,511.97	
280-21911	UNUSED COMP TIME	.00	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	109.90	
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	35.54	
	Total Liabilities		1,657.41

FUND EQUITY

Unappropriated Fund Balance:			
280-34100	FUND BALANCE UNRESERVED	(4,219.59)	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	Revenue over Expenditures - YTD	<u>784,445.66</u>	
	Total Fund Equity		<u>780,226.07</u>
	Total Liabilities and Equity		<u>781,883.48</u>

CITY OF TWO RIVERS

BALANCE SHEET
FEBRUARY 28, 2025

LIBRARY GIFT FUND 282

ASSETS

282-11100	CASH	(1,831.16)	
282-11301	SAVINGS ACCOUNT - BFN		.00	
282-11302	GENERAL FUND INVESTMENT		88,009.00	
282-13800	OTHER ACCOUNTS RECEIVABLE		.00	
	TOTAL ASSETS			<u>86,177.84</u>

LIABILITIES AND EQUITY

LIABILITIES

282-21100	ACCOUNTS PAYABLE		.00	
	TOTAL LIABILITIES			.00

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
282-34100	FUND BALANCE UNRESERVED	86,140.08		
282-34110	ENCUMBRANCE-PRIOR YEARS	.00		
	REVENUE OVER EXPENDITURES - YTD		<u>37.76</u>	
	TOTAL FUND EQUITY			<u>86,177.84</u>
	TOTAL LIABILITIES AND EQUITY			<u>86,177.84</u>

CITY OF TWO RIVERS

BALANCE SHEET
FEBRUARY 28, 2025

LIBRARY BLDING & GROUNDS FUND 456

ASSETS

456-11100	CASH	10,101.32	
456-11301	INVESTMENTS	.00	
456-13800	OTHER ACCOUNTS RECEIVABLE	.00	
	TOTAL ASSETS		<u>10,101.32</u>

LIABILITIES AND EQUITY

LIABILITIES

456-21100	ACCOUNTS PAYABLE	.00	
	TOTAL LIABILITIES		.00

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
456-34100	FUND BALANCE UNRESERVED	9,093.83	
456-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	REVENUE OVER EXPENDITURES - YTD	1,007.49	
	TOTAL FUND EQUITY		<u>10,101.32</u>
	TOTAL LIABILITIES AND EQUITY		<u>10,101.32</u>

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

LIBRARY FUND DETAIL

	PERIOD ACT	BUDGET	YTD ACTUAL	OV(UN)BUD	% OF BDGT	PR YTD ACT
<u>TAXES</u>						
280-41110 GENERAL PROPERTY TAX	0	681,790	681,790	0	100.00	681,790
TOTAL TAXES	0	681,790	681,790	0	100.00	681,790
<u>INTERGOVERNMENTAL REVENUE</u>						
280-43720 COUNTY FUNDS	220,815	226,835	220,815	(6,020)	97.35	187,579
TOTAL INTERGOVERNMENTAL REVE	220,815	226,835	220,815	(6,020)	97.35	187,579
<u>FINES & FORFEITURES</u>						
280-45300 LIBRARY BOOK FINES	152	3,100	602	(2,498)	19.42	512
TOTAL FINES & FORFEITURES	152	3,100	602	(2,498)	19.42	512
<u>CHARGES FOR SERVICE</u>						
280-46712 COPIER SERVICE FEES	586	9,000	1,112	(7,888)	12.35	1,256
TOTAL CHARGES FOR SERVICE	586	9,000	1,112	(7,888)	12.35	1,256
<u>MISCELLANEOUS REVENUE</u>						
280-48300 SALE OF PROP & EQUIP	125	4,000	324	(3,676)	8.10	185
280-48500 DONATIONS	0	74,000	10	(73,990)	.01	0
280-48900 OTHER REVENUES	70	3,000	80	(2,920)	2.67	314
TOTAL MISCELLANEOUS REVENUE	195	81,000	414	(80,586)	.51	499
<u>OTHER FINANCING SOURCES</u>						
280-49223 TRANS FROM OTHER FUNDS	0	0	0	0	.00	0
TOTAL OTHER FINANCING SOURCES	0	0	0	0	.00	0
TOTAL FUND REVENUE	221,748	1,001,725	904,732	(96,993)	90.32	871,636

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
FEBRUARY 28, 2025 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2025 BUDGET	2025 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
LESTER LIBRARY						
LIBRARY ADMINISTRATION						
<u>PERSONNEL SERVICES</u>						
280-55110-1100	FULLTIME ADMINISTRATION	13,518	328,037	41,321 (286,716)	12.60	50,873
280-55110-1200	WAGES - FULLTIME	0	0	415 415	.00	162
280-55110-1220	WAGES - FULLTIME	193	42,224	3,723 (38,501)	8.82	6,711
280-55110-1270	WAGES - PART TIME	6,311	161,838	19,723 (142,115)	12.19	26,420
280-55110-1280	WAGES-LONGEVITY PAY	0	8,139	0 (8,139)	.00	0
280-55110-1290	WAGES-OVERTIME	0	487	0 (487)	.00	0
280-55110-1310	WI RETIREMENT	1,109	29,954	3,687 (26,267)	12.31	4,806
280-55110-1320	FICA	1,445	41,366	4,770 (36,596)	11.53	6,153
280-55110-1330	HEALTH INSURANCE	8,496	112,162	16,992 (95,170)	15.15	15,049
280-55110-1334	HEALTH INSURANCE OPT-OUT	385	0	769 769	.00	769
280-55110-1340	LIFE INSURANCE	134	1,679	268 (1,411)	15.95	261
280-55110-1350	OTHER BENEFITS	0	0	0 0	.00	0
280-55110-1361	SICK LEAVE PAYOUT	1,320	0	1,320 1,320	.00	467
<i>TOTAL PERSONNEL SERVICES</i>		32,910	725,886	92,987 (632,899)	12.81	111,471
<u>CONTRACTUAL SERVICES</u>						
280-55110-2100	PROF SERV - CITY SERVICES	2,608	51,900	2,608 (49,292)	5.02	12,215
280-55110-2130	PROFESSIONAL SERVICES	349	6,500	757 (5,743)	11.64	408
280-55110-2200	TELEPHONE EXPENSE	0	1,200	0 (1,200)	.00	189
280-55110-2210	ELECTRICITY	1,687	25,000	3,524 (21,476)	14.10	2,898
280-55110-2220	NATURAL GAS/HEAT	3,541	13,500	3,541 (9,959)	26.23	2,719
280-55110-2230	WATER EXPENSE	174	2,160	348 (1,812)	16.13	348
280-55110-2240	SEWER EXPENSE	58	891	116 (775)	13.03	112
280-55110-2250	STORMWATER EXPENSE	80	960	160 (800)	16.65	160
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	1,613	25,000	2,033 (22,967)	8.13	1,126
280-55110-2450	EQUIPMENT NEW	0	7,500	0 (7,500)	.00	0
280-55110-2910	PRINTING/ADVERTISING	0	200	0 (200)	.00	0
280-55110-2930	TECHNOLOGY	56	15,000	1,709 (13,291)	11.39	1,028
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	0	0	0 0	.00	0
<i>TOTAL CONTRACTUAL SERVICES</i>		10,167	149,811	14,797 (135,014)	9.88	21,203
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55110-3100	OFFICE SUPPLIES	1,417	6,000	1,582 (4,418)	26.37	1,382
280-55110-3110	POSTAGE	0	450	52 (398)	11.53	71
280-55110-3300	TRAVEL	240	1,000	240 (760)	24.00	48
280-55110-3560	LANDSCAPING	0	17,000	0 (17,000)	.00	0
280-55110-3960	TECH PROC SUPPLIES	0	0	0 0	.00	52
<i>TOTAL OP SUPPLIES/EXP</i>		1,657	24,450	1,874 (22,576)	7.66	1,552

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
FEBRUARY 28, 2025 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2025 BUDGET	2025 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<i><u>FIXED CHARGES</u></i>						
280-55110-5200 INSURANCES	0	14,400	0	(14,400)	.00	2,540
280-55110-5950 TRANSFER TO CAP PROJ FNDS	0	2,706	0	(2,706)	.00	0
<i>TOTAL FIXED CHARGES</i>	0	17,106	0	(17,106)	.00	2,540
TOTAL LIBRARY ADMINISTRATION	44,734	917,253	109,658	(807,595)	11.96	136,766
ADULT SERVICES						
<i><u>OPERATING SUPPLIES/EXPENSES</u></i>						
280-55111-3230 PERIODICALS	1,258	2,900	1,328	(1,572)	45.81	1,643
280-55111-3400 NON-FICTION BOOKS	978	14,000	978	(13,022)	6.99	1,360
280-55111-3420 FICTION BOOKS	1,232	14,000	1,232	(12,768)	8.80	1,873
280-55111-3430 LARGE PRINT BOOKS	776	10,000	1,044	(8,956)	10.44	1,125
280-55111-3450 MOVIES	375	1,900	375	(1,525)	19.74	175
280-55111-3470 AUDIOBOOKS	109	3,200	207	(2,993)	6.46	460
280-55111-3480 MUSIC CD'S	0	0	0	0	.00	0
280-55111-3510 PROGRAMS	61	2,000	61	(1,939)	3.05	477
<i>TOTAL OP SUPPLIES/EXP</i>	4,790	48,000	5,226	(42,774)	10.89	7,113
TOTAL ADULT SERVICES	4,790	48,000	5,226	(42,774)	10.89	7,113

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
FEBRUARY 28, 2025 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2025 BUDGET	2025 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
CHILDREN'S SERVICES						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55112-3230 PERIODICALS	149	300	149	(151)	49.67	0
280-55112-3400 NON-FICTION BOOKS	659	6,138	659	(5,479)	10.73	1,033
280-55112-3420 FICTION BOOKS	789	1,000	789	(211)	78.94	849
280-55112-3440 PAPERBACKS	43	700	43	(657)	6.20	28
280-55112-3450 MOVIES	94	1,200	94	(1,106)	7.81	47
280-55112-3470 AUDIOBOOKS	0	1,700	0	(1,700)	.00	0
280-55112-3510 PROGRAMS	779	10,000	779	(9,221)	7.79	1,296
280-55112-3530 JE BOOKS	508	6,000	508	(5,492)	8.46	867
TOTAL OP SUPPLIES/EXP	3,021	27,038	3,021	(24,017)	11.17	4,120
TOTAL CHILDREN'S SERVICES	3,021	27,038	3,021	(24,017)	11.17	4,120
REFERENCE						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55114-3400 NON-FICTION BOOKS	0	0	0	0	.00	0
280-55114-3490 MICROFILM	1,875	5,200	1,875	(3,325)	36.06	1,800
TOTAL OP SUPPLIES/EXP	1,875	5,200	1,875	(3,325)	36.06	1,800
TOTAL REFERENCE	1,875	5,200	1,875	(3,325)	36.06	1,800

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
FEBRUARY 28, 2025 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2025 BUDGET	2025 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
YOUNG ADULT SERVICES						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55115-3230 PERIODICALS	0	200	0	(200)	.00	0
280-55115-3420 FICTION BOOKS	485	4,800	506	(4,294)	10.55	517
280-55115-3470 AUDIOBOOKS	0	500	0	(500)	.00	0
280-55115-3510 PROGRAMS	0	0	0	0	.00	(500)
<i>TOTAL OP SUPPLIES/EXP</i>	485	5,500	506	(4,994)	9.21	17
TOTAL YOUNG ADULT SERVICES	485	5,500	506	(4,994)	9.21	17
TOTAL LESTER LIBRARY EXP	54,905	1,002,991	120,287	(882,704)	11.99	149,816
NET REV OVER EXP	166,842	(1,266)	784,446	785,712	61,962.53	721,820

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CASH		01/31/2025 (01/25) Balance 280-11100				635,885.20
02/28/2025	CA	Cash Allocation - Created: 03/03/25 1:36 PM		145,548.28		
02/28/2025 (02/25) Period Totals and Balance				145,548.28 *	.00 *	781,433.48
PETTY CASH ADVANCES		01/31/2025 (01/25) Balance 280-11800				450.00
02/28/2025 (02/25) Period Totals and Balance				.00 *	.00 *	450.00
ACCOUNTS PAYABLE		01/31/2025 (01/25) Balance 280-21100				.00
02/06/2025	CDA	Center Point Large Print		220.53		
02/06/2025	CDA	Municipal Elec Utilities of WI		80.29		
02/06/2025	CDA	O'Rourke Media Group		90.00		
02/06/2025	CDA	Wisconsin Public Service		1,775.61		
02/13/2025	CDA	Manitowoc Public Library		1,875.00		
02/13/2025	CDA	Marco		302.68		
02/13/2025	CDA	Municipal Elec Utilities of WI		2,527.38		
02/13/2025	CDA	Penworthy Company LLC, The		603.75		
02/13/2025	CDA	Unique		46.60		
02/20/2025	CDA	Center Point Large Print		46.74		
02/20/2025	CDA	Schaus Mechanical		161.25		
02/20/2025	CDA	Wisc Dept Of Revenue-DEBITMEMO		23.75		
02/27/2025	CDA	Gannett Wisconsin Media		62.61		
02/27/2025	CDA	Schaus Mechanical		1,334.00		
02/27/2025	CDA	Wisconsin Public Service		1,765.49		
02/28/2025	AP	Summary Transactions from AP System			2,166.43-	
02/28/2025	AP	Summary Transactions from AP System			5,355.41-	
02/28/2025	AP	Summary Transactions from AP System			231.74-	
02/28/2025	AP	Summary Transactions from AP System			3,162.10-	
02/28/2025 (02/25) Period Totals and Balance				10,915.68 *	10,915.68- *	.00
PAYROLL PAYABLE		01/31/2025 (01/25) Balance 280-21110				21,305.99-
02/26/2025	JE	Reverse Month End Wage Accrual-January		21,305.99		
02/28/2025 (02/25) Period Totals and Balance				21,305.99 *	.00 *	.00
UNUSED SICK LEAVE CREDITS		01/31/2025 (01/25) Balance 280-21910				1,511.97-
02/28/2025 (02/25) Period Totals and Balance				.00 *	.00 *	1,511.97-
OTHER DEPOSITS		01/31/2025 (01/25) Balance 280-23105				109.90-
02/28/2025 (02/25) Period Totals and Balance				.00 *	.00 *	109.90-
SALES TAX COLLCTN PYBLE		01/31/2025 (01/25) Balance 280-29410				23.75-
01/31/2025	AP	Wisc Dept Of Revenue-DEBITMEMO		23.75		
		**Desc: December 2025 Sales Tax				
02/03/2025	CR	LIBRARY - SALES TAX			8.33-	
		Description: LIBRARY - SALES TAX				
02/10/2025	CR	LIBRARY - SALES TAX			6.80-	
		Description: LIBRARY - SALES TAX				
02/17/2025	CR	LIBRARY - SALES TAX			11.17-	
		Description: LIBRARY - SALES TAX				
02/24/2025	CR	LIBRARY - SALES TAX			9.24-	
		Description: LIBRARY - SALES TAX				
02/28/2025 (02/25) Period Totals and Balance				23.75 *	35.54- *	35.54-

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
FUND BALANCE UNRESERVED		01/31/2025 (01/25) Balance 280-34100				4,219.59
		02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	4,219.59
GENERAL PROPERTY TAX		01/31/2025 (01/25) Balance 280-41110				681,790.00-
		02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	681,790.00-
YTD Encumbrance	.00 YTD Actual	-681,790.00 Total	-681,790.00 YTD Budget	-681,790.00 Unearned	.00	
COUNTY FUNDS		01/31/2025 (01/25) Balance 280-43720				.00
02/17/2025	CR	LIBRARY - COUNTY FUNDS Description: LIBRARY - COUNTY FUNDS			721.00-	
02/24/2025	CR	LIBRARY - COUNTY FUNDS Description: LIBRARY - COUNTY FUNDS			220,094.00-	
		02/28/2025 (02/25) Period Totals and Balance		.00 *	220,815.00- *	220,815.00-
YTD Encumbrance	.00 YTD Actual	-220,815.00 Total	-220,815.00 YTD Budget	-226,835.00 Unearned	6,020.00	
LIBRARY BOOK FINES		01/31/2025 (01/25) Balance 280-45300				450.10-
02/03/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			22.40-	
02/10/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			62.44-	
02/17/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			39.55-	
02/24/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			27.54-	
		02/28/2025 (02/25) Period Totals and Balance		.00 *	151.93- *	602.03-
YTD Encumbrance	.00 YTD Actual	-602.03 Total	-602.03 YTD Budget	-3,100.00 Unearned	2,497.97	
COPIER SERVICE FEES		01/31/2025 (01/25) Balance 280-46712				525.88-
02/03/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			133.29-	
02/10/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			119.38-	
02/17/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			202.48-	
02/24/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			130.57-	
		02/28/2025 (02/25) Period Totals and Balance		.00 *	585.72- *	1,111.60-
YTD Encumbrance	.00 YTD Actual	-1,111.60 Total	-1,111.60 YTD Budget	-9,000.00 Unearned	7,888.40	

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
		SALE OF PROP & EQUIP				01/31/2025 (01/25) Balance 280-48300	198.59-
02/03/2025	CR	LIBRARY - SALE-CITY PROPERTY			33.33-		
		Description: LIBRARY - SALE-CITY PROPERTY					
02/10/2025	CR	LIBRARY - SALE-CITY PROPERTY			16.67-		
		Description: LIBRARY - SALE-CITY PROPERTY					
02/17/2025	CR	LIBRARY - SALE-CITY PROPERTY			20.95-		
		Description: LIBRARY - SALE-CITY PROPERTY					
02/24/2025	CR	LIBRARY - SALE-CITY PROPERTY			54.29-		
		Description: LIBRARY - SALE-CITY PROPERTY					
				02/28/2025 (02/25) Period Totals and Balance	.00 *	125.24- *	323.83-
YTD Encumbrance	.00	YTD Actual	-323.83 Total	-323.83	YTD Budget	-4,000.00 Unearned	3,676.17
		DONATIONS				01/31/2025 (01/25) Balance 280-48500	10.00-
				02/28/2025 (02/25) Period Totals and Balance	.00 *	.00 *	10.00-
YTD Encumbrance	.00	YTD Actual	-10.00 Total	-10.00	YTD Budget	-74,000.00 Unearned	73,990.00
		OTHER REVENUES				01/31/2025 (01/25) Balance 280-48900	10.00-
02/03/2025	CR	LIBRARY - LIBRARY-MISCELLANEOUS			35.00-		
		Description: LIBRARY - LIBRARY-MISCELLANEOUS					
02/10/2025	CR	LIBRARY - LIBRARY-MISCELLANEOUS			35.00-		
		Description: LIBRARY - LIBRARY-MISCELLANEOUS					
				02/28/2025 (02/25) Period Totals and Balance	.00 *	70.00- *	80.00-
YTD Encumbrance	.00	YTD Actual	-80.00 Total	-80.00	YTD Budget	-3,000.00 Unearned	2,920.00
		FULLTIME ADMINISTRATION				01/31/2025 (01/25) Balance 280-55110-1100	27,802.80
02/07/2025	PC	PAYROLL TRANS FOR 2/1/2025 PAY PERIO		12,616.80			
02/21/2025	PC	PAYROLL TRANS FOR 2/15/2025 PAY PERIO		12,616.80			
02/26/2025	JE	Reverse Month End Wage Accrual-January			11,715.60-		
				02/28/2025 (02/25) Period Totals and Balance	25,233.60 *	11,715.60- *	41,320.80
YTD Encumbrance	.00	YTD Actual	41,320.80 Total	41,320.80	YTD Budget	328,037.00 Unexpended	286,716.20
		WAGES - FULLTIME				01/31/2025 (01/25) Balance 280-55110-1200	415.18
				02/28/2025 (02/25) Period Totals and Balance	.00 *	.00 *	415.18
YTD Encumbrance	.00	YTD Actual	415.18 Total	415.18	YTD Budget	.00 Unexpended	(415.18)
		WAGES - FULLTIME				01/31/2025 (01/25) Balance 280-55110-1220	3,530.01
02/07/2025	PC	PAYROLL TRANS FOR 2/1/2025 PAY PERIO		1,563.10			
02/21/2025	PC	PAYROLL TRANS FOR 2/15/2025 PAY PERIO		81.20			
02/26/2025	JE	Reverse Month End Wage Accrual-January			1,451.45-		
				02/28/2025 (02/25) Period Totals and Balance	1,644.30 *	1,451.45- *	3,722.86
YTD Encumbrance	.00	YTD Actual	3,722.86 Total	3,722.86	YTD Budget	42,224.00 Unexpended	38,501.14

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
WAGES - PART TIME						
		01/31/2025 (01/25) Balance	280-55110-1270			13,411.76
02/07/2025	PC	PAYROLL TRANS FOR 2/1/2025 PAY PERIO		6,001.04		
02/21/2025	PC	PAYROLL TRANS FOR 2/15/2025 PAY PERIO		5,882.51		
02/26/2025	JE	Reverse Month End Wage Accrual-January			5,572.39-	
		02/28/2025 (02/25) Period Totals and Balance		11,883.55 *	5,572.39- *	19,722.92
YTD Encumbrance	.00	YTD Actual	19,722.92 Total	19,722.92	YTD Budget	161,838.00 Unexpended 142,115.08
WI RETIREMENT						
		01/31/2025 (01/25) Balance	280-55110-1310			2,578.14
02/07/2025	PB	PAYROLL TRANS FOR 2/1/2025 PAY PERIO		1,216.51		
02/21/2025	PB	PAYROLL TRANS FOR 2/15/2025 PAY PERIO		1,021.78		
02/26/2025	JE	Reverse Month End Wage Accrual-January			1,129.62-	
		02/28/2025 (02/25) Period Totals and Balance		2,238.29 *	1,129.62- *	3,686.81
YTD Encumbrance	.00	YTD Actual	3,686.81 Total	3,686.81	YTD Budget	29,954.00 Unexpended 26,267.19
FICA						
		01/31/2025 (01/25) Balance	280-55110-1320			3,325.19
02/07/2025	PB	PAYROLL TRANS FOR 2/1/2025 PAY PERIO		1,547.46		
02/21/2025	PB	PAYROLL TRANS FOR 2/15/2025 PAY PERIO		1,334.67		
02/26/2025	JE	Reverse Month End Wage Accrual-January			1,436.93-	
		02/28/2025 (02/25) Period Totals and Balance		2,882.13 *	1,436.93- *	4,770.39
YTD Encumbrance	.00	YTD Actual	4,770.39 Total	4,770.39	YTD Budget	41,366.00 Unexpended 36,595.61
HEALTH INSURANCE						
		01/31/2025 (01/25) Balance	280-55110-1330			8,495.80
02/07/2025	PB	PAYROLL TRANS FOR 2/1/2025 PAY PERIO		8,495.80		
		02/28/2025 (02/25) Period Totals and Balance		8,495.80 *	.00 *	16,991.60
YTD Encumbrance	.00	YTD Actual	16,991.60 Total	16,991.60	YTD Budget	112,162.00 Unexpended 95,170.40
HEALTH INSURANCE OPT-OUT						
		01/31/2025 (01/25) Balance	280-55110-1334			384.62
02/07/2025	PC	PAYROLL TRANS FOR 2/1/2025 PAY PERIO		192.31		
02/21/2025	PC	PAYROLL TRANS FOR 2/15/2025 PAY PERIO		192.31		
		02/28/2025 (02/25) Period Totals and Balance		384.62 *	.00 *	769.24
YTD Encumbrance	.00	YTD Actual	769.24 Total	769.24	YTD Budget	.00 Unexpended (769.24)
LIFE INSURANCE						
		01/31/2025 (01/25) Balance	280-55110-1340			133.86
02/07/2025	PB	PAYROLL TRANS FOR 2/1/2025 PAY PERIO		133.86		
		02/28/2025 (02/25) Period Totals and Balance		133.86 *	.00 *	267.72
YTD Encumbrance	.00	YTD Actual	267.72 Total	267.72	YTD Budget	1,679.00 Unexpended 1,411.28
SICK LEAVE PAYOUT						
		01/31/2025 (01/25) Balance	280-55110-1361			.00
02/07/2025	PC	PAYROLL TRANS FOR 2/1/2025 PAY PERIO		1,319.92		
		02/28/2025 (02/25) Period Totals and Balance		1,319.92 *	.00 *	1,319.92
YTD Encumbrance	.00	YTD Actual	1,319.92 Total	1,319.92	YTD Budget	.00 Unexpended (1,319.92)
PROF SERV - CITY SERVICES						
		01/31/2025 (01/25) Balance	280-55110-2100			.00
01/23/2025	AP	Municipal Elec Utilities of WI		80.29		
		**Desc: 2025 Annual Access for MSDS Online				
02/01/2025	AP	Municipal Elec Utilities of WI		2,527.38		
		**Desc: 2025 Annual Program Fee				
		02/28/2025 (02/25) Period Totals and Balance		2,607.67 *	.00 *	2,607.67

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	2,607.67 Total	2,607.67 YTD Budget	51,900.00 Unexpended	49,292.33
PROFESSIONAL SERVICES		01/31/2025 (01/25) Balance 280-55110-2130				407.53
01/31/2025	AP	Marco Technologies LLC		302.68		
		**Desc: Agreement 016-1603090-000- Lib				
02/01/2025	AP	Unique		46.60		
		**Desc: Placements - Jan 2025				
		02/28/2025 (02/25) Period Totals and Balance				756.81
YTD Encumbrance		.00 YTD Actual	756.81 Total	756.81 YTD Budget	6,500.00 Unexpended	5,743.19
ELECTRICITY		01/31/2025 (01/25) Balance 280-55110-2210				1,837.20
02/17/2025	HJ	Harris Journal Entry		1,687.12		
		02/28/2025 (02/25) Period Totals and Balance				3,524.32
YTD Encumbrance		.00 YTD Actual	3,524.32 Total	3,524.32 YTD Budget	25,000.00 Unexpended	21,475.68
NATURAL GAS/HEAT		01/31/2025 (01/25) Balance 280-55110-2220				.00
01/21/2025	AP	Wisconsin Public Service Corp		1,775.61		
		**Desc: LIBRARY				
02/19/2025	AP	Wisconsin Public Service Corp		1,765.49		
		**Desc: LIBRARY				
		02/28/2025 (02/25) Period Totals and Balance				3,541.10
YTD Encumbrance		.00 YTD Actual	3,541.10 Total	3,541.10 YTD Budget	13,500.00 Unexpended	9,958.90
WATER EXPENSE		01/31/2025 (01/25) Balance 280-55110-2230				174.23
02/17/2025	HJ	Harris Journal Entry		174.23		
		02/28/2025 (02/25) Period Totals and Balance				348.46
YTD Encumbrance		.00 YTD Actual	348.46 Total	348.46 YTD Budget	2,160.00 Unexpended	1,811.54
SEWER EXPENSE		01/31/2025 (01/25) Balance 280-55110-2240				58.05
02/17/2025	HJ	Harris Journal Entry		58.05		
		02/28/2025 (02/25) Period Totals and Balance				116.10
YTD Encumbrance		.00 YTD Actual	116.10 Total	116.10 YTD Budget	891.00 Unexpended	774.90
STORMWATER EXPENSE		01/31/2025 (01/25) Balance 280-55110-2250				79.93
02/17/2025	HJ	Harris Journal Entry		79.93		
		02/28/2025 (02/25) Period Totals and Balance				159.86
YTD Encumbrance		.00 YTD Actual	159.86 Total	159.86 YTD Budget	960.00 Unexpended	800.14
MAINTENANCE EQUIPMENT/VEH		01/31/2025 (01/25) Balance 280-55110-2410				420.00
01/06/2025	JE	HAMBURG - Main		118.11		
01/30/2025	AP	Schaus Mechanical		161.25		
		**Desc: Service - Lib				
02/21/2025	AP	Schaus Mechanical		1,334.00		
		**Desc: Replace Pump seal kit - Lib				
		02/28/2025 (02/25) Period Totals and Balance				2,033.36

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	2,033.36 Total	2,033.36 YTD Budget	25,000.00 Unexpended	22,966.64
TECHNOLOGY						
01/06/2025	JE	EHLE - Tech	280-55110-2930	56.00		1,653.20
		02/28/2025 (02/25) Period Totals and Balance		56.00 *	.00 *	1,709.20
YTD Encumbrance		.00 YTD Actual	1,709.20 Total	1,709.20 YTD Budget	15,000.00 Unexpended	13,290.80
OFFICE SUPPLIES						
01/06/2025	JE	HAMBURG - Office Sup	280-55110-3100	1,416.92		165.08
		02/28/2025 (02/25) Period Totals and Balance		1,416.92 *	.00 *	1,582.00
YTD Encumbrance		.00 YTD Actual	1,582.00 Total	1,582.00 YTD Budget	6,000.00 Unexpended	4,418.00
POSTAGE						
		01/31/2025 (01/25) Balance	280-55110-3110			51.90
		02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	51.90
YTD Encumbrance		.00 YTD Actual	51.90 Total	51.90 YTD Budget	450.00 Unexpended	398.10
TRAVEL						
01/06/2025	JE	EHLE - Travel/Due	280-55110-3300	240.00		.00
		02/28/2025 (02/25) Period Totals and Balance		240.00 *	.00 *	240.00
YTD Encumbrance		.00 YTD Actual	240.00 Total	240.00 YTD Budget	1,000.00 Unexpended	760.00
PERIODICALS						
01/06/2025	JE	HAMBURG - A Mag	280-55111-3230	1,105.82		70.00
01/29/2025	AP	O'Rourke Media Group		90.00		
		**Desc: Tri-County News/2 Year Subscription - Lib				
02/27/2025	AP	Gannett Wisconsin Media		62.61		
		**Desc: 3/1/25-2/28/26 Service				
		02/28/2025 (02/25) Period Totals and Balance		1,258.43 *	.00 *	1,328.43
YTD Encumbrance		.00 YTD Actual	1,328.43 Total	1,328.43 YTD Budget	2,900.00 Unexpended	1,571.57
NON-FICTION BOOKS						
01/06/2025	JE	HAMBURG - A Non Fic	280-55111-3400	978.48		.00
		02/28/2025 (02/25) Period Totals and Balance		978.48 *	.00 *	978.48
YTD Encumbrance		.00 YTD Actual	978.48 Total	978.48 YTD Budget	14,000.00 Unexpended	13,021.52
FICTION BOOKS						
01/06/2025	JE	HAMBURG - A Fic	280-55111-3420	1,232.13		.00
		02/28/2025 (02/25) Period Totals and Balance		1,232.13 *	.00 *	1,232.13
YTD Encumbrance		.00 YTD Actual	1,232.13 Total	1,232.13 YTD Budget	14,000.00 Unexpended	12,767.87
LARGE PRINT BOOKS						
01/06/2025	JE	HAMBURG - A Lg Print	280-55111-3430	509.20		267.87
01/07/2025	AP	Center Point Large Print		220.53		
		**Desc: Books (ALP) - Lib				

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/01/2025	AP	Center Point Large Print **Desc: Books (ALP) - Lib		46.74		
02/28/2025 (02/25) Period Totals and Balance				776.47 *	.00 *	1,044.34
YTD Encumbrance	.00	YTD Actual	1,044.34 Total	1,044.34	YTD Budget	10,000.00 Unexpended 8,955.66
MOVIES						
01/31/2025 (01/25) Balance 280-55111-3450						.00
01/06/2025	JE	EHLE - ADV D		60.26		
01/06/2025	JE	HAMBURG - A DVD		314.85		
02/28/2025 (02/25) Period Totals and Balance				375.11 *	.00 *	375.11
YTD Encumbrance	.00	YTD Actual	375.11 Total	375.11	YTD Budget	1,900.00 Unexpended 1,524.89
AUDIOBOOKS						
01/31/2025 (01/25) Balance 280-55111-3470						97.90
01/06/2025	JE	HAMBURG - A Audio		108.74		
02/28/2025 (02/25) Period Totals and Balance				108.74 *	.00 *	206.64
YTD Encumbrance	.00	YTD Actual	206.64 Total	206.64	YTD Budget	3,200.00 Unexpended 2,993.36
PROGRAMS						
01/31/2025 (01/25) Balance 280-55111-3510						.00
01/06/2025	JE	EHLE - APROG		43.93		
01/06/2025	JE	HAMBURG - A Prog		16.99		
02/28/2025 (02/25) Period Totals and Balance				60.92 *	.00 *	60.92
YTD Encumbrance	.00	YTD Actual	60.92 Total	60.92	YTD Budget	2,000.00 Unexpended 1,939.08
PERIODICALS						
01/31/2025 (01/25) Balance 280-55112-3230						.00
01/06/2025	JE	EHLE - J Mag		149.00		
02/28/2025 (02/25) Period Totals and Balance				149.00 *	.00 *	149.00
YTD Encumbrance	.00	YTD Actual	149.00 Total	149.00	YTD Budget	300.00 Unexpended 151.00
NON-FICTION BOOKS						
01/31/2025 (01/25) Balance 280-55112-3400						.00
01/06/2025	JE	EHLE - J Non Fic		406.08		
01/22/2025	AP	Penworthy Company LLC, The **Desc: Books JNF - Lib		252.78		
02/28/2025 (02/25) Period Totals and Balance				658.86 *	.00 *	658.86
YTD Encumbrance	.00	YTD Actual	658.86 Total	658.86	YTD Budget	6,138.00 Unexpended 5,479.14
FICTION BOOKS						
01/31/2025 (01/25) Balance 280-55112-3420						.00
01/06/2025	JE	EHLE - J Fic		619.17		
01/22/2025	AP	Penworthy Company LLC, The **Desc: Books JF - Lib		170.25		
02/28/2025 (02/25) Period Totals and Balance				789.42 *	.00 *	789.42
YTD Encumbrance	.00	YTD Actual	789.42 Total	789.42	YTD Budget	1,000.00 Unexpended 210.58
PAPERBACKS						
01/31/2025 (01/25) Balance 280-55112-3440						.00
01/06/2025	JE	EHLE - J Pap Back		43.39		
02/28/2025 (02/25) Period Totals and Balance				43.39 *	.00 *	43.39
YTD Encumbrance	.00	YTD Actual	43.39 Total	43.39	YTD Budget	700.00 Unexpended 656.61

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
MOVIES						
		01/31/2025 (01/25) Balance	280-55112-3450			.00
01/06/2025	JE	EHLE - J DVD		93.77		
		02/28/2025 (02/25) Period Totals and Balance		93.77 *	.00 *	93.77
YTD Encumbrance	.00	YTD Actual	93.77 Total	93.77	YTD Budget	1,200.00 Unexpended 1,106.23
PROGRAMS						
		01/31/2025 (01/25) Balance	280-55112-3510			.00
01/06/2025	JE	EHLE - J Prog		778.93		
		02/28/2025 (02/25) Period Totals and Balance		778.93 *	.00 *	778.93
YTD Encumbrance	.00	YTD Actual	778.93 Total	778.93	YTD Budget	10,000.00 Unexpended 9,221.07
JE BOOKS						
		01/31/2025 (01/25) Balance	280-55112-3530			.00
01/06/2025	JE	EHLE - J Easy Fic		326.95		
01/22/2025	AP	Penworthy Company LLC, The		180.72		
		**Desc: Books JEF - Lib				
		02/28/2025 (02/25) Period Totals and Balance		507.67 *	.00 *	507.67
YTD Encumbrance	.00	YTD Actual	507.67 Total	507.67	YTD Budget	6,000.00 Unexpended 5,492.33
MICROFILM						
		01/31/2025 (01/25) Balance	280-55114-3490			.00
01/20/2025	AP	Manitowoc Public Library		1,875.00		
		**Desc: 2025 Annual Microfil Subscription HTR - Lib				
		02/28/2025 (02/25) Period Totals and Balance		1,875.00 *	.00 *	1,875.00
YTD Encumbrance	.00	YTD Actual	1,875.00 Total	1,875.00	YTD Budget	5,200.00 Unexpended 3,325.00
FICTION BOOKS						
		01/31/2025 (01/25) Balance	280-55115-3420			21.14
01/06/2025	JE	EHLE - YA Fic		485.35		
		02/28/2025 (02/25) Period Totals and Balance		485.35 *	.00 *	506.49
YTD Encumbrance	.00	YTD Actual	506.49 Total	506.49	YTD Budget	4,800.00 Unexpended 4,293.51
Number of Transactions: 103 Number of Accounts: 53				Debit	Credit	Proof
Total LIBRARY FUND:				254,005.10	254,005.10-	.00

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
CASH		01/31/2025 (01/25) Balance	282-11100			3.10-	
02/28/2025	CA	Cash Allocation - Created: 03/03/25 1:36 PM			1,828.06-		
		02/28/2025 (02/25) Period Totals and Balance		.00 *	1,828.06- *	1,831.16-	
GENERAL FUND INVESTMENT		01/31/2025 (01/25) Balance	282-11302			88,009.00	
		02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	88,009.00	
ACCOUNTS PAYABLE		01/31/2025 (01/25) Balance	282-21100			.00	
02/20/2025	CDA	The New York Times		1,430.00			
02/28/2025	AP	Summary Transactions from AP System			1,430.00-		
		02/28/2025 (02/25) Period Totals and Balance		1,430.00 *	1,430.00- *	.00	
FUND BALANCE UNRESERVED		01/31/2025 (01/25) Balance	282-34100			86,140.08-	
		02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	86,140.08-	
DONATIONS		01/31/2025 (01/25) Balance	282-48500			1,893.00-	
02/03/2025	CR	LIBRARY - DONATIONS-GIFT FUND Description: LIBRARY - DONATIONS-GIFT FUND			15.00-		
02/10/2025	CR	LIBRARY - DONATIONS-GIFT FUND Description: LIBRARY - DONATIONS-GIFT FUND			27.00-		
02/24/2025	CR	LIBRARY - DONATIONS-GIFT FUND Description: LIBRARY - DONATIONS-GIFT FUND			25.45-		
		02/28/2025 (02/25) Period Totals and Balance		.00 *	67.45- *	1,960.45-	
YTD Encumbrance	.00	YTD Actual	-1,960.45 Total	-1,960.45	YTD Budget	-6,000.00 Unearned	4,039.55
ADULT GIFT		01/31/2025 (01/25) Balance	282-55110-7004			27.18	
01/06/2025	JE	HAMBURG - A Gift		114.99			
02/02/2025	AP	The New York Times **Desc: Subscription 1/23/25-1/21/26		1,430.00			
		02/28/2025 (02/25) Period Totals and Balance		1,544.99 *	.00 *	1,572.17	
YTD Encumbrance	.00	YTD Actual	1,572.17 Total	1,572.17	YTD Budget	1,500.00 Unexpended	(72.17)
MEYER FOUNDATION		01/31/2025 (01/25) Balance	282-55110-7005			.00	
01/06/2025	JE	HAMBURG - Meyer Fdn		97.64			
		02/28/2025 (02/25) Period Totals and Balance		97.64 *	.00 *	97.64	
YTD Encumbrance	.00	YTD Actual	97.64 Total	97.64	YTD Budget	700.00 Unexpended	602.36
YOUTH GIFT		01/31/2025 (01/25) Balance	282-55110-7008			.00	
01/06/2025	JE	EHLE - J Gift		252.88			
		02/28/2025 (02/25) Period Totals and Balance		252.88 *	.00 *	252.88	
YTD Encumbrance	.00	YTD Actual	252.88 Total	252.88	YTD Budget	3,000.00 Unexpended	2,747.12
Number of Transactions: 10 Number of Accounts: 8				Debit	Credit	Proof	
Total LIBRARY GIFT FUND:				3,325.51	3,325.51-	.00	

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CASH		01/31/2025 (01/25) Balance	456-11100			10,101.32
		02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	10,101.32
FUND BALANCE UNRESERVED		01/31/2025 (01/25) Balance	456-34100			9,093.83-
		02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	9,093.83-
DONATIONS		01/31/2025 (01/25) Balance	456-48500			1,007.49-
		02/28/2025 (02/25) Period Totals and Balance		.00 *	.00 *	1,007.49-
YTD Encumbrance	.00	YTD Actual	-1,007.49	Total	-1,007.49	YTD Budget
				.00	Unearned	(1,007.49)
Number of Transactions: 0 Number of Accounts: 3				Debit	Credit	Proof
Total LIBRARY BLDING & GROUNDS FUND:				.00	.00	.00
Number of Transactions: 113 Number of Accounts: 64				Debit	Credit	Proof
Grand Totals:				257,330.61	257,330.61-	.00

Report Criteria:

- Actual Amounts
- Accounts With Balances Or Activity
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include Only Description Comments
- Print Transactions In Date Order
- Include FUNDS: 280,282,456
- Page and Total by FUND
- All Segments Tested for Total Breaks

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

Different needs, many choices

It's good to have choices. With Edward Jones, you choose the account options that fit your goals and the way you like to invest. No matter which options you choose, you and your financial advisor will work together to develop a strategy to help you achieve your long-term goals. Talk with your financial advisor today to discuss which account options may be best suited to you.

Association - Advisory Solutions Fund Model

Portfolio Objective - Account: Balanced Growth and Income

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

Account Value	
\$86,389.08	
1 Month Ago	\$90,110.97
1 Year Ago	\$83,274.23
3 Years Ago	\$115,242.56
5 Years Ago	\$368,241.52

Value Summary		
	This Period	This Year
Beginning value	\$90,110.97	\$87,954.28
Assets added to account	0.00	0.00
Assets withdrawn from account	-4,000.00	-4,000.00
Fees and charges	-85.29	-170.85
Change in value	363.40	2,605.65
Ending Value	\$86,389.08	

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

Asset Details (as of Feb 28, 2025) additional details at www.edwardjones.com/access

Assets Held At Edward Jones

	Current Yield/Rate	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market	3.75%*	\$1.16	\$4,000.00	-\$4,000.00	\$1.16

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

Exchange Traded & Closed End Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Ish Core S&P 500	597.04	5	2,598.45	386.75	2,985.20
Ish RS MD-C ETF	89.46	19	1,634.79	64.95	1,699.74
Vng Growth Index	405.73	2	789.49	21.97	811.46

Asset Details (continued)

Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Artisan INTL Small-Mid I	17.66	53.668	920.11	27.67	947.78
Bridge Builder Core Bond	9.03	1,672.615	16,942.34	-1,838.63	15,103.71
Bridge Builder Core Plus Bond	8.86	2,175.928	21,882.32	-2,603.60	19,278.72
Bridge Builder INTL Equity	13.31	665.181	7,552.57	1,300.99	8,853.56
Bridge Builder Large Growth	25.59	399.349	6,518.41	3,700.93	10,219.34
Bridge Builder Large Value	17.76	593.572	7,480.12	3,061.72	10,541.84
Bridge Builder Small/Mid Grw	15.80	154.985	2,203.54	245.22	2,448.76
Bridge Builder Small/Mid Value	14.24	235.154	2,634.13	714.46	3,348.59
JPM U.S. Govt Mny Mkt Capital	1.00	245.05	—	—	245.05
MFS INTL Intrinsic Value R6	38.66	23.837	990.76	-69.22	921.54
Nyli Mackay HI Yld Corp BD R6	5.22	860.434	4,671.71	-180.24	4,491.47
PIMCO INTL Bond (USD-Hedged) I	9.95	193.258	1,866.07	56.85	1,922.92
Principal Midcap R6	46.39	55.362	2,044.53	523.71	2,568.24
Total Account Value					\$86,389.08

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)	\$1.44
Long Term (held over 1 year)	863.59
Total	\$865.03

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 Large Value	—	02/20	60.875	\$875.32	\$1,084.79	\$209.47	LT
Bridge Builder Large Value	09/30/2024	02/20	2.866	53.40	51.07	-2.33	ST
Bridge Builder Large Growth	—	02/20	35.951	590.52	949.11	358.59	LT
Bridge Builder Small/Mid Value	03/26/2020	02/20	25.1	273.94	365.20	91.26	LT
Bridge Builder Small/Mid Grw	—	02/20	12.225	173.79	201.47	27.68	LT

Detail of Realized Gain/Loss from Sale of Securities (continued)

	Purchase Date	Sale Date	Quantity	Cost Basis	Proceeds	Realized Gain/Loss	
Bridge Builder INTL Equity	03/08/2021	02/20	54.152	612.09	723.47	111.38	LT
Ish RS MD-C ETF	10/28/2024	02/20	2	178.08	183.32	5.24	ST
Principal Midcap R6	-----	02/20	7.334	273.99	339.22	65.23	LT
Principal Midcap R6	12/12/2024	02/20	1.857	87.36	85.88	-1.48	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
2/03	Dividend on JPM U.S. Govt Mny Mkt Capital on 345.46 Shares at Daily Accrual Rate		\$1.35
2/03	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	1.35	-1.35
2/03	Dividend on Bridge Builder Core Bond on 1,666.524 Shares at Daily Accrual Rate		54.03
2/03	Reinvestment into Bridge Builder Core Bond @ 8.87	6.091	-54.03
2/03	Dividend on Bridge Builder Core Plus Bond on 2,167.837 Shares at Daily Accrual Rate		70.39
2/03	Reinvestment into Bridge Builder Core Plus Bond @ 8.70	8.091	-70.39
2/03	Dividend on Nyli Mackay HI Yld Corp BD R6 on 855.859 Shares @ 0.027		23.88
2/03	Reinvestment into Nyli Mackay HI Yld Corp BD R6 @ 5.22	4.575	-23.88
2/03	Dividend on PIMCO INTL Bond (USD-Hedged) I on 192.565 Shares at Daily Accrual Rate		6.90
2/03	Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.95	0.693	-6.90
2/07	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-85.29	85.29
2/07	Program & Platform Fees		-85.29
2/21	Sell JPM U.S. Govt Mny Mkt Capital @ 1.00	-16.47	16.47
2/21	Sell Bridge Builder Large Value @ 17.82	-63.741	1,135.86
2/21	Sell Bridge Builder Large Growth @ 26.40	-35.951	949.11
2/21	Sell Bridge Builder Small/Mid Value @ 14.55	-25.1	365.20
2/21	Sell Bridge Builder Small/Mid Grw @ 16.48	-12.225	201.47
2/21	Sell Bridge Builder INTL Equity @ 13.36	-54.152	723.47
2/21	Sell Ish RS MD-C ETF @ 91.6602	-2	183.32
2/21	Sell Principal Midcap R6 @ 46.25	-9.191	425.10
2/21	Check Issued Check Number 155233969		-4,000.00

Money Market Detail by Date

Beginning Balance on Feb 1					\$1.16
Date	Transaction	Description	Deposits	Withdrawals	Balance
2/21	Deposit		4,000.00		\$4,001.16
2/21	Withdrawal	Money Market Sale		-4,000.00	\$1.16
Total			\$4,000.00	-\$4,000.00	
Ending Balance on Feb 28					\$1.16

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

About Edward Jones

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

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

About Your Account

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

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

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

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

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

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

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

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

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

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

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

CONTACT INFORMATION

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

S1EDJ001 Rev 11/21

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

News

- Marco updated the library copiers, one for the public near the help desk and one for staff located in the back by administrative offices. The public copier is both color and black and white, we will continue to charge 10 cents per page for black and white copies and 25 cents per page for color copies. The staff copier, in the back, was upgraded to a black and white and color copier. This will allow staff to print color copies when needed, rather than make sure the copier for the public is available.
- During the elevator upgrade at City Hall, City Council meetings will be held in the Community Room of the library. The first meeting was a City Council Work Session held February 24. Other committee meetings will be held at the library in the Community Room and Webster Room, if they are available. The BIDC met in the Community Room, February 25.

Library Foundation – No Report

Library Legislation

- From Teresa Schmidt, Public Library Administration Consultant, Library Services Wisconsin Department of Public Instruction (DPI):

“On March 5-6, 2025, the Chief Officers of State Library Agencies (COSLA) will sponsor Voices for Libraries, an event that invites library supporters and officials from every state to visit Washington, D.C., to talk with federal legislators about the importance of libraries. A delegation of Wisconsin library supporters is scheduled to talk with members of the Senate and House of Representatives about the significant work libraries are doing in our state and how federal funding from the Institute for Museum and Library Services, and in particular the LSTA Grants to States program, makes that work possible. Personal stories can help Congressional members better understand the invaluable impact libraries have in our communities. We want to share **your** stories with Wisconsin’s representatives! We are looking for as many personal and specific stories about Wisconsin libraries as we can gather. The work you do in your communities is the reason that legislators have been eager to support libraries in the past, so *any* stories you have about the positive impact of libraries are welcome. Please write a brief letter on your library’s letterhead to share your story.”

I submitted letters to Representative Grothman, Senator Baldwin, and Senator Johnson. The letters are included in the packet under communications.

Activities

- 02/03/25 – Met with Kassie Paider, City of Two Rivers Finance Director
- 02/03/24 – Two Rivers City Council Meeting
- 02/04/25 – Lester Public Library Management Team Meeting
- 02/10/25 – Two Rivers Historical Society, Lester Bentley Committee Meeting
- 02/11/25 – Lester Public Library Management Team Meeting
- 02/11/25 – Lester Public Library Board of Trustees Meeting
- 02/12/25 – Lester Public Library All Staff Meeting
- 02/12/25 – City of Two Rivers Department Heads Meeting
- 02/14/25 – Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting with Marie Bonde, Customer Service Coordinator, and Chris Hamburg, Adult Services Coordinator, Brillion Public Library Hosted the Meeting
- 02/14/25 – Manitowoc Calumet Library System Directors Meeting, Brillion Public Library Hosted the Meeting
- 02/17/25 – Two Rivers City Council Meeting
- 02/19/25 – Educational Horizons Foundation Board Meeting, Two Rivers School District Offices
- 02/20/25 – Marco installed two new photocopy machines, public and staff copiers
- 02/20/25 – Conducted three customer service clerk interviews with Marie Bonde, Customer Service Coordinator
- 02/24/25 – Set up the Community Room for the City Council Work Session, attended the meeting in case it ran past closing time, 8:00 pm.
- 02/24/25 – Conducted a customer service clerk interview, with Marie Bonde, Customer Service Coordinator
- 02/25/25 – Conducted a customer service clerk interview, with Marie Bonde, Customer Service Coordinator
- 02/25/25 – Lester Public Library Management Team Meeting
- 02/26/25 – City of Two Rivers Department Heads Meeting
- 02/26/25 – Met with Greg Buckley, City Manager, Mike Mathis, Director Parks and Rec, and Joe Metzen, Director Explore Two Rivers to meet with a representative from SeeMyLegacy.com – a community engagement and fundraising platform.
- 02/28/25 – Met with David Pennefeather, President, Lester Public Library Board of Trustees

Jeff Dawson, Director, Lester Public Library 03/3/2025

Lester Public Library Statistical Report

Feb-25

Circulation												
	Feb 2025			Feb 2024			2025 YTD			2024 YTD		
			%Chng			%Chng			%Chng			%Chng
Circulation Total	8,650		-7%	9,299		-7%	17,570		-5%	18,425		-5%
Total Visitors	4,985		-14%	5,772		-14%	10,357			10,917		
Users	Total	%Circ		Total	%Circ		Total	%Circ		Total	%Circ	
Children (0-11)	395	5%	2%	387	4%	2%	829	5%	-2%	849	5%	-2%
Young Adult (11-17)	228	3%	37%	167	2%	37%	460	3%	47%	313	2%	47%
Adult (18+)	7,373	85%	-7%	7,936	85%	-7%	14,907	85%	-4%	15,467	84%	-4%
Outreach	261	3%	-22%	335	4%	-22%	532	3%	-30%	757	4%	-30%
School	124	1%	27%	98	1%	27%	248	1%	-20%	309	2%	-20%
ALL OTHERS	269	3%	-28%	376	4%	-28%	594	3%	-19%	730	4%	-19%
Item Type	Total	%Circ		Total	%Circ		Total	%Circ		Total	%Circ	
Adult	5,458	63%	-6%	5,778	62%	-6%	11,143	63%	-6%	11,813	64%	-6%
Youth	3,192	37%	-9%	3,521	38%	-9%	6,427	37%	-3%	6,612	36%	-3%
Self-check use	Total	%Circ		Total	%Circ		Total	%Circ		Total	%Circ	
Self-check use	2,249	26%	-22%	2,891	31%	-22%	5,148	29%	-7%	5,537	30%	-7%
Drive Through Use	606	7%	2%	592	6%	2%	1,230	7%	3%	1,197	6%	3%
LARS ACTIVITY												
Sent to LARS	2,616		-2%	2,682		-2%	5,105		-8%	5,574		-8%
Rec from LARS	1,332		-3%	1,373		-3%	2,654		-7%	2,861		-7%
NEW REGISTRATIONS												
Total	27		-40%	45		-40%	67		-16%	80		-16%
OVERDRIVE EBooks & EAudiobooks												
Total	1783		6%	1688		6%	3,654		-1%	3,689		-1%

Information Services

	Feb 2025	Feb 2024	%Chng	2025 YTD	2024 YTD	%Chng
Walk-in	698	1,124	-38%	1,502	2,094	-28%
Phone	261	265	-2%	475	626	-24%
Mail	0	0	0%	0	0	
Electronic	196	175	12%	413	356	16%
Reference Total	1,155	1,564	-26%	2,390	3,076	-22%
PC Internet Use # of Users	510	478	7%	1,036	905	14%
PC Internet Use (Hours)	313	359	-13%	613	700	-12%
Computer Use Total	823	837	-2%	1,649	1,605	3%

Children's Programming

In-house Programs	19	17	12%	35	29	21%
In-house Attendance	1,267	1,412	-10%	2,412	2,209	9%
Outreach Programs	9	7	29%	16	15	7%
Outreach Attendance	728	639	14%	1,361	1,396	-3%

Young Adult Programs

In-house Programs	1	0	#DIV/0!	1	1	0%
In-house Attendance	16	0	#DIV/0!	16	29	-45%

Adult Programs

In-house Programs	13	11	18%	23	20	15%
In-house Attendance	254	251	1%	425	413	3%

Meeting Room Use

Bookings	7	6	17%	10	14	-29%
Attendance	156	72	117%	248	152	63%

Reference Monthly Statistical Summary

February 2025

Reference Questions

Adult Walk In	698
Adult Phone	261
Adult Email	196
Adult Mail	0
Reference Total	1155

Computer Usage

# of Users	510
Internet Hours	312.5
	312.5

Email Requests

*Adult Requests	196
*Youth Requests	
	196

# Books Checked Out	245
New Library Cards	4

Dramatic Play

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

# times counted	15
# of patrons	178

Youth Programs

In House	19
Attendance	1267
Outreach	9
Attendance	728

Young Adult Programs

In House	1
Attendance	16

Adult Programs

Attendance

IP Book Club	12
IP Strictly Fiction	5
IP LPL Flix	30
IP Button	4
IP Bilingual Class	71
IP Book to Art	8
IP Tech	2
IP International Film	12
IP Card Class	28
IP Sit'n'Stitch	2
Blind Date	60
IP Blood Pressure	18
IP Genealogy	2

Total # Programs	13
Total Attendance	254

IP=In Person

IP Family Game Night	8
IP Story Time/4	165
*Story Time To-Go/4	194
Art to Go/2	159
Family Activity Packs	227
IP Babygarten AM	26
IP Babygarten PM	
Dramatic Play	178
IP 1st Grade Fort Night	29
Chameleon	176
IP Move & Shakers AM	59
IP Move & Shakers PM	46
	1267

Child Dev. Days	58
Magee 4th	69
Koenig 4th	34
LBC 5th	100
Mishicot Middle Sch	200
LBC 6th	89
LBC 7th	90
TRHS	13
LBC 8th	75
	728

LPL Pages	16
	16

LIBRARY LINKS

LESTER PUBLIC LIBRARY

MARCH 2025



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

Genealogy Club

Thursday, March 6
10:15 AM-noon

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

Tech Help

Thursdays, March 13 & 27
2:00-4:00 PM

Need help setting up or using a device? Expert Maribeth Wester can fluently address technology issues simple to complex. Meet her in the Webster Room.

Worker Connection

Mondays • 10:00 AM-noon

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

THIS MONTH:



OUR LAND. OUR WATER. OUR FUTURE.

Nature-based practices to build a resilient community

Keep Wildlife Wild

Thursday, March 13 • 6:00 PM

Wildlife of Wisconsin rehabilitator Susan Theys asks *What would you do?* as she describes common scenarios, and advises how to handle wildlife encounters responsibly. Presented by the Two Rivers Environmental Advisory

Blood Pressure Screening

Tuesday, March 11 • 10:00 AM-1:00 PM

American Heart Association HeartCorps service member Sue Koeppe conducts free BP screening the second Tuesday of each month.

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

READING CHALLENGES

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

Winter Reading Challenges 2025

Challenges for all ages—through April 26!

Keep track of the books you read and earn digital badges and prizes along the way. Pick up prizes at the Help Desk by May 10—or while supplies last.

- **TBR Winter Reading Challenge (Ages 18+).** It's time to dive into that TBR (*to be read*) pile you've been meaning to conquer. Submit a list of six titles you've been putting off and start reading. Check off two books to earn a **FREE** book from our ongoing book sale. Read two more and collect a special snowflake bookmark. Finish your list and treat yourself to \$1 off a warm beverage at Red Bank Coffeehouse—you've earned it!
- **Teen TBR (Ages 13-17).** Submit a TBR list of four books. Read one to earn a free book from the book sale, three to earn a special bookmark, and four for \$1 off of coffee. Then *keep* reading. If you *double* your book count, head to the prize cabinet to choose a reward along with a **FREE** new book.
- **Read On My Own (Ages 7-12) & Read To Me (Ages 0-6) Challenges:** Log books to earn reading badges, fun prizes and a **FREE** new book. Complete activities to score an *additional* free book!



In It 4 LOVE Challenge (Ages 18+)

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



Ongoing Challenges

- **Above Average Reader 2025 (Ages 14+):** American adults read an average of 12 books each year, with half reading four or fewer. How do *you* rank? Attain **ABOVE AVERAGE** status when you hit 13 to receive a tote or patch. Continue reading to achieve **SUPERIOR** status—log 52 books in 2025 to receive a patch for your tote.
- **Mystery Maven (Ages 18+):** Don your deerstalkers, dear readers, and investigate different subgenres and award-winning titles. Perform all activities to complete the challenge and snag an elusive patch as a shrewd connoisseur of mystery.
- **Babies Bloom:** Read 100 books by age one. Share books to strengthen your baby's foundation for learning, and the bond between baby and their favorite teacher: **YOU!**
- **1,000 Books Before K:** Read 1,000 books together before your child enters five-year-old kindergarten. Earn **FREE BOOKS** as you hit each 100-book milestone!
- **500 Books Before Middle School (Ages 6-10):** Now that your child is reading on their own, challenge them to read 500 books before middle school. Earn reading badges, fun charms, and **FREE BOOKS!**

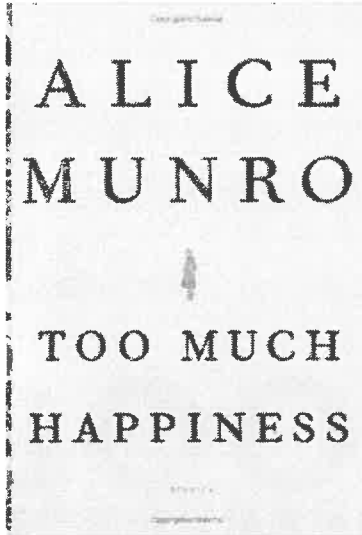
BOOK CLUBS

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

Book Discussion Group

Strictly Fiction

Book to Art

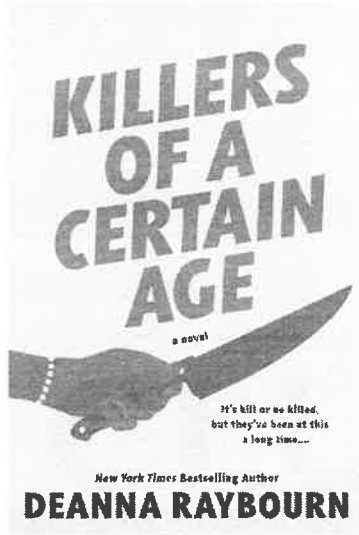


Wednesday, March 5
4:00 PM

Too Much Happiness
by Alice Munro

Nine short works that explore human relationships, loss, and resilience. Stories include that of a grieving mother who is aided by a surprising source and the final days of Russian mathematician Sophia Kovalevsky as she reflects on her struggles for recognition and fulfillment.

April 2 selection:
Love & Whiskey by Fawn Weaver

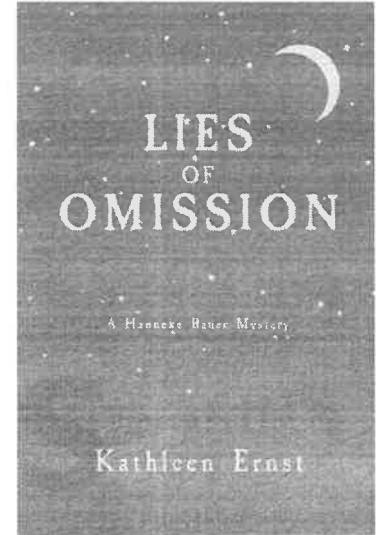


Monday, March 3
6:30 PM

Killers of a Certain Age
by Deanna Raybourn (*Mystery*)

Sent on vacation to celebrate their retirement, four assassins discover they've become targets themselves. The women must turn against their own organization to survive, relying on their experience and each other, and showing what it truly means to be a woman—and a killer—of a certain age.

April 7 selection: *Starling House*
by Alix E. Harrow (*fantasy*)



Saturday, April 26
11:00 AM

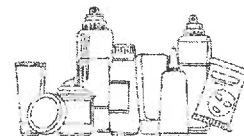
Lies of Omission
By Kathleen Ernst

In 1855, Pomeranian immigrant Hanneke Bauer arrives in Wisconsin to reunite with her husband—only to find him dead. Alone and destitute, she vows to uncover the truth but soon faces hostility, a wary deputy, and rising anti-immigrant tensions. As danger mounts, she must expose her husband's secrets before a killer silences her forever.

June 28 selection: *The Sweetness of Forgetting* by Kristin Harmel

Help for the Homeless Hygiene Drive

Continues through Saturday, March 15



The Family Radio Network's annual drive supports area crisis programs. Most urgent needs include soaps (laundry, dish, hand, shower gel, and shampoo), trash bags, diapers (sizes 3-6 and pull-ups), unscented deodorant, wet wipes, toilet paper, paper towels, disposable razors, and feminine products. Find the collection box in our lobby.

MOVIES

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

LPL FLIX

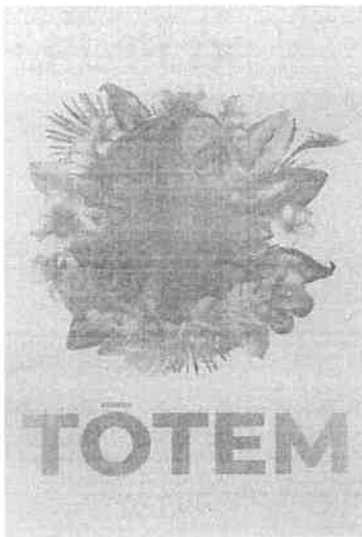


Friday, March 7
1:00 PM

Juror #2
Rated PG-13. Runtime: 1:54.

A juror serving on a murder trial begins to suspect that he may have been responsible for the very crime he is helping to judge, forcing him into a tense moral struggle as he decides whether to manipulate the verdict or confess the truth.

INTERNATIONAL FILM



Tuesday, March 18
6:00 PM

Totem
Runtime: 1:35.

A 2023 Mexican drama. Sol (age 7) spends a day at her grandfather's house, where her family is preparing a birthday party for her ailing father. As the chaotic gathering unfolds, Sol begins to sense the weight of the situation as a mixture of love, tension, and quiet sadness fills the house.

Get CRAFTY

Sit'n'Stitch

Saturday, March 8
10:00 AM-2:00 PM

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

Card Making Class

Monday, March 10
1:00-8:00 PM

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

Coloring-book Inspired Tea Towels

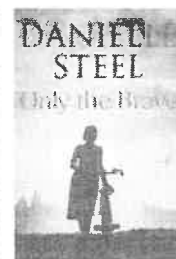
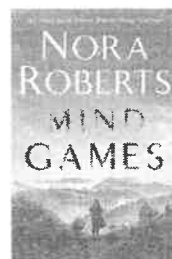
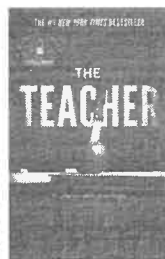
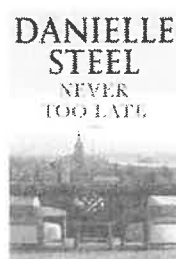
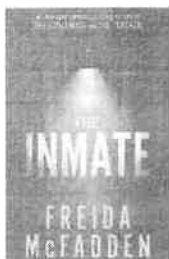
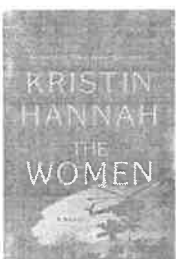
Saturday, March 29
10:30 AM-12:30 PM • Ages 18+

Use a pattern, an iron and fabric markers to create a personalized towel for yourself or as a thoughtful gift. Registration required; call 920.793.8888.

Get Crafty Newsletter

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

Most borrowed fiction of 2024 at Lester Public Library!





Alice in Wonderland JR @ TRHS

Friday, March 7 • 6:30 PM • \$8 (cash)

With an updated script and score made specifically for today's young performers, a whole new generation will fall down the rabbit hole into this timeless story of adventure and imagination. Performed by LB Clarke students. Additional show times Thursday and Saturday. Children 7 and under free.

Late Night @ Lester Public Library

Friday, March 14 • 7:00-9:00 PM • Grades 6-12 • Free

Kick back, relax, and let the good times roll after hours at the library. Color, snack, and hang with friends. Keep the fun going with an epic game of *Capture the Flag*. Call 920.793.8888 to register.

Whiteout Madness @ LB Clarke

Friday, March 28 • 6:00-8:00 PM • Grades 5-8 • \$3

A fun activity night for LB Clarke students.

Watch for new events throughout the year!



Bilingual Language Classes

Wednesdays • 6-7:30 PM • Ages 18+

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

No registration required. Presented by Woods Outreach.



LPL Pages

Teen Book Subscription

Sign up now; new box April 1!

Get books selected just for you! Scan the QR code below to answer a few questions, then pick up your box at the front desk or drive-thru and start reading. Each one includes two great books, snacks, and some fun surprises! Boxes are issued every other month. Subscribe by April 15 to receive the April edition.

For grades 8-12. Library card required.



Need a teen book suggestion?
Email Ms. Terry @
tehle@lesterlibrary.org today!

Mobile Printing with Princh

Printing made easy!

Princh offers a "bring your own device" solution that enables users to print from their own smartphones, tablets or laptops from home or in the library through a simple and intuitive user interface.



No accounts, passwords or apps. Visit print.princh.com or scan the QR code to get started. The library's printer code is 106319. 10¢ per page (25¢ for color).

EARLY LITERACY

TALK

READ

WRITE

PLAY

SING



Babygarten

Wednesdays, 6:15 PM
March 26-April 30

Thursdays, 10:15 AM
March 27-May 1

For babies 0-18 months and their caregivers. Share nursery rhymes, songs and books, plus a weekly project. Each class concludes with free time for play. Registration required; call 920.793.8888.

Movers & Shakers

Wednesdays
10:15 AM & 6:15 PM
Through March 19

Movin', groovin' and learnin' for children 18 months-3 along with their caregivers. Toddlers need to MOVE to learn! Active storytelling, engaging play, music and more. Registration required; call 920.793-8888.

Story Time

Tuesdays, 10:15 AM
March 4, 11, 18 & 25

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 all are welcome. After Story Time, engage in process art and other hands-on activities.

TO GO

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

Family Activity Packs

Free the Leprechaun! Available March 1

Unlock the mystery: This pack contains a locked Mystery Bag. Your family's job: Solve a series of puzzles to arrive at the three-digit combination that releases the leprechaun trapped inside!

One per family. No library card required.



Art To Go

New packs March 10 & 24

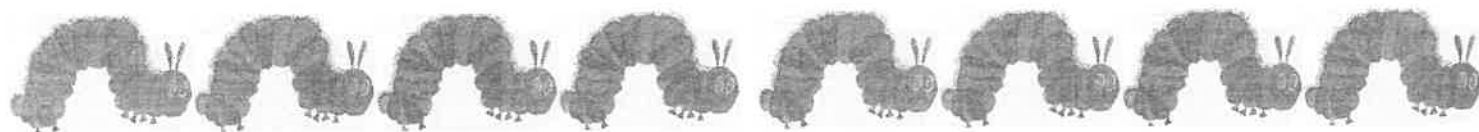
Packs contain all the supplies needed for fun projects. Pick up while supplies last. Geared for school-age children. No library card required.

Special Spring Break Edition available Monday, March 17!

Story Time To Go

New packs weekly

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



Eric Carle Café Dramatic Play Center

Inspired by the art of the beloved author and illustrator

Immerse yourselves in a delightful world of play! Be a customer who peruses the café menu and makes selections. Or the server who makes recommendations, takes orders and delivers the prepared meals to the tables. Be the chef who makes pizzas in the brick oven, or the chef's assistant who builds sandwiches and mixes salads. Or the baker who serves up cookies and doughnuts at the dessert counter. Everyone's welcome to play in the Eric Carle Café!

New StoryWalk® titles coming March 20!

Library



Zander Park

Take a joyous journey along two outdoor storybook paths. The library path features Rita Gray's *Flowers Are Calling*.

Visit Zander Park (1406 Parkway Blvd.) to explore the natural area and read Michael Garland's *Birds Make Nests*.



Family Game Nights

Mondays • 6:00-7:30 PM

Bring the family or meet up with friends; we have all your favorite board and card games. FREE popcorn! Bring drinks, select your games, and find a spot anywhere in the library to play.



March

MON	TUE	WED	THU	FRI	SAT
					1 NEW Family Activity Pack
3 NEW Story Time To Go 10:00-noon Worker Connection 6:00-7:30 Family Game Night 6:30 Strictly Fiction Book Club	4 10:15 Story Time	5 10:15 & 6:15 Movers & Shakers 4:00 Book Discussion Group 6:00 Bilingual Language Class	6 10:15-noon Genealogy	7 1:00 LPL Flix 7:00 TR Teen: Alice in Wonderland JR @ TRHS	8 10:00-2:00 Sit'n'Stitch
10 NEW Story Time & Art To Go 10:00-noon Worker Connection 1:00-8:00 Card Making Class 6:00-7:30 Family Game Night	11 10:00-1:00 Free BP Screen 10:15 Story Time 6:00 Board Meeting	12 10:15 & 6:15 Movers & Shakers 6:00 Bilingual Language Class	13 2:00-4:00 Tech Help 6:00 EAB: Keep Wildlife Wild	14 7:00-9:00 TR Teen: Late Night @ LPL	15 Last day: Help for the Homeless Hygiene Drive 
17 NEW Story Time & Art To Go 10:00-noon Worker Connection 6:00-7:30 Family Game Night	18 10:15 Story Time 6:00 International Film	19 10:15 & 6:15 Movers & Shakers 6:00 Bilingual Language Class	20 NEW StoryWalk® Titles!	21	22
24 NEW Story Time & Art To Go 10:00-noon Worker Connection 6:00-7:30 Family Game Night	25 10:15 Story Time	26 6:00 Bilingual Language Class 6:15 Babygarten	27 10:15 Babygarten 2:00-4:00 Tech Help	28 6:00-8:00 TR Teen: Whiteout Madness @ LB Clarke	29 10:30-12:30 Coloring-book Inspired Tea Towels
31 NEW Story Time To Go 10:00-noon Worker Connection 6:00-7:30 Family Game Night	<p>Readers advisory service. Find great books to read! Call 920.793.7114 or visit the Help Desk. Tell us your interests or favorite authors/genres. We'll hook you up with books you'll love!</p> 				



Wisconsin Libraries

By the Numbers

Wisconsin Residents Use Libraries

- 46.8 million physical items checked out*
- 1.7 million uses of public internet computers
- 15.7 million wireless internet sessions
- 8 million resources retrieved from BadgerLink databases
- 2.3 million attendees at public library events
- 19.4 million eBooks, e-audiobooks, videos, and other digital media downloaded*

**These figures include data from Wisconsin public libraries, technical colleges, and the Universities of Wisconsin.*

2023 Data. Source: Wisconsin Department of Public Instruction. National Center for Education Statistics. (2024). IPEDS: Integrated Postsecondary Education Data System: Academic Libraries Survey. [Washington, D.C.]: [National Center for Education Statistics].

Wisconsin has one of the most active collections of eBooks and digital audiobooks in the nation.

Did You Know?

For most Wisconsin communities, the public library is the primary place for public access to hi-speed Internet.

Public Library Systems

- Serve 381 libraries
- Offer technology infrastructure and training
- Coordinate delivery of books statewide
- Provide online catalogs and digital resources
- Supplement local library budgets
- Provide continuing education opportunities
- Offer consulting and leadership

School Media & Technology Centers

- Serve 814,002 students
- Support technology instruction and classroom teachers
- Primary funding source is Common School Fund

2023-2024 September enrollment. Source: Wisconsin Department of Public Instruction.

Wisconsin College & University Libraries

- Serve more than 450,000 students and their local communities
- Support traditional, online, and University of Wisconsin Flexible Option
- Provide research support for more than \$1.8 billion in research

2023 data Source: National Center for Science and Engineering Statistics, Higher Education R&D Survey, 202

Special Libraries

Serve a variety of information needs:

- Health care
- Government
- Research institutions
- Business
- Penal Institutions



The Benefits of Wisconsin Libraries

Communities Need

- Reliable, affordable resources -----▶
- Access to information -----▶
- Learning opportunities -----▶
- Gathering spaces -----▶

Libraries Offer

- Cost-effective sources for books, digital resources, and technology access
- Free and reliable access to the Internet and published materials
- Resources, programs, and expertise to increase individual, business, and community knowledge
- Places for gathering to learn and connect



Literacy

- Offering early literacy programs such as 1000 Books Before Kindergarten to help ensure children are ready for school
- Participating in partnerships with schools to help improve student literacy through summer reading programs.
- Teaching research skills and helping develop information and financial literacy
- Providing important resources for homeschool families



Workforce Development

- Partnering with the state's Workforce Development Centers to extend resources and services to job seekers in communities throughout Wisconsin
- Offering online classes and other learning opportunities designed to increase skills of people seeking employment opportunities or other career advancements
- Providing meeting spaces to conduct interviews both in-person and online



Information Technology

- Providing technology training to residents who need assistance
- Offering reliable, hi-speed internet access and wi-fi hotspots to ensure residents have reliable broadband access
- Offering spaces for innovation centers and creative learning labs designed to maximize in-person learning opportunities using technology not readily accessible to individual residents



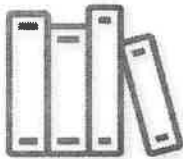
Knowledge, Creativity, & Learning

- Access to creative application of information and data
- Ability to efficiently acquire, analyze, manage, and apply information and data
- Access to cutting-edge research, consultation services, and learning spaces to experiment and innovate
- Support for business development in biotechnology, engineering, computer science, agriculture, biofuels, health care, and more





2024 | YEAR IN REVIEW



647,334

Total Physical
Items Checked
Out



266,630

Youth Materials
Checked Out

That's 42% of all physical material
checkouts!



3,178 New Cardholders

29,720 Total Cardholders



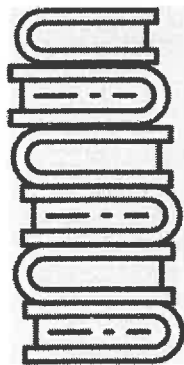
13,503 Items Delivered
Statewide

113,341 Items Delivered
Systemwide



1,475

Mobile App
Users



24,893

New books were
added system wide

349,887

Total books
available
systemwide



Libby/WPLC
Checkouts



Total Number of
e-books

55,165



Total Number of
e-audiobooks

57,712

Total Number of
e-magazines

11,740



Online Resources

- ▶ Ancestry Library Edition
- ▶ BadgerLink
- ▶ Consumer Reports
- ▶ Libby/Overdrive
- ▶ Newspaper Archive
- ▶ New York Times Digital
- ▶ NoveList Plus
- ▶ Reference Solutions
- ▶ WISCAT

Reach
Out
& Read



WISCONSIN
Children's Health
Alliance of Wisconsin

6,979

total books provided by participating
clinics to youth ages 0-5

Advocate Aurora Health | Froedter HFM | Bellin Health





2024 | YEAR IN REVIEW

Online Resources: by the numbers

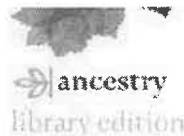
Total Database
Retrievals/Uses

31,703



Ancestry

7,876



CR Consumer Reports **6,137**

Consumer Reports

The New York Times

6,866

New York Times Digital

NoveList Plus

7,069



3,279

Newspaper Archive

Reference Solutions

476

data
axle

reference
solutions



WLA MEMBER SPOTLIGHT

These members have crushed it!

We are proud to highlight our members who commit their time and resources to helping Wisconsin libraries and librarians thrive through their work with the Wisconsin Library Association.

Terry Ehle | February 2025



For which library, institution, or organization are you currently employed?

Lester Public Library—Two Rivers, WI

How many year(s) have you been a member of Wisconsin Library Association?

26

What has been your favorite or most impactful function or event of WLA?

WLA Annual Conference

How has being a member of WLA impacted you or your career?

Becoming a member of WLA has had a profound impact on both my career and my personal growth as a librarian. I didn't initially pursue a career in librarianship, so I often reflect on how being part of WLA helped me discover my true calling. Not only did WLA help me earn my MLIS with an incredible scholarship from the annual awards committee, but it also gave me the opportunity to connect with other librarians, learn about their challenges, and celebrate their successes. The workshops and conferences have been especially influential, encouraging me to dream bigger and try new things.

For example, after attending a workshop with Marge Loch-Wouters, I completely redesigned our summer reading program, resulting in significantly greater participation. My work with teens has been invigorated by conversations with colleagues like Linda Jerome during YSS meetings, and working with Leah Langby on various committees consistently helps me see the bigger picture. One of my proudest achievements is the strong Reach Out and Read program in my community, which was inspired by a conference session I attended in 2014. Honestly, I could name countless other amazing librarians that have inspired me throughout my career.

WLA has truly broadened my perspective, offering me new ideas, a sense of community, and the confidence to make meaningful changes in my library. I'm grateful for the opportunities it has provided to grow both professionally and personally.

Do you have a library role model (in Wisconsin or elsewhere) that has provided you with inspiration or guidance? Please share a little bit about it.

I'm deeply inspired by my library director, Jeff Dawson. When he was hired, our library was in need of direction, and his enthusiasm for both the work we were already doing and the possibilities for the future completely transformed our approach. His deep understanding of what libraries can and should be has been invaluable. Jeff encourages us to constantly evaluate what's working and what's not, always pushing us to think critically and adapt. I really appreciate his willingness to challenge tradition and not be bound by 'what we've always done.' His openness to experimentation and his resilience in the face of setbacks have been key to helping our library become a truly beloved part of our community.

Do you have any advice for new WLA members?

Absolutely! My advice for new WLA members is to get involved. It's easy to get caught in the confines of your own silo—whether it's related to your building, programming, specific staff, or geographic area. You may start to feel like you've already seen what everyone else is doing and you don't have the time or energy to add anything new or that you don't have anything to add to the conversation. But when you take the initiative to engage with others outside your immediate sphere, you'll open yourself up to a broader range of ideas and approaches. This not only enhances your perspective but also helps build connections that can enrich both your professional growth and the community you're a part of.



LESTER PUBLIC LIBRARY

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

Representative Glen Grothman
1211 Longworth House Office Building
Washington DC 20515

Dear Representative Grothman,

Last year, through a competitive granting process, the Lester Public Library, Two Rivers, Wisconsin, was one of fifteen libraries selected across the United States to host the exhibit "World on the Move: 250,000 Years of Human Migration."

From the developers: "Together with the Smithsonian's Center for Folklife and Cultural Heritage, the American Anthropological Association developed a public education initiative, World on the Move: 250,000 Years of Human Migration, to change the public conversation about an important, yet difficult topic—migration and displacement. Through the development of the traveling exhibition, we aim to help visitors recognize that migration is a shared human experience that connects us all."

During the exhibition's six week stay in Two Rivers, 8,763 people came through our doors. Lester Public Library is grateful that there is support at the Federal level to continue providing these important exhibits.

Two Rivers is proud of Lester Public Library and the important services we provide on a daily basis.

Thank you for your support of libraries!

Jeff Dawson, Director
Lester Public Library



LESTER PUBLIC LIBRARY

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

Senator Tammy Baldwin
141 Hart Senate Office Building
Washington, D.C. 20510

Dear Senator Baldwin,

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Lester Public Library



LESTER PUBLIC LIBRARY

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

Senator Ron Johnson
328 Hart Senate Office Building
Washington, DC 20510

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Jeff Dawson, Director
Lester Public Library

Job Description

Classification: Director, full time

Title: Director

Distinguishing Features of the Position

The Library Director should demonstrate leadership, vision and creativity in library administration, community relations and service delivery. The Director is responsible for the general administration of the library which includes planning, organizing and directing the operation of a public library program; overseeing the maintenance of the library building and grounds and supervising a staff of library employees and volunteers. The Director applies library board policies to actual work situations, instructs library personnel and assigns reviews and evaluates their work. As a City Department Head the Director will participate in City Staff meetings and attend City Council meetings. The Directory may delegate authority as needed.

Examples of Characteristic Work

Library Board of Trustees

1. Serves as executive officer of the library and administrative officer to the library board.
2. Prepares the annual budget for the library board, presents the budget to the City Manager and to the City Council.
3. Administers approved budget, analyzing and coordinating budget throughout the year.
4. Advises the board on policy matters. Prepares new and updates library policy for board review and approval.
5. Participates in board meetings, reporting on monthly and yearly status of the library.
6. Functions as the official record keeper of the institution and prepares a variety of reports for local, state and federal governments.
7. Acts as liaison between the library board and staff and the City of Two Rivers administration and government.
8. With library staff and board create and implement strategic plans.

Library Staff

1. Performs the role of professional library consultant to the library board and staff.
2. Plans, directs and oversees procedures governing library services.
3. Administers personnel regulations including the Fair Labor Standards Act.
4. Conducts search for new personnel when needed and with the aid of appropriate staff, hires, trains and supervises staff, terminates employment when necessary.
5. Conducts regular staff meetings and confers with staff on specific problems and services.
6. Arranges special training activities as required.
7. Oversees the annual written evaluation of the performance of personnel.
8. Together with staff develops and implements programs for adults and children.
9. Direct supervisor of management and custodial staff.

Two Rivers Community

1. Acts as a spokesperson for the library in the community.
2. Establishes overall services of the library in light of changing community needs.
3. Conducts a public relations program to generate public awareness of library services and resources.
4. Supervises an active volunteers program.
5. Works with local, county and state government officials to meet the needs of the library.
6. Participates actively in community affairs outside of the library.
7. Partner with city and county businesses.
8. Establish membership in area business organizations.
9. Participates as a Department Head in the administrative government of the City of Two Rivers and must reside in the City of Two Rivers.
10. Acts as social media advisor for the City of Two Rivers.
11. Provides input to area organizations as cultural affairs liaison for the City of Two Rivers.

Library Community

1. Consult with the Manitowoc Public Library in matters and projects of mutual concern.
2. Serves as LPL Liaison to the Manitowoc Calumet Library System.
3. Represents LPL as a member of the library Automation Resource Sharing Consortium (LARS) Participants Council.
4. Consults with the Wisconsin Department of Public Instruction, Public Library Development Team in public library concerns, projects and legislation at the state level.
5. Participates in the Wisconsin Library Association and regional and local library organizations.
6. Work with librarians from other institutions in the furtherance of the library profession.
7. Correspond with librarians outside of LPL concerning mutual problems.

Professional Activities

1. Oversees the selection of print, audiovisual and digital materials and their cataloging and processing.
2. Writes grant proposals to obtain additional funding.
3. Ensures the maximum usefulness and efficiency of the library's computer systems.
4. Purchases equipment and supplies as needed. Assures that equipment is kept in good operating condition.
5. Ensures repairs to and maintenance of library building, its contents and grounds.
6. Does other related work as required.

Qualifications

Essential Knowledge and Abilities

1. Demonstrates advanced administrative ability.
2. Demonstrates leadership ability.
3. Demonstrates good judgment, integrity and dependability.
4. Is able to effectively communicate with board of trustees, staff, city officials and the public, both orally and in writing.
5. Understands basic library philosophy, goals, principles and procedures.
6. Has comprehensive knowledge of professional library science and administration.
7. Is able to plan, organize and direct a program of library services.
8. Is able to use knowledge and training to productively meet the needs of the community.
9. Is able to establish and maintain good working, advisory and consulting relationships with community groups.
10. Has knowledge of advanced computer technology and automation.
11. Effectively utilize online social media applications.

Essential Training and Experience

1. Earned Master of Library Science (MLS) or Master of Library Information Science (MLIS) degree from an accredited library school.
2. Qualified for a Grade One Wisconsin Library Certificate.
3. Employed for at least five years with progressively more responsible public library experience.

Revised March, 2016