



**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

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: January 14, 2025
6. **RECEIVE AND FILE MONTHLY EXPENDITURE AND FINANCIAL REPORTS – Action Item**
Date: January 2025
7. **BOARD MEMBER COMMENT**
8. **DIRECTOR'S REPORT**
9. **COMMUNICATIONS**
 - A. Library Newsletter – February 2025
10. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
11. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**
12. **REPORT FROM COUNTY REPRESENTATIVE**
13. **UNFINISHED BUSINESS**
 - A. Policy Review – Meeting Room Policy – **Possible Action Item**
14. **NEW BUSINESS**
 - A. Approve the Annual Report for the State – **Action Item**
 - B. Review End of Year (2024) Financials
 - C. Allocate Funds to Balance the 2024 Budget – **Action Item**
 - D. Appoint Nominating Committee
 - E. Board Terms Review
15. **BOARD EDUCATION – None**

16. CLOSED EXECUTIVE SESSION – None

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.



LIBRARY BOARD MEETING

Tuesday, January 14, 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, Ned Guyette, Shannon Derby, Don Weiss, Kathryn Gadd, Katie Stone, Sharon Sleger, and Stanley Palmer. Absent and excused - Mary Glaser. Also present: Chris Hamburg, Adult Services Coordinator, and Jeff Dawson, Director
3. **PUBLIC COMMENT** - None
4. **APPROVAL OF BOARD MEETING MINUTES**
Motion to approve the minutes from the December 10, 2024, meeting, made by Weiss, second made by Guyette. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from December, 2024, made by Palmer, second made by Sleger. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT**
Sleger appreciated the adult Christmas to-go packs. Derby noted library staff who fielded a call, were not aware of the EAB presentation, Dawson will remind staff to read the monthly newsletters. Gadd's teens are loving the new teen subscription service, they have renewed interest in reading. Pennefeather has been using the copy service and appreciates the quality and cost of the printing.
7. **DIRECTOR'S REPORT**
Dawson fielded questions and comments concerning his report.
8. **COMMUNICATIONS**
 - A. Library Newsletter – January 2025
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
There are 5 candidates for City Council. Reported on several ongoing projects across the city.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE** – No Report
11. **REPORT FROM COUNTY REPRESENTATIVE**
Numerous zoning applications passed along with a number of appointments. The board continues to monitor a budget shortfall in the Health and Human Services Department.
12. **UNFINISHED BUSINESS**
 - A. Palmer led a discussion on an article from the New York Times, "I Get Why Students No Longer Read."

13. NEW BUSINESS

A. Policy Review – Meeting Room Policy was discussed, Dawson will bring changes to the February Board meeting.

14. BOARD EDUCATION – None

15. CLOSED EXECUTIVE SESSION – None

16. ADJOURNMENT

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

Respectfully submitted by Jeff Dawson, Director

CITY OF TWO RIVERS

Balance Sheet
January 31, 2025

LIBRARY FUND 280

ASSETS

280-11100	CASH	623,352.10	
280-11800	PETTY CASH ADVANCES	.00	
280-13800	OTHER ACCOUNTS RECEIVABLE	.00	
280-14400	DUE FROM OTHER FUNDS	.00	
280-15800	DUE FROM TAX FUND	(681,790.00)	
280-16200	PREPAID TELEPHONE CHARGES	.00	
Total Assets			(58,437.90)

LIABILITIES AND EQUITY

LIABILITIES

280-21100	ACCOUNTS PAYABLE	(2,079.18)	
280-21110	PAYROLL PAYABLE	(15,593.66)	
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	.00	
280-21911	UNUSED COMP TIME	.00	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	.00	
280-25200	DUE TO OTHER FUNDS	.00	
280-26100	DEFERRED TAX RLL CLLCTNS	(681,790.00)	
280-26910	DESIGNATED FR SUBSEQ YEAR	.00	
280-29410	SALES TAX COLLCTN PYBLE	(9.08)	
Total Liabilities			(699,471.92)

FUND EQUITY

Unappropriated Fund Balance:			
280-34100	FUND BALANCE UNRESERVED	.00	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
Revenue over Expenditures - YTD		641,034.02	
Total Fund Equity			641,034.02
Total Liabilities and Equity			(58,437.90)

CITY OF TWO RIVERS
BALANCE SHEET
JANUARY 31, 2025

LIBRARY GIFT FUND 282

ASSETS

282-11100	CASH	1,865.82	
282-11301	SAVINGS ACCOUNT - BFN	.00	
282-11302	GENERAL FUND INVESTMENT	.00	
282-13800	OTHER ACCOUNTS RECEIVABLE	.00	
	TOTAL ASSETS		<u>1,865.82</u>

LIABILITIES AND EQUITY

LIABILITIES

282-21100	ACCOUNTS PAYABLE	.00	
	TOTAL LIABILITIES		.00

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
282-34100	FUND BALANCE UNRESERVED	.00	
282-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	REVENUE OVER EXPENDITURES - YTD	1,865.82	
	TOTAL FUND EQUITY		<u>1,865.82</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,865.82</u>

CITY OF TWO RIVERS

BALANCE SHEET
JANUARY 31, 2025

LIBRARY BLDING & GROUNDS FUND 456

ASSETS

456-11100	CASH	1,007.49	
456-11301	INVESTMENTS	.00	
456-13800	OTHER ACCOUNTS RECEIVABLE	.00	
	TOTAL ASSETS		<u>1,007.49</u>

LIABILITIES AND EQUITY

LIABILITIES

456-21100	ACCOUNTS PAYABLE	.00	
	TOTAL LIABILITIES		.00

FUND EQUITY

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

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 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	681,790	681,790	681,790	0	100.00	681,790
TOTAL TAXES	681,790	681,790	681,790	0	100.00	681,790
<u>INTERGOVERNMENTAL REVENUE</u>						
280-43720 COUNTY FUNDS	0	226,835	0 (226,835)		.00	0
TOTAL INTERGOVERNMENTAL REVE	0	226,835	0 (226,835)		.00	0
<u>FINES & FORFEITURES</u>						
280-45300 LIBRARY BOOK FINES	258	3,100	258 (2,842)		8.32	348
TOTAL FINES & FORFEITURES	258	3,100	258 (2,842)		8.32	348
<u>CHARGES FOR SERVICE</u>						
280-46712 COPIER SERVICE FEES	479	9,000	479 (8,521)		5.32	630
TOTAL CHARGES FOR SERVICE	479	9,000	479 (8,521)		5.32	630
<u>MISCELLANEOUS REVENUE</u>						
280-48300 SALE OF PROP & EQUIP	146	4,000	146 (3,854)		3.65	80
280-48500 DONATIONS	10	74,000	10 (73,990)		.01	0
280-48900 OTHER REVENUES	10	3,000	10 (2,990)		.33	60
TOTAL MISCELLANEOUS REVENUE	166	81,000	166 (80,834)		.20	140
<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	682,693	1,001,725	682,693 (319,032)		68.15	682,908

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
JANUARY 31, 2025 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2025 BUDGET	2025 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>LESTER LIBRARY</u>						
LIBRARY ADMINISTRATION						
<i>PERSONNEL SERVICES</i>						
280-55110-1100	FULLTIME ADMINISTRATION	16,087	328,037	16,087 (311,950)	4.90	26,130
280-55110-1200	WAGES - FULLTIME	415	0	415 415	.00	162
280-55110-1220	WAGES - FULLTIME	2,079	42,224	2,079 (40,145)	4.92	3,445
280-55110-1270	WAGES - PART TIME	7,839	161,838	7,839 (153,999)	4.84	13,306
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	1,449	29,954	1,449 (28,505)	4.84	2,382
280-55110-1320	FICA	1,888	41,366	1,888 (39,478)	4.56	3,157
280-55110-1330	HEALTH INSURANCE	8,496	112,162	8,496 (103,666)	7.57	7,524
280-55110-1334	HEALTH INSURANCE OPT-OUT	385	0	385 385	.00	385
280-55110-1340	LIFE INSURANCE	134	1,679	134 (1,545)	7.97	130
280-55110-1350	OTHER BENEFITS	0	0	0 0	.00	0
280-55110-1361	SICK LEAVE PAYOUT	0	0	0 0	.00	0
TOTAL PERSONNEL SERVICES		38,771	725,886	38,771 (687,115)	5.34	56,620
<i>CONTRACTUAL SERVICES</i>						
280-55110-2100	PROF SERV - CITY SERVICES	0	51,900	0 (51,900)	.00	4,748
280-55110-2130	PROFESSIONAL SERVICES	408	6,500	408 (6,092)	6.27	349
280-55110-2200	TELEPHONE EXPENSE	0	1,200	0 (1,200)	.00	95
280-55110-2210	ELECTRICITY	0	25,000	0 (25,000)	.00	1,360
280-55110-2220	NATURAL GAS/HEAT	0	13,500	0 (13,500)	.00	0
280-55110-2230	WATER EXPENSE	0	2,160	0 (2,160)	.00	174
280-55110-2240	SEWER EXPENSE	0	891	0 (891)	.00	56
280-55110-2250	STORMWATER EXPENSE	0	960	0 (960)	.00	80
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	370	25,000	370 (24,630)	1.48	38
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	1,653	15,000	1,653 (13,347)	11.02	1,027
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	0	0	0 0	.00	0
TOTAL CONTRACTUAL SERVICES		2,431	149,811	2,431 (147,380)	1.62	7,927
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55110-3100	OFFICE SUPPLIES	0	6,000	0 (6,000)	.00	85
280-55110-3110	POSTAGE	0	450	0 (450)	.00	33
280-55110-3300	TRAVEL	0	1,000	0 (1,000)	.00	0
280-55110-3560	LANDSCAPING	0	17,000	0 (17,000)	.00	0
280-55110-3960	TECH PROC SUPPLIES	0	0	0 0	.00	0
TOTAL OP SUPPLIES/EXP		0	24,450	0 (24,450)	.00	118

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
JANUARY 31, 2025 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2025 BUDGET	2025 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<u>FIXED CHARGES</u>						
280-55110-5200 INSURANCES	0	14,400	0	(14,400)	.00	1,270
280-55110-5950 TRANSFER TO CAP PROJ FNDS	0	2,706	0	(2,706)	.00	0
TOTAL FIXED CHARGES	0	17,106	0	(17,106)	.00	1,270
TOTAL LIBRARY ADMINISTRATION	41,202	917,253	41,202	(876,051)	4.49	65,935
ADULT SERVICES						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55111-3230 PERIODICALS	70	2,900	70	(2,830)	2.41	0
280-55111-3400 NON-FICTION BOOKS	0	14,000	0	(14,000)	.00	0
280-55111-3420 FICTION BOOKS	0	14,000	0	(14,000)	.00	0
280-55111-3430 LARGE PRINT BOOKS	268	10,000	268	(9,732)	2.68	126
280-55111-3450 MOVIES	0	1,900	0	(1,900)	.00	0
280-55111-3470 AUDIOBOOKS	98	3,200	98	(3,102)	3.06	304
280-55111-3480 MUSIC CD'S	0	0	0	0	.00	0
280-55111-3510 PROGRAMS	0	2,000	0	(2,000)	.00	0
TOTAL OP SUPPLIES/EXP	436	48,000	436	(47,564)	.91	430
TOTAL ADULT SERVICES	436	48,000	436	(47,564)	.91	430

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
JANUARY 31, 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	0	300	0 (300)	.00	0
280-55112-3400	NON-FICTION BOOKS	0	6,138	0 (6,138)	.00	0
280-55112-3420	FICTION BOOKS	0	1,000	0 (1,000)	.00	0
280-55112-3440	PAPERBACKS	0	700	0 (700)	.00	0
280-55112-3450	MOVIES	0	1,200	0 (1,200)	.00	0
280-55112-3470	AUDIOBOOKS	0	1,700	0 (1,700)	.00	0
280-55112-3510	PROGRAMS	0	10,000	0 (10,000)	.00	0
280-55112-3530	JE BOOKS	0	6,000	0 (6,000)	.00	0
<i>TOTAL OP SUPPLIES/EXP</i>		0	27,038	0 (27,038)	.00	0
TOTAL CHILDREN'S SERVICES		0	27,038	0 (27,038)	.00	0
REFERENCE						
<i>OPERATING SUPPLIES/EXPENSES</i>						
280-55114-3400	NON-FICTION BOOKS	0	0	0 0	.00	0
280-55114-3490	MICROFILM	0	5,200	0 (5,200)	.00	1,800
<i>TOTAL OP SUPPLIES/EXP</i>		0	5,200	0 (5,200)	.00	1,800
TOTAL REFERENCE		0	5,200	0 (5,200)	.00	1,800

CITY OF TWO RIVERS
2025 MONTHLY GENERAL FUND REPORT
JANUARY 31, 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	21	4,800	21	(4,779)	.44	0
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>	21	5,500	21	(5,479)	.38	(500)
TOTAL YOUNG ADULT SERVICES	21	5,500	21	(5,479)	.38	(500)
TOTAL LESTER LIBRARY EXP	41,659	1,002,991	41,659	(961,332)	4.15	67,665
NET REV OVER EXP	641,034	(1,266)	641,034	642,300	50,634.60	615,243

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance			
CASH									
		01/01/2025 (00/25) Balance 280-11100				.00			
01/31/2025	CA	Cash Allocation - Created: 02/04/25 4:50 PM		623,352.10					
		01/31/2025 (01/25) Period Totals and Balance		623,352.10 *	.00 *	623,352.10			
DUE FROM TAX FUND									
		01/01/2025 (00/25) Balance 280-15800				.00			
01/14/2025	JE	City Tax Settlement Entry			681,790.00-				
		01/31/2025 (01/25) Period Totals and Balance		.00 *	681,790.00- *	681,790.00-			
ACCOUNTS PAYABLE									
		01/01/2025 (00/25) Balance 280-21100				.00			
01/02/2025	CDA	Hubbart Electric Inc		778.96					
01/09/2025	CDA	4 K's Pest Control LLC		50.00					
01/09/2025	CDA	Wisconsin Public Service		1,250.22					
01/10/2025	CDA	ArchiveSocial Inc.		1,078.20					
01/10/2025	CDA	EnvisionWare Inc.		575.00					
01/10/2025	CDA	Unique		104.85					
01/17/2025	CDA	Marco		302.68					
01/17/2025	CDA	US Alliance Fire Protection Inc.		370.00					
01/23/2025	CDA	Blackstone Publishing		97.90					
01/23/2025	CDA	Center Point Large Print		267.87					
01/23/2025	CDA	Wisc Dept Of Revenue-DEBITMEMO		32.83					
01/31/2025	AP	Summary Transactions from AP System			1,758.05-				
01/31/2025	AP	Summary Transactions from AP System			672.68-				
01/31/2025	AP	Summary Transactions from AP System			398.60-				
		01/31/2025 (01/25) Period Totals and Balance		4,908.51 *	2,829.33- *	2,079.18			
PAYROLL PAYABLE									
		01/01/2025 (00/25) Balance 280-21110				.00			
01/27/2025	JE	Reverse Month End Wage Accrual-December		15,593.66					
		01/31/2025 (01/25) Period Totals and Balance		15,593.66 *	.00 *	15,593.66			
DEFERRED TAX RLL CLLCTNS									
		01/01/2025 (00/25) Balance 280-26100				.00			
01/14/2025	JE	2024 Tax Roll Collected in 2025		681,790.00					
		01/31/2025 (01/25) Period Totals and Balance		681,790.00 *	.00 *	681,790.00			
SALES TAX COLLCTN PYBLE									
		01/01/2025 (00/25) Balance 280-29410				.00			
12/31/2024	AP	Wisc Dept Of Revenue-DEBITMEMO **Desc: December 2024 Sales Tax		32.83					
01/02/2025	CR	LIBRARY - SALES TAX Description: LIBRARY - SALES TAX			4.09-				
01/06/2025	CR	LIBRARY - SALES TAX Description: LIBRARY - SALES TAX			5.69-				
01/20/2025	CR	LIBRARY - SALES TAX Description: LIBRARY - SALES TAX			7.56-				
01/27/2025	CR	LIBRARY - SALES TAX Description: LIBRARY - SALES TAX			6.41-				
		01/31/2025 (01/25) Period Totals and Balance		32.83 *	23.75- *	9.08			
GENERAL PROPERTY TAX									
		01/01/2025 (00/25) Balance 280-41110				.00			
01/14/2025	JE	2024 Tax Roll Collected in 2025			681,790.00-				
		01/31/2025 (01/25) Period Totals and Balance		.00 *	681,790.00- *	681,790.00-			
YTD Encumbrance	.00	YTD Actual	-681,790.00	Total	-681,790.00	YTD Budget	-681,790.00	Unearned	.00

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
		LIBRARY BOOK FINES 01/01/2025 (00/25) Balance 280-45300				.00
01/02/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			9.00-	
01/06/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			4.80-	
01/13/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			37.58-	
01/20/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			203.59-	
01/27/2025	CR	LIBRARY - LIBRARY BOOK FINES Description: LIBRARY - LIBRARY BOOK FINES			3.00-	
01/31/2025 (01/25) Period Totals and Balance				.00 *	257.97- *	257.97-

YTD Encumbrance .00 YTD Actual -257.97 Total -257.97 YTD Budget -3,100.00 Unearned 2,842.03

		COPIER SERVICE FEES 01/01/2025 (00/25) Balance 280-46712				.00
01/02/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			65.29-	
01/06/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			73.71-	
01/13/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			136.10-	
01/20/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			106.19-	
01/27/2025	CR	LIBRARY - LIBRARY SERVICE FEE Description: LIBRARY - LIBRARY SERVICE FEE			97.81-	
01/31/2025 (01/25) Period Totals and Balance				.00 *	479.10- *	479.10-

YTD Encumbrance .00 YTD Actual -479.10 Total -479.10 YTD Budget -9,000.00 Unearned 8,520.90

		SALE OF PROP & EQUIP 01/01/2025 (00/25) Balance 280-48300				.00
01/02/2025	CR	LIBRARY - SALE-CITY PROPERTY Description: LIBRARY - SALE-CITY PROPERTY			16.67-	
01/06/2025	CR	LIBRARY - SALE-CITY PROPERTY Description: LIBRARY - SALE-CITY PROPERTY			40.00-	
01/13/2025	CR	LIBRARY - SALE-CITY PROPERTY Description: LIBRARY - SALE-CITY PROPERTY			13.81-	
01/20/2025	CR	LIBRARY - SALE-CITY PROPERTY Description: LIBRARY - SALE-CITY PROPERTY			45.00-	

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/27/2025	CR	LIBRARY - SALE-CITY PROPERTY Description: LIBRARY - SALE-CITY PROPERTY			30.48-	
01/31/2025 (01/25) Period Totals and Balance				.00 *	145.96- *	145.96-
YTD Encumbrance	.00	YTD Actual	-145.96 Total	-145.96 YTD Budget	-4,000.00 Unearned	3,854.04
<hr/>						
DONATIONS		01/01/2025 (00/25) Balance 280-48500				.00
01/13/2025	CR	LIBRARY - DONATIONS-GENERAL Description: LIBRARY - DONATIONS-GENERAL			10.00-	
01/31/2025 (01/25) Period Totals and Balance				.00 *	10.00- *	10.00-
YTD Encumbrance	.00	YTD Actual	-10.00 Total	-10.00 YTD Budget	-74,000.00 Unearned	73,990.00
<hr/>						
OTHER REVENUES		01/01/2025 (00/25) Balance 280-48900				.00
01/20/2025	CR	LIBRARY - LIBRARY-MISCELLANEOUS Description: LIBRARY - LIBRARY-MISCELLANEOUS			10.00-	
01/31/2025 (01/25) Period Totals and Balance				.00 *	10.00- *	10.00-
YTD Encumbrance	.00	YTD Actual	-10.00 Total	-10.00 YTD Budget	-3,000.00 Unearned	2,990.00
<hr/>						
FULLTIME ADMINISTRATION		01/01/2025 (00/25) Balance 280-55110-1100				.00
01/10/2025	PC	PAYROLL TRANS FOR 1/4/2025 PAY PERIO		12,146.40		
01/24/2025	PC	PAYROLL TRANS FOR 1/18/2025 PAY PERIO		12,616.80		
01/27/2025	JE	Reverse Month End Wage Accrual-December			8,676.00-	
01/31/2025 (01/25) Period Totals and Balance				24,763.20 *	8,676.00- *	16,087.20
YTD Encumbrance	.00	YTD Actual	16,087.20 Total	16,087.20 YTD Budget	328,037.00 Unexpended	311,949.80
<hr/>						
WAGES - FULLTIME		01/01/2025 (00/25) Balance 280-55110-1200				.00
01/10/2025	PC	PAYROLL TRANS FOR 1/4/2025 PAY PERIO		415.18		
01/31/2025 (01/25) Period Totals and Balance				415.18 *	.00 *	415.18
YTD Encumbrance	.00	YTD Actual	415.18 Total	415.18 YTD Budget	.00 Unexpended	(415.18)
<hr/>						
WAGES - FULLTIME		01/01/2025 (00/25) Balance 280-55110-1220				.00
01/10/2025	PC	PAYROLL TRANS FOR 1/4/2025 PAY PERIO		1,590.96		
01/24/2025	PC	PAYROLL TRANS FOR 1/18/2025 PAY PERIO		1,624.00		
01/27/2025	JE	Reverse Month End Wage Accrual-December			1,136.40-	
01/31/2025 (01/25) Period Totals and Balance				3,214.96 *	1,136.40- *	2,078.56
YTD Encumbrance	.00	YTD Actual	2,078.56 Total	2,078.56 YTD Budget	42,224.00 Unexpended	40,145.44
<hr/>						
WAGES - PART TIME		01/01/2025 (00/25) Balance 280-55110-1270				.00
01/10/2025	PC	PAYROLL TRANS FOR 1/4/2025 PAY PERIO		5,596.30		
01/24/2025	PC	PAYROLL TRANS FOR 1/18/2025 PAY PERIO		6,240.43		
01/27/2025	JE	Reverse Month End Wage Accrual-December			3,997.36-	
01/31/2025 (01/25) Period Totals and Balance				11,836.73 *	3,997.36- *	7,839.37
YTD Encumbrance	.00	YTD Actual	7,839.37 Total	7,839.37 YTD Budget	161,838.00 Unexpended	153,998.63

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
WI RETIREMENT						
		01/01/2025 (00/25) Balance	280-55110-1310			.00
01/10/2025	PB	PAYROLL TRANS FOR 1/4/2025 PAY PERIO		1,068.73		
01/24/2025	PB	PAYROLL TRANS FOR 1/18/2025 PAY PERIO		1,143.17		
01/27/2025	JE	Reverse Month End Wage Accrual-December			763.38-	
		01/31/2025 (01/25) Period Totals and Balance		2,211.90 *	763.38- *	1,448.52
YTD Encumbrance	.00	YTD Actual	1,448.52 Total	1,448.52	YTD Budget	29,954.00 Unexpended 28,505.48
FICA						
		01/01/2025 (00/25) Balance	280-55110-1320			.00
01/10/2025	PB	PAYROLL TRANS FOR 1/4/2025 PAY PERIO		1,428.73		
01/24/2025	PB	PAYROLL TRANS FOR 1/18/2025 PAY PERIO		1,480.05		
01/27/2025	JE	Reverse Month End Wage Accrual-December			1,020.52-	
		01/31/2025 (01/25) Period Totals and Balance		2,908.78 *	1,020.52- *	1,888.26
YTD Encumbrance	.00	YTD Actual	1,888.26 Total	1,888.26	YTD Budget	41,366.00 Unexpended 39,477.74
HEALTH INSURANCE						
		01/01/2025 (00/25) Balance	280-55110-1330			.00
01/10/2025	PB	PAYROLL TRANS FOR 1/4/2025 PAY PERIO		8,495.80		
		01/31/2025 (01/25) Period Totals and Balance		8,495.80 *	.00 *	8,495.80
YTD Encumbrance	.00	YTD Actual	8,495.80 Total	8,495.80	YTD Budget	112,162.00 Unexpended 103,666.20
HEALTH INSURANCE OPT-OUT						
		01/01/2025 (00/25) Balance	280-55110-1334			.00
01/10/2025	PC	PAYROLL TRANS FOR 1/4/2025 PAY PERIO		192.31		
01/24/2025	PC	PAYROLL TRANS FOR 1/18/2025 PAY PERIO		192.31		
		01/31/2025 (01/25) Period Totals and Balance		384.62 *	.00 *	384.62
YTD Encumbrance	.00	YTD Actual	384.62 Total	384.62	YTD Budget	.00 Unexpended (384.62)
LIFE INSURANCE						
		01/01/2025 (00/25) Balance	280-55110-1340			.00
01/10/2025	PB	PAYROLL TRANS FOR 1/4/2025 PAY PERIO		133.86		
		01/31/2025 (01/25) Period Totals and Balance		133.86 *	.00 *	133.86
YTD Encumbrance	.00	YTD Actual	133.86 Total	133.86	YTD Budget	1,679.00 Unexpended 1,545.14
PROFESSIONAL SERVICES						
		01/01/2025 (00/25) Balance	280-55110-2130			.00
12/31/2024	AP	Marco Technologies LLC		302.68		
		**Desc: Agreement 016-1603090-000- Lib				
01/01/2025	AP	Unique		104.85		
		**Desc: Placements - Dec 2024				
		01/31/2025 (01/25) Period Totals and Balance		407.53 *	.00 *	407.53
YTD Encumbrance	.00	YTD Actual	407.53 Total	407.53	YTD Budget	6,500.00 Unexpended 6,092.47
MAINTENANCE EQUIPMENT/VEH						
		01/01/2025 (00/25) Balance	280-55110-2410			.00
01/08/2025	AP	US Alliance Fire Protection Inc.		370.00		
		**Desc: 2025 Quarterly Inspection - Lib				
		01/31/2025 (01/25) Period Totals and Balance		370.00 *	.00 *	370.00
YTD Encumbrance	.00	YTD Actual	370.00 Total	370.00	YTD Budget	25,000.00 Unexpended 24,630.00
TECHNOLOGY						
		01/01/2025 (00/25) Balance	280-55110-2930			.00

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/01/2024	AP	EnvisionWare Inc **Desc: 2025 Subscription - MobilePrint Service / Library		575.00		
01/01/2025	AP	ArchiveSocial Inc. **Desc: Social Media Archiving Subscription 1/1/2025-12/31/2025		1,078.20		
01/31/2025 (01/25) Period Totals and Balance				1,653.20 *	.00 *	1,653.20
YTD Encumbrance	.00 YTD Actual	1,653.20 Total	1,653.20 YTD Budget	15,000.00 Unexpended	13,346.80	
PERIODICALS						
01/03/2025	JE	HAMBURG - A Mag 01/31/2025 (01/25) Period Totals and Balance		70.00		.00
01/31/2025 (01/25) Period Totals and Balance				70.00 *	.00 *	70.00
YTD Encumbrance	.00 YTD Actual	70.00 Total	70.00 YTD Budget	2,900.00 Unexpended	2,830.00	
LARGE PRINT BOOKS						
12/03/2024	AP	Center Point Large Print **Desc: Books (ALP) - Lib		221.13		.00
01/01/2025	AP	Center Point Large Print **Desc: Alp-Library		46.74		
01/31/2025 (01/25) Period Totals and Balance				267.87 *	.00 *	267.87
YTD Encumbrance	.00 YTD Actual	267.87 Total	267.87 YTD Budget	10,000.00 Unexpended	9,732.13	
AUDIOBOOKS						
01/07/2025	AP	Blackstone Publishing **Desc: Audio Books (AAudio) - Lib		97.90		.00
01/31/2025 (01/25) Period Totals and Balance				97.90 *	.00 *	97.90
YTD Encumbrance	.00 YTD Actual	97.90 Total	97.90 YTD Budget	3,200.00 Unexpended	3,102.10	
FICTION BOOKS						
01/05/2025	JE	EHLE - YA Fic 01/31/2025 (01/25) Period Totals and Balance		21.14		.00
01/31/2025 (01/25) Period Totals and Balance				21.14 *	.00 *	21.14
YTD Encumbrance	.00 YTD Actual	21.14 Total	21.14 YTD Budget	4,800.00 Unexpended	4,778.86	
Number of Transactions: 71 Number of Accounts: 28				Debit	Credit	Proof
Total LIBRARY FUND:				1,382,929.77	1,382,929.77-	.00

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CASH		01/01/2025 (00/25) Balance 282-11100				.00
01/31/2025	CA	Cash Allocation - Created: 02/04/25 4:50 PM		1,865.82		
		01/31/2025 (01/25) Period Totals and Balance		1,865.82 *	.00 *	1,865.82
DONATIONS		01/01/2025 (00/25) Balance 282-48500				.00
01/20/2025	CR	LIBRARY - DONATIONS-GIFT FUND			1,827.00-	
		Description: LIBRARY - DONATIONS-GIFT FUND				
01/27/2025	CR	LIBRARY - DONATIONS-GIFT FUND			66.00-	
		Description: LIBRARY - DONATIONS-GIFT FUND				
		01/31/2025 (01/25) Period Totals and Balance		.00 *	1,893.00- *	1,893.00-
YTD Encumbrance	.00	YTD Actual -1,893.00 Total -1,893.00	YTD Budget -6,000.00	Unearned 4,107.00		
ADULT GIFT		01/01/2025 (00/25) Balance 282-55110-7004				.00
01/03/2025	JE	HAMBURG - A Gift		27.18		
		01/31/2025 (01/25) Period Totals and Balance		27.18 *	.00 *	27.18
YTD Encumbrance	.00	YTD Actual 27.18 Total 27.18	YTD Budget 1,500.00	Unexpended 1,472.82		

Number of Transactions: 4 Number of Accounts: 3

	Debit	Credit	Proof
Total LIBRARY GIFT FUND:	1,893.00	1,893.00-	.00

Date	Journal	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CASH		01/01/2025 (00/25) Balance 456-11100				.00
01/31/2025	CA	Cash Allocation - Created: 02/04/25 4:50 PM		1,007.49		
		01/31/2025 (01/25) Period Totals and Balance		1,007.49 *	.00 *	1,007.49
DONATIONS		01/01/2025 (00/25) Balance 456-48500				.00
01/06/2025	CR	LIBRARY - DONATIONS-BUILDING FUNDS Description: LIBRARY - DONATIONS-BUILDING FUNDS			1,000.00-	
01/13/2025	CR	LIBRARY - DONATIONS-BUILDING FUNDS Description: LIBRARY - DONATIONS-BUILDING FUNDS			7.49-	
		01/31/2025 (01/25) Period Totals and Balance		.00 *	1,007.49- *	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: 3 Number of Accounts: 2

Total LIBRARY BLDING & GROUNDS FUND:

Number of Transactions: 78 Number of Accounts: 33

Grand Totals:

Debit	Credit	Proof
1,007.49	1,007.49-	.00
1,385,830.26	1,385,830.26-	.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

Securely share your tax forms with your tax preparer

With Online Access, you can conveniently share your Edward Jones tax forms electronically with a third party, such as your tax professional. Simply sign in, indicate the tax forms to share from the Documents screen and click "Send to Third Party." Your Edward Jones team can also share your tax forms at your instruction using the same secure electronic system. To learn more, contact your Edward Jones office.

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

\$90,110.97

1 Month Ago	\$87,954.28
1 Year Ago	\$94,279.42
3 Years Ago	\$143,850.11
5 Years Ago	\$382,092.69

Value Summary

	This Period	This Year
Beginning value	\$87,954.28	\$87,954.28
Assets added to account	0.00	0.00
Assets withdrawn from account	0.00	0.00
Fees and charges	-85.56	-85.56
Change in value	2,242.25	2,242.25
Ending Value	\$90,110.97	

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

Asset Details (as of Jan 31, 2025)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

	Current Yield/Rate	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market	3.76%*	\$1.15	\$0.01	—	\$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	604.66	5	2,598.45	424.85	3,023.30
Ish RS MD-C ETF	92.07	21	1,812.87	120.60	1,933.47
Vng Growth Index	418.35	2	789.49	47.21	836.70

Asset Details (continued)

Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Artisan INTL Small-Mid I	17.97	53.668	920.11	44.30	964.41
Bridge Builder Core Bond	8.87	1,666.524	16,888.31	-2,106.24	14,782.07
Bridge Builder Core Plus Bond	8.70	2,167.837	21,811.93	-2,951.75	18,860.18
Bridge Builder INTL Equity	12.94	719.333	8,164.66	1,143.51	9,308.17
Bridge Builder Large Growth	26.29	435.3	7,108.92	4,335.12	11,444.04
Bridge Builder Large Value	17.72	657.313	8,408.84	3,238.75	11,647.59
Bridge Builder Small/Mid Grw	16.84	167.21	2,377.33	438.49	2,815.82
Bridge Builder Small/Mid Value	14.71	260.254	2,908.08	920.26	3,828.34
JPM U.S. Govt Mny Mkt Capital	1.00	345.46	---	---	345.46
MFS INTL Intrinsic Value R6	37.95	23.837	990.76	-86.15	904.61
Nyli Mackay HI Yld Corp BD R6	5.22	855.859	4,647.83	-180.25	4,467.58
PIMCO INTL Bond (USD-Hedged) I	9.95	192.565	1,859.17	56.85	1,916.02
Principal Midcap R6	46.97	64.553	2,405.88	626.17	3,032.05
Total Account Value					\$90,110.97

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

Investment and Other Activity by Date

Date	Description	Quantity	Amount
1/02	Dividend on JPM U.S. Govt Mny Mkt Capital on 429.47 Shares at Daily Accrual Rate		\$1.56
1/02	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	1.56	-1.56
1/02	Dividend on Bridge Builder Core Bond on 1,660.41 Shares at Daily Accrual Rate		54.11
1/02	Reinvestment into Bridge Builder Core Bond @ 8.85	6.114	-54.11
1/02	Dividend on Bridge Builder Large Value on 654.12 Shares @ 0.083		54.70
1/02	Reinvestment into Bridge Builder Large Value @ 17.13	3.193	-54.70
1/02	Dividend on Bridge Builder Core Plus Bond on 2,157.525 Shares at Daily Accrual Rate		89.30
1/02	Reinvestment into Bridge Builder Core Plus Bond @ 8.66	10.312	-89.30
1/02	Dividend on PIMCO INTL Bond (USD-Hedged) I on 191.797 Shares at Daily Accrual Rate		7.63
1/02	Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.93	0.768	-7.63
1/08	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-85.57	85.57
1/08	Program & Platform Fees		-85.57
1/24	Fee Offset		0.01

Money Market Detail by Date

Beginning Balance on Jan 1					\$1.15
Date	Transaction	Description	Deposits	Withdrawals	Balance
1/27	Deposit		0.01		\$1.16
Total			\$0.01		
Ending Balance on Jan 31					\$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.

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

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

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

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

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

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








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

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

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

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

CONTACT INFORMATION

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

S1EDJ001 Rev 11/21

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

News

- Mike Mathis, Parks and Rec Director, shared good news, Parks and Rec will be receiving the 2025 urban forestry grant. This will cover the cost of removal of the ash trees and replanting trees in the library parking lot. Mike's goal is to host an Arbor Day (April 26th) planting event at the library with educational activities. Terry Ehle, Youth Coordinator, Mike Mathis, and Jeff Dawson met to start planning the Arbor Day event and other youth programming outlined in the grant.
- Terry Ehle, Youth Coordinator, was named a mentor for the 2025 Wisconsin Library Association (WLA) Mentorship Program. The WLA Mentorship Program, a free program for WLA members, is designed to provide encouragement, support, and guidance to library staff seeking professional growth through connections with experienced colleagues within a structured mentoring program. Mentees gain experience from knowledgeable library colleagues while becoming further involved in the statewide professional association. Mentors gain opportunities to give back to the profession, model volunteerism, and help influence the future of librarianship. Terry will be mentoring a youth librarian from the New Berlin Public Library.
- The Eric Carle Café Dramatic Play Center in youth services opened for business Monday, January 13, 2025. The dramatic play center is modeled after the works of Eric Carle, an American author, designer and illustrator of children's books. His picture book *The Very Hungry Caterpillar*, first published in 1969, has been translated into more than 66 languages and sold more than 50 million copies.
- After an opening on the Help Desk, staff posted for a part-time Youth Reference Associate at 25 hours per week with a starting wage of \$16.52/hr.
- After an opening on the Customer Service Desk, staff posted for a part-time Customer Service Clerk at 15 hours per week with a starting wage of \$13.06/hr.

Library Foundation

- The Lester Public Library Foundation Board approved Deb Braun as a new member. Deb's first meeting will be April 15, 2025.
- The Foundation approved contributing \$2,433.08 to the library's bulletin board/soundproofing project.

Library Legislation – No Report

Activities

01/03/25 – Met with Mike Mathis, Director of Two Rivers Parks and Recreation, and Terry Ehle, Youth Services Coordinator

01/06/24 – Two Rivers City Council Meeting

- 01/07/25 – Help Desk Shift
- 01/08/25 – Help Desk Shift
- 01/09/25 – Attended the Two Rivers Environmental Advisory Board program, 'Great Lakes Fishes: Conservation, Management – and Recipes!' presented by UW Sea Grant fisheries outreach specialist Dr. Titus Seilheimer
- 01/14/25 – Lester Public Library Management Team Meeting
- 01/14/25 – Lester Public Library Board of Trustees Meeting
- 01/15/25 – Lester Public Library All Staff Meeting
- 01/15/25 – Met with Joe Fiatoa, Technology Advisor with Marco (we lease our photocopiers from Marco)
- 01/15/25 – City of Two Rivers Department Heads Meeting
- 01/15/25 – Educational Horizons Foundation Board Meeting, Two Rivers School District Offices
- 01/16/25 – Help Desk Shift
- 01/20/25 – Two Rivers City Council Meeting
- 01/21/25 – Lester Public Library Management Team Meeting
- 01/21/25 – Lester Public Library Foundation Board Meeting
- 01/23/25 – Help Desk Shift
- 01/27/25 – Assisted at the Circulation Desk
- 01/27/25 – Toured Two New Two Rivers Police Officers through the Library
- 01/28/25 – Lester Public Library Management Team Meeting
- 01/29/25 – City of Two Rivers Department Heads Meeting
- 01/30/25 – Participated in the Community Development Director Interview with City Manager and City Department Heads
- 01/31/25 – Met with David Pennefeather, President, Lester Public Library Board of Trustees

Jeff Dawson, Director, Lester Public Library 02/3/2025

Lester Public Library Statistical Report

Jan-25

		Circulation					
	Jan 2025	Jan 2024	%Chng	2025 YTD	2024 YTD	%Chng	
Circulation Total	8,920	9,126	-2%	8,920	9,126	-2%	
Total Visitors	5,372	5,145	4%	5,372	5,145	4%	
Users	Total	%Circ		Total	%Circ		
Children (0-11)	434	5%	-6%	434	5%	-6%	
Young Adult (11-17)	232	3%	59%	232	3%	59%	
Adult (18+)	7,534	84%	0%	7,534	84%	0%	
Outreach	271	3%	-36%	271	3%	-36%	
School	124	1%	-40%	124	1%	-40%	
ALL OTHERS	325	4%	-8%	325	4%	-8%	
Item Type	Total	%Circ		Total	%Circ		
Adult	5,685	64%	-6%	5,685	64%	-6%	
Youth	3,235	36%	5%	3,235	36%	5%	
	Total	%Circ		Total	%Circ		
Self-check use	2,899	33%	10%	2,899	33%	10%	
Drive Through Use	624	7%	3%	624	7%	3%	
LARS ACTIVITY							
Sent to LARS	2,489		-14%	2,489		-14%	
Rec from LARS	1,322		-11%	1,322		-11%	
NEW REGISTRATIONS							
Total	40	35	14%	40	35	14%	
OVERDRIVE EBooks & EAudiobooks							
Total	1871	2001	-6%	1,871	2,001	-6%	

Information Services

	Jan 2025	Jan 2024	%Chng	2025 YTD	2024 YTD	%Chng
Walk-in	804	970	-17%	804	970	-17%
Phone	214	361	-41%	214	361	-41%
Mail	0	0	0%	0	0	
Electronic	217	181	20%	217	181	20%
Reference Total	1,235	1,512	-18%	1,235	1,512	-18%
PC Internet Use # of Users	526	427	23%	526	427	23%
PC Internet Use (Hours)	300	341	-12%	300	341	-12%
Computer Use Total	826	768	8%	826	768	8%

Children's Programming

In-house Programs	16	12	33%	16	12	33%
In-house Attendance	1,145	797	44%	1,145	797	44%
Outreach Programs	7	8	-13%	7	8	-13%
Outreach Attendance	633	757	-16%	633	757	-16%

Young Adult Programs

In-house Programs	0	1	-100%	0	1	-100%
In-house Attendance	0	29	-100%	0	29	-100%

Adult Programs

In-house Programs	10	9	11%	10	9	11%
In-house Attendance	171	162	6%	171	162	6%

Meeting Room Use

Bookings	3	8	-63%	3	8	-63%
Attendance	92	80	15%	92	80	15%

Reference Monthly Statistical Summary

January 2025

Reference Questions

Adult Walk In	804
Adult Phone	214
Adult Email	217
Adult Mail	0
Reference Total	1235

Computer Usage

# of Users	526 427
Internet Hours	300 341
Tablet	35
	342.5

Email Requests

*Adult Requests	217
*Youth Requests	
	217

# Books Checked Out	192
New Library Cards	

Dramatic Play

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

# times counted	19
# of patrons	169

Youth Programs

In House	16
Attendance	1145
Outreach	7
Attendance	633

Young Adult Programs

In House	0
Attendance	0

Adult Programs

Attendance

IP Book Club	12
IP Strictly Fiction	7
IP LPL Flix	19
IP Winter Wall Hang.	23
IP Bilingual Class	57
IP EAB	21
IP Tech	1
IP International Film	4
IP Card Class	21
IP Sit'n'Stitch	6
IP Genealogy	

Total # Programs	10
Total Attendance	171

IP Family Game Night	2
IP Story Time/3	123
*Story Time To-Go/3	158
Art to Go/2	181
Family Activity Packs	211
IP Babygarten AM	61
IP Babygarten PM	63
Dramatic Play	169
1st Grade Game Night	30
IP Birth to Three	36
Chameleon	111
	1145

SRP Conference	45
Magee 4th	76
Koenig 4th	42
LBC 5th	103
Mishicot Middle Sch	200
LBC 6th	77
LBC 7th	90
	633

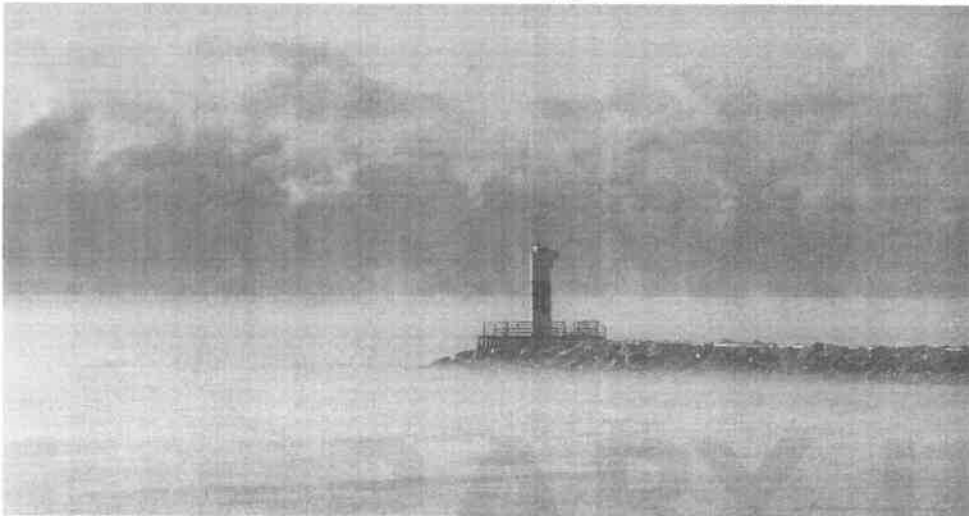
	0

IP=In Person

LIBRARY LINKS

LESTER PUBLIC LIBRARY

FEBRUARY 2025



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

Genealogy Club

Thursday, February 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

Thursday, February 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

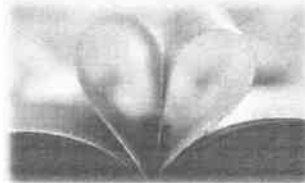
Seeking a good job in our area? Gain insight from a career navigator. Explore career paths, get referrals, and focus on transferring your skills to high-paying, in-demand jobs. Meetups are part of the Department of Workforce Development Worker Connection program.

THIS MONTH:

Blind Date with a Book

Begins Friday, February 7

Take a chance on love: Grab a mystery bag filled with a romantic book, a movie to set the mood, a DIY Valentine card, and—the sweetest touch—chocolate! Bags are waiting for you on the shelves across from the front desk—one per person while supplies last. Who knows? You might just find your perfect match!



NEW: Blood Pressure Screening

Tuesday, February 11 • 10:00 AM-1:00 PM

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

City Council Listening Session

Wednesday, February 19 • 6:00-7:30 PM

Two to three council members will be on hand to answer questions and hear comments and ideas. Meet them at the fireplace.

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—register today!

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!**

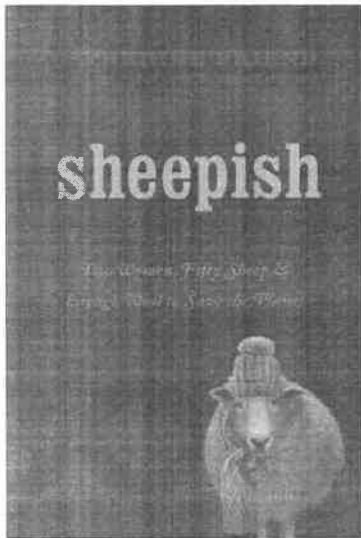
BOOK CLUBS

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

Book Discussion Group

Strictly Fiction

Book to Art

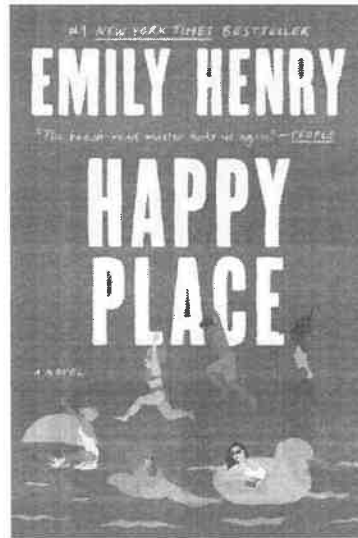


Wednesday, February 5
4:00 PM

Sheepish by Catherine Friend

After 15 years of farming, Catherine Friend is tired. But just as she thinks it's time to hang up her shepherd's crook, she discovers that sheep might be too valuable to give up. A funny, thoughtful romp through the history of sheep, why small farms are important, and how each one of us would benefit from being sheepish.

March 5 selection:
Too Much Happiness by Alice Munro



Monday, February 3
6:30 PM

Happy Place by Emily Henry (*romance*)

A couple who broke up months ago make a pact to pretend to still be together for their annual weeklong vacation on the coast of Maine with their best friends. After years of being in love, how hard can it be to fake it for one week...in front of those who know you best?

March 3 selection:
Killers of a Certain Age by Deanna Raybourn (*mystery*)



Saturday, February 22
11:00 AM

Before the Coffee Gets Cold

By Toshikazu Kawaguchi

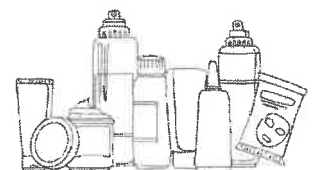
In a back alley of Tokyo, there is a cafe that has served coffee for more than 100 years. Legend says that this shop offers the chance to travel back in time. But time travel isn't so simple, and there are rules—the trip can last only as long as it takes for the coffee to get cold.

April 26 selection:
Lies of Omission by Kathleen Ernst

Help for the Homeless Hygiene Drive

Monday, February 24-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, February 7
1:00 PM

White Bird
Rated PG-13. Runtime: 2:00.

Julian has struggled to belong ever since he was expelled from his former school for his treatment of Auggie Pullman. He is visited by his grandmother and is transformed by the compassionate and heroic story of her attempts to escape Nazi-occupied France during WWII.

INTERNATIONAL FILM

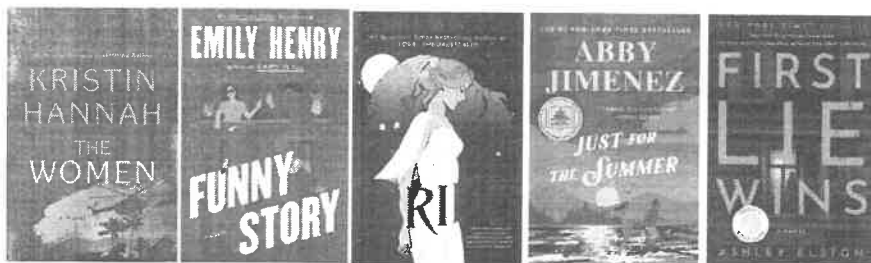


Tuesday, February 18
6:00 PM

Fallen Leaves
Runtime: 1:22.

In modern-day Helsinki, two lonely souls find each other at a karaoke bar. What starts as a chance encounter blossoms into a tender journey toward love—despite the tangled mess of lost phone numbers, mistaken addresses, and the unexpected intervention of a charming stray dog.

Goodreads Top 5 Books of 2024!



Get CRAFTY

Crafters' Challenge

Continues thru February 28!

Check out one of our gazillion craft books that interests you. Make something. Return the book AND the resulting project to show off here at the library.

Masterpieces are great, but if yours is more of a flop, bring it anyway (everyone could use a laugh—plus you can remain anonymous). If your chosen project is too big or too fragile, take a picture instead (we'll enlarge for display).

Bring projects to the Help Desk. They'll remain on display through Feb. 28.

Sit'n'Stitch

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

A companionable meetup for cross stitch aficionados. Bring a current project and enjoy your craft in the Webster Room. Beverages and snacks welcome.

Card Making Class

Monday, February 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.

Button Bouquets

Saturday, February 15
10:30 AM • Ages 18+

Use felt flowers and leaves, buttons and wire to make sweet bouquets. Registration required; call 920.793.8888.



Two Rivers vs. Roncalli @ TRHS

Friday, February 7 • 7:00 PM • \$3 Students

Cheer on the Raiders at the boys varsity basketball game. JV plays at 5:45.

Late Night @ Lester Public Library

Friday, February 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.

Winter Dance @ TRHS

Saturday, February 15 • 8:00 PM • Grades 9-12 • \$5 at the door

Skate Night @ Central Park West

Friday, February 21 • 5:30-7:30 PM • Grades 6-12 • Free

Head to Central Park West for Teen Skate Night. Enjoy free skate rentals—or just come and hang out! Warm up with hot cocoa. A parent or guardian signature is required when requesting skates.

Watch for new events throughout the year!



Take a StoryWalk®



Zander Park

Take a joyous journey along two outdoor storybook paths. The library path features Eric Carle's *From Head to Toe*.

Visit Zander Park (1406 Parkway Blvd.) to explore the natural area and read Karma Wilson's *Bear Snores On*.

LPL Pages

Teen Book Subscription

Sign up now; new box February 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 February 15 to receive the February edition.

For grades 8-12. Library card required.



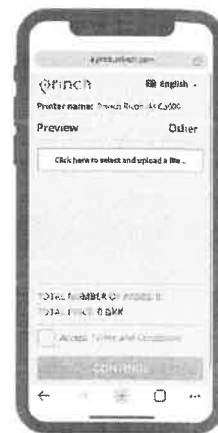
Need a teen book suggestion?
Email Ms. Terry @
tehle@lesterlibrary.org today!

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
thru February 12

Thursdays, 10:15 AM
thru February 13

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
February 19-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
February 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

Let's Draw Together! Available February 1

Unleash creativity: draw together as a family. Activities include Ed Emberley thumbprint art (make a thumbprint family portrait!), a Minecraft-style selfie, and a tutorial on how to draw Mo Willems' Pigeon.

One per family. No library card required.



Art To Go

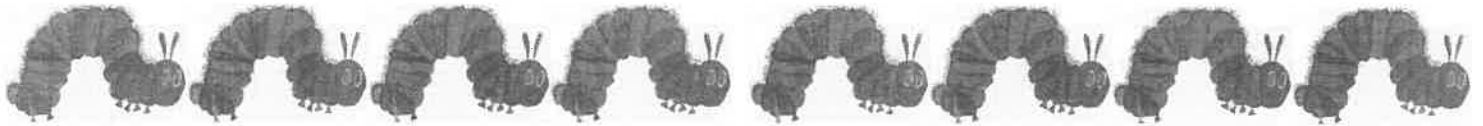
New packs Feb 10 & 24

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

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.



1st Grade Family Fort Night

Thursday, February 20 • 6:30-8:30 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. Pajamas welcome. Play lights-out hide & seek! Snack on walking s'mores. Make sure to bring your student's **Super Library User** stamp sheet.

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 café!


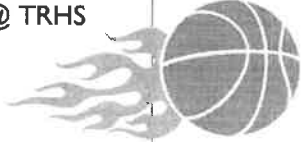


Family Game Nights

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.



FEBRUARY

MON	TUE	WED	THU	FRI	SAT
					1 NEW Family Activity Pack
3 NEW Story Time To Go pack 10:00-noon Worker Connection 6:00-7:30 Family Game Night 6:30 Strictly Fiction Book Club	4 10:15 Story Time 	5 4:00 Book Discussion Group 6:00 Bilingual Language Class 6:15 Babygarten	6 10:15 Babygarten 10:15-noon Genealogy	7 Blind Date with a Book begins! 1:00 LPL Flix 7:00 TR Teen: TR vs. Roncalli @ TRHS 	8 10:00-2:00 Sit'n'Stitch
10 NEW Story Time & Art To Go packs 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 6:00 Bilingual Language Class 6:15 Babygarten	13 10:15 Babygarten 	14 7:00-9:00 TR Teen: Late Night @ LPL	15 10:30 Button Bouquets 8:00 TR Teen: Winter Dance @ TRHS
Bilingual Language Classes Wednesdays • 6-7:30 PM • Ages 18+ Spanish & English speakers: learn or improve skills in the other language! No registration required. Presented by Woods Outreach.					
17 NEW Story Time To Go pack 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 6:00 City Council Listening Session	20 6:30-8:30 First Grade Family Fort Night	21 5:30-7:30 TR Teen: Skate Night @ Central Park West	22 11:00 Book to Art 
24 NEW Story Time & Art To Go packs 10:00-noon Worker Connection 6:00-7:30 Family Game Night	25 10:15 Story Time	26 10:15 & 6:15 Movers & Shakers 6:00 Bilingual Language Class	27 2:00-4:00 Tech Help	28	
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!					

02-03-01 Philosophy

- a) The Lester Public Library encourages public use of meeting rooms as gathering places to exchange ideas, access and share information, educate and participate in programs created for public enjoyment. The following rules, regulations and fees for public use of meeting rooms have been adopted by the Lester Public Library Board of Trustees.

02-03-02 Meeting Rooms

- a) Community Room is a multipurpose room with available audiovisual projection and viewing equipment, lectern and portable sound system. The Community Room is adjacent to the library entrance. Capacity – 80.
- b) Webster Room is a smaller room with two dry-erase boards and available audiovisual projection equipment. The Webster Room is in the main library. Capacity – 20.

02-03-03 Acceptable Uses

Meeting rooms shall be made available to any group or individual for informational, educational or business meetings. Private gatherings, such as birthday parties or reunions, will not be allowed. In cases of conflicting bookings, the following priority will be followed:

1. Library sponsored programs
 2. Meetings sponsored by other departments of the City of Two Rivers
 3. Meetings of other governmental bodies
 4. Meetings of non-profit groups headquartered within the City of Two Rivers
 5. All others
- a) Meeting rooms are available during times staff is scheduled to be in the building Monday through Friday. (2 hours prior to opening until closing.) The Director may approve use of meeting rooms at other times
 - b) Allowing a group or individual to use a meeting room in no way implies endorsement or sponsorship of the meeting by the Lester Public Library.

02-03-04 Regulations Governing Use

- a) The Director may, at his/her discretion, require that all publicity concerning meetings held at the library carry the following statement: The Lester Public Library is not a sponsor of this meeting. The library does not necessarily endorse the views expressed by those hosting the meeting.
- b) The use of alcoholic beverages is not permitted in the library.
- c) Use of a meeting room by any group on a continuing basis may be restricted by the Director in order to insure equal access to the facility by all members of the community and maintain the library environment.

- d) The number of people in attendance at any meeting is restricted to the maximum number allowed according to current fire regulations. (Community Room 80, Webster Room 20)
- e) The use of open flames is prohibited.
- f) No animals are allowed in any part of the library with the exception of service animals or at library sponsored events.
- g) The library has a limited custodial staff. Therefore, it is required that the meeting room be left in the same condition in which it was found.
- h) Those hosting meetings and events at the library and their guests agree to abide by all policies and regulations relating to the use of library facilities and accept responsibility for any and all damages to the library building, contents and equipment – normal wear and tear excepted. Participants in meetings must remain in public areas of the building at all times.
- i) Should the library schedule of operations change such that meetings previously scheduled fall outside of hours staff will be in the building, all such meetings will be either canceled, or curtailed.
- j) If the library closes or fails to open due to bad weather, staff will attempt to contact the person who made the initial reservation. Meeting hosts will be responsible for alerting media or contacting participants as needed.
- k) Individuals or groups violating any of the above regulations may be denied further use of the facility for a time to be determined by the Director.

02-03-05 Fee Schedule for Meeting Rooms

Groups or individuals will be assessed \$35.00 per-use of the Community Room (up to four hours) and \$10.00 per-use of the Webster Room (up to four hours). An additional fee—\$35/Community room and \$10/Webster room—will be assessed for meetings lasting longer than four hours.

- 1. Free use will be granted to other government bodies, and groups or individuals co-sponsoring a program with the library.

02-03-06 Use of a Meeting Room by Governmental Bodies

- a) In allowing other governmental agencies to use the meeting room, the Library Board assumes that proper notice(s) will be given by the agency.

02-03-07 Reservations

- a) All reservations are booked through the Youth Services Coordinator, 920-793-7118.
- b) To reserve a meeting room in the library, a Meeting Room Request Form must be completed. The form is available at the library and via the library website.
- c) While groups composed of individuals under the age of 18 are welcome to use the meeting room, an individual over the age of 18 must make the reservation and must agree to assume responsibility for the actions of the participants.

- d) Meeting room requests should be made at least two (2) weeks in advance.
- e) Bookings can be made up to six (6) months in advance.
- f) Upon receiving a meeting request library staff will contact the applicant to discuss/confirm the event and add furniture and equipment requests as needed. Requests submitted on the weekend will be handled during business hours the following week.
- g) All library equipment to be used in the meeting room must be requested in advance. **Those needing instruction in the use of AV equipment must make an appointment prior to the meeting. Staff will assist as their other duties permit, but the final responsibility for equipment rests with the user.**
- h) Community Room set-up requests must be made in advance. Library staff may not be available to accommodate special requests made the day of a meeting or event.
- i) The library cannot guarantee that staff will be available to assist with technology the day of a meeting or event.
- j) No reservation is final until the Library Director or designated staff approves the application.
- k) Cancellations should be made at least ten (10) days in advance or as soon as possible by calling the library 920-793-7118.
- l) Rescheduling for weather-related cancellations will depend on availability of the room.
- m) No food or drink vending machines are available on the premises. Users wanting food or drink are responsible for making their own arrangements. Cooking is not allowed in the facility. Table cloths, plates, napkins, cups, and silverware are the responsibility of the user.
- n) At the conclusion of the meeting, put litter in the trash container and report any problems that may remain to the Help Desk.

(Revised 11/11/97)

(Revised 10/12/99)

(Revised 5/14/02)

(Revised 8/12/03)

(Revised 11/09/10)

(Revised 8/8/17)

(Revised and Board Approved 01/11/22)

02-03-01 Philosophy

- a) The Lester Public Library encourages public use of ~~the meeting Webster Rooms~~ as a gathering places to exchange ideas, access and share information, educate and participate in programs created for public enjoyment. The following rules, regulations and fees for public use of ~~the Webster meeting rooms Room~~ have been adopted by the Lester Public Library Board of Trustees.

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~~The Webster Room is a smaller room with~~ two dry-erase boards and available audiovisual projection equipment. The Webster Room is in the main library. Capacity – 20.

02-03-03 Acceptable Uses

~~Meeting The Webster rooms Room~~ shall be made available to any group or individual for informational, educational or business meetings. Private gatherings, such as birthday parties or reunions, will not be allowed. In cases of conflicting bookings, the following priority will be followed:

1. Library sponsored programs
 2. Meetings sponsored by other departments of the City of Two Rivers
 3. Meetings of other governmental bodies
 4. Meetings of non-profit groups headquartered within the City of Two Rivers
 5. All others
- a) ~~Meeting rooms~~The Webster Room ~~are is~~ available during times staff is scheduled to be in the building Monday through Friday. (2 hours prior to opening until closing.) The Director may approve use of ~~meeting room~~the Webster Room at other times
- b) Allowing a group or individual to use ~~a meeting room~~the Webster Room in no way implies endorsement or sponsorship of the meeting by the Lester Public Library.

02-03-04 Regulations Governing Use

- a) The Director may, at his/her discretion, require that all publicity concerning meetings held at the library carry the following statement: The Lester Public Library is not a sponsor of this meeting. The library does not ~~necessarily~~ endorse the views expressed by those hosting the meeting.
- b) The use of alcoholic beverages is not permitted in the library.
- c) Use of ~~a meeting room~~the Webster Room by any group on a continuing basis may be restricted by the Director in order to insure equal access to the facility by all members of the community and maintain the library environment.
- d) The number of people in attendance at any meeting is restricted to the maximum number allowed

according to current fire regulations. (~~Community Room 80, Webster Room 20~~)

- e) The use of open flames is prohibited.
- f) No animals are allowed in any part of the library with the exception of service animals or at library sponsored events.
- g) The library has a limited custodial staff. Therefore, it is required that the meeting room be left in the same condition in which it was found.
- h) Those hosting meetings and events at the library and their guests agree to abide by all policies and regulations relating to the use of library facilities and accept responsibility for any and all damages to the library building, contents and equipment – normal wear and tear excepted. Participants in meetings must remain in public areas of the building at all times.
- i) Should the library schedule of operations change such that meetings previously scheduled fall outside of hours staff will be in the building, all such meetings will be either canceled, or curtailed.
- j) If the library closes or fails to open due to bad weather, staff will attempt to contact the person who made the initial reservation. Meeting hosts will be responsible for alerting media or contacting participants as needed.
- k) Individuals or groups violating any of the above regulations may be denied further use of the facility for a time to be determined by the Director.

02-03-05 Fee Schedule for Meeting Rooms

Groups or individuals will be assessed ~~\$35.00 per use of the Community Room (up to four hours)~~ and \$10.00 per-use of the Webster Room (up to four hours). An additional fee ~~—\$35/Community room and \$10/Webster.00 room—~~ will be assessed for meetings lasting longer than four hours.

1. Free use will be granted to other government bodies, and groups or individuals co-sponsoring a program with the library.
2. The Webster Room may be used by the public if there are no scheduled library programs, or if the room has not been previously booked.

02-03-06 Use of a Meeting Room by Governmental Bodies

- a) In allowing other governmental agencies to use the meeting room, the Library Board assumes that proper notice(s) will be given by the agency.

02-03-07 Reservations

- a) All reservations are booked through the Youth Services Coordinator, 920-793-7118.
- b) To reserve ~~a meeting room~~the Webster Room in the library, a Meeting Room Request Form must be completed. The form is available at the library ~~and via the library website.~~
- c) While groups composed of individuals under the age of 18 are welcome to use the meeting room, an individual over the age of 18 must make the reservation and must agree to assume responsibility for the actions of the participants.

- d) Meeting room requests should be made at least two (2) ~~weeks~~ business days in advance.
- e) Bookings can be made up to six (6) months in advance.
- f) Upon receiving a meeting request library staff will contact the applicant to discuss and ~~/confirm the event and add furniture and equipment requests as needed~~. Requests submitted on the weekend will be handled during business hours the following week.
- g) ~~All library equipment to be used in the meeting room must be requested in advance. **Those needing instruction in the use of AV equipment must make an appointment prior to the meeting.** Staff will assist as their other duties permit, but the final responsibility for equipment rests with the user.~~
- ~~h) Community Room set up requests must be made in advance. Library staff may not be available to accommodate special requests made the day of a meeting or event.~~
- ~~j)g) The library cannot guarantee that staff will be available to assist with technology the day of a meeting or event.~~
- ~~h)h) No reservation is final until the Library Director or designated staff approves the application.~~
- ~~m)j) _____ Cancellations should be made at least ten (10) days in advance or as soon as possible by calling the library 920-793-71188888.~~
- ~~n)j) Rescheduling for weather-related cancellations will depend on availability of the room.~~
- ~~e)k) _____ No food or drink vending machines are available on the premises. Users wanting food or drink are responsible for making their own arrangements. Cooking is not allowed in the facility. Table cloths, plates, napkins, cups, and silverware are the responsibility of the user.~~
- ~~p)l) At the conclusion of the meeting, put litter in the trash container and report any problems that may remain to the Help Desk.~~

(Revised 11/11/97)
 (Revised 10/12/99)
 (Revised 5/14/02)
 (Revised 8/12/03)
 (Revised 11/09/10)
 (Revised 8/8/17)
 (Revised and Board Approved 01/11/22)

02-03-01 Philosophy

- a) The Lester Public Library encourages public use of the Webster Room as a gathering place to exchange ideas, access and share information, educate and participate in programs created for public enjoyment. The following rules, regulations and fees for public use of the Webster Room have been adopted by the Lester Public Library Board of Trustees.

02-03-02 Meeting Rooms

The Webster Room has two dry-erase boards and available audiovisual equipment. The Webster Room is in the main library. Capacity – 20.

02-03-03 Acceptable Uses

The Webster Room shall be made available to any group or individual for informational, educational or business meetings. Private gatherings, such as birthday parties or reunions, will not be allowed. In cases of conflicting bookings, the following priority will be followed:

1. Library sponsored programs
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- a) The Webster Room is available during times staff is scheduled to be in the building Monday through Friday. (2 hours prior to opening until closing.) The Director may approve use of the Webster Room at other times
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- b) The use of alcoholic beverages is not permitted in the library.
- c) Use of the Webster Room by any group on a continuing basis may be restricted by the Director in order to insure equal access to the facility by all members of the community and maintain the library environment.
- d) The number of people in attendance at any meeting is restricted to the maximum number allowed according to current fire regulations. (Webster Room 20)
- e) The use of open flames is prohibited.

- f) No animals are allowed in any part of the library with the exception of service animals or at library sponsored events.
- g) The library has a limited custodial staff. Therefore, it is required that the meeting room be left in the same condition in which it was found.
- h) Those hosting meetings and events at the library and their guests agree to abide by all policies and regulations relating to the use of library facilities and accept responsibility for any and all damages to the library building, contents and equipment – normal wear and tear excepted. Participants in meetings must remain in public areas of the building at all times.
- i) Should the library schedule of operations change such that meetings previously scheduled fall outside of hours staff will be in the building, all such meetings will be either canceled, or curtailed.
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- a) In allowing other governmental agencies to use the meeting room, the Library Board assumes that proper notice(s) will be given by the agency.

02-03-07 Reservations

- a) All reservations are booked through the Youth Services Coordinator, 920-793-7118.
- b) To reserve the Webster Room, a Meeting Room Request Form must be completed. The form is available at the library.
- c) While groups composed of individuals under the age of 18 are welcome to use the meeting room, an individual over the age of 18 must make the reservation and must agree to assume responsibility for the actions of the participants.
- d) Meeting room requests should be made at least two (2) business days in advance.
- e) Bookings can be made up to six (6) months in advance.

- f) Upon receiving a meeting request library staff will contact the applicant to discuss and confirm. Requests submitted on the weekend will be handled during business hours the following week.
- g) All library equipment to be used in the meeting room must be requested in advance. **Staff will assist as their other duties permit, but the final responsibility for equipment rests with the user.**
- h) No reservation is final until the Library Director or designated staff approves the application.
- i) Cancellations should be made by calling the library 920-793-8888.
- j) Rescheduling for weather-related cancellations will depend on availability of the room.
- k) No food or drink vending machines are available on the premises. Users wanting food or drink are responsible for making their own arrangements. Cooking is not allowed in the facility. Table cloths, plates, napkins, cups, and silverware are the responsibility of the user.
- l) At the conclusion of the meeting, put litter in the trash container and report any problems that may remain to the Help Desk.

(Revised 11/11/97)

(Revised 10/12/99)

(Revised 5/14/02)

(Revised 8/12/03)

(Revised 11/09/10)

(Revised 8/8/17)

(Revised and Board Approved 01/11/22)



INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION					
1. Name of Library Lester Public Library			2. Public Library System Manitowoc-Calumet Library System		
3b. Head Librarian First Name Jeffrey	3c. Head Librarian Last Name Dawson	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 04/30/2027	
6a. Street Address 1001 Adams St.	6b. Mailing Address or PO Box 1001 Adams St.	7. City / Village / Town Two Rivers	8a. ZIP 54241	8b. ZIP4 3544	9. County Manitowoc
10. Library Phone Number 9207938888	11. Fax Number (920)793-7150	12. Library E-mail Address of Director jdawson@lesterlibrary.org			
13. Library Website URL www.lesterlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 25,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No	22. UEI Number 084324875		
HOURS OF OPERATION					
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)		
19a. Winter hours open per week	52	0	0		
19b. Number of winter weeks	26	0	0		
19c. Summer hours open per week	52	0	0		
19d. Number of summer weeks	26	0	0		
19e. Total weeks per year	52	0	0		
19f. Total hours per year for this location	2,704	0	0		

II. LIBRARY COLLECTIONS							
			a. Number Owned / Leased	b. Number Added			
1. Books in Print			85,589	5,246			
2. Physical Subscriptions			75				
3. Physical Audio Materials			7,480	68			
4. Physical Video Materials			7,957	296			
5. Other Physical Materials			396				
6. Total Physical Items in Collection			101,422				
			Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State		
7. E-books			Yes	Yes	No		
8. E-serials			No	Yes	No		
9. E-audio			Yes	Yes	No		
10. E-video			No	No	No		
11. Research Databases			No	Yes	Yes		
12. Online Learning Platforms			No	Yes	Yes		
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation 106,192	b. Children's Materials 39,324	c. Other Physical Items 1	a. Items Loaned Provided to 32,923	b. Items Received Received from 18,415			
			Method for Counting ILL Transactions Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries Provided to	Items Borrowed from Other Libraries Received from			
Integrated Library Systems (ILS)			31,537	17,146			
WISCAT			1,386	1,269			
Other (includes OCLC, manual tracking or other methods)			0	0			
3. Electronic Content Circulation Transactions							
a. E-books 9,486	b. E-serials 2,224	c. E-audio 10,442	d. E-video 0	e. Children's E-materials 1,578	f. Total E-materials 22,152		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident 3,348	b. Nonresident 1,796	c. TOTAL 5,144	No	a. Method Actual Count	b. Annual Count 15,003	a. Method Actual Count	b. Annual Count 71,291
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers 17	b. Number of Public Use Computers with internet access 11	c. Method Actual Count	d. Annual Count 4,339	a. Method	b. Annual Count		

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	83	57	45	119	0
Total Attendance	4,307	3,518	4,980	2,430	0

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded
Number of Programs	236	67	1	0
Total Attendance	7,948	7,251	36	
Total Program Views				0

Describe the library's in-person programs:

The library maintained a strong commitment to youth programming, offering a variety of in-person events such as baby lapsits, toddler music and movement sessions, story times, performances by musicians, STEAM programs, escape rooms, teen late nights, and more. The self-directed dramatic play area has become a cornerstone of our offerings, attracting thousands of visitors annually. The To-Go packs introduced during the COVID-19 pandemic remain highly popular. Monthly outreach to local schools includes book checkouts and library card sign-ups. The library introduced a new bi-monthly teen book subscription service, providing a curated selection of books for young readers. Adult programming continues to thrive, with regular offerings such as book clubs, movie series, craft sessions, technology assistance, and guest speakers. As an additional highlight this year, the library was one of only 15 libraries in the nation selected to host the Smithsonian exhibit World on the Move. This exhibit attracted hundreds of patrons who viewed the display, attended related speaker events, and participated in a community art

Which platforms does the library use to host the library's live, virtual programs:

Zoom

Describe the library's live, virtual programs:

This year, the library hosted a live virtual program as part of a speaker series focused on the Great Lakes. The presentation explored eerie events that have occurred on and around Lake Michigan. Participants watched the talk on a large screen TV, and afterward, the librarian facilitated a Q&A session, relaying audience questions to the speaker.

Which platforms does the library use to host the library's pre-recorded programs:

None

Describe the library's pre-recorded programs:

None

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. David	Pennefeather	1809 21st Street	Two Rivers	54241	david.aldon.pennefeather@
2. Katie	Stone	805 27th Street	Two Rivers	54241	katmissjstone@gmail.com
3. David	Pennefeather	1809 21st Street	Two Rivers	54241	david.aldon.pennefeather@
4. Mary	Glaser	12526 Lakeshore Road	Two Rivers	54241	mary.glaser@trschoools.k12
5. Don	Weiss	1813 S 28th Street	Two Rivers	54241	donweiss@manitowoccount
6. Kate	Gadd	2401 Jefferson Street	Two Rivers	54241	katieg919@gmail.com
7. Ned	Guyette	2501 Washington Street	Two Rivers	54241	guyettened@gmail.com
8. Sharon	Sleger	3625 Tannery Road	Two Rivers	54241	sharonsleger@gmail.com
9. Shannon	Derby	1713 24th Street	Two Rivers	54241	sderby@two-rivers.org
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
 Include vacancies in this count

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Two Rivers	\$681,790
Subtotal 1		\$681,790

2. County

a. Home County Appropriation for Library Services **Subtotal 2a** \$187,579

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Calumet	\$446		
Kewaunee	\$4,036		
Brown	\$428		
Subtotal 2b			\$4,910

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
accessiBe reimbursement	\$115		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$115

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above. \$0

7. All Other Operating Income \$99,417

8. Total Operating Income Add 1 through 7 **\$973,811**

9. What is the current year annual appropriation provided by governing body(ies) for the public library? \$681,790

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2) Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations		2. Employee Benefits Include maintenance, security, plant operations	
\$513,820		\$178,376	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$64,627	\$0	\$8,985	\$0
			Subtotal 3
\$73,612			
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
OCLC	OCLC annual billing		\$2,209
SIRSI maintenance	SIRSI maintenance		\$949
WPLC member share	WPLC member share		\$1,811
Newspaper Archive	Newspaper Archive		\$295
Envisionware	Envisionware		\$1,168
Data Axle/Reference Solutions	Data Axle/Reference Solutions		\$1,385
Ancestry.com	Ancestry.com		\$1,805
accessiBe web accessibility	accessiBe web accessibility		\$556
Subtotal 4			\$10,178
5. Other Operating Expenditures			\$197,825
6. Total Operating Expenditures Add 1 through 5			\$973,811
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			

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

1. Capital Income and Expenditures by Source of Income			
<i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>			
Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

1. Total Amount of Other Funds at the End of Year	\$88,857
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IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY

1. Total Amount of Section IX Funds at End of Year	\$0
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X. STAFF (cont'd.)

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Customer Service Clerk	Clerk - Public Services	Other	\$14,851	20.00
Page	Page/Shelver	Other	\$4,183	8.00



2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
3.00	2.43	5.43	4.30	9.73

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			45,848
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.			
	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	17,910	24,664	42,574
3. Circulation to Nonresidents Living in Another County in the Library System	486	175	661
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	447	1,583	2,030
5. Circulation to All Other Wisconsin Residents	439	6. Circulation to Persons from Out of the State	144
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Brown	206	f.	
b. Kewaunee	1,364	g.	
c. Sheboygan	13	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY (Not included in 2024 Report)

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

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	59	51	15
Total Self-Directed Activity Participation	5,993	6,097	351
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	8	0	133
Total Self-Directed Activity Participation	1,805	0	14,246
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Terry	Ehle	tehle@lesterlibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Chris	Hamburg	chamburg@lesterlibrary.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➤	David Pennefeather	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
➤	Jeffrey Dawson	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Manitowoc

The Lester Public Library Board of Trustees hereby states that in 2024 the Manitowoc-Calumet Library System
Name of Public Library Name of Public Library System / Service

[X] did provide effective leadership and adequately met the needs of the library.

[] did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. Attach additional sheets if necessary.

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

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

Table with 3 columns: President, Library Board of Trustees Signature or designee; Name of President or Designee Print or type; Date Signed. Row 1: [Signature], David Pennefeather, [Date]

COMMENTS

DRAFT

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

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	631,287
TOTAL TAXES	0	681,790	681,790	0	100.00	631,287
<u>INTERGOVERNMENTAL REVENUE</u>						
280-43720 COUNTY FUNDS	0	192,489	192,519	30	100.02	175,877
TOTAL INTERGOVERNMENTAL REVE	0	192,489	192,519	30	100.02	175,877
<u>FINES & FORFEITURES</u>						
280-45300 LIBRARY BOOK FINES	0	3,100	2,721	(379)	87.77	2,862
TOTAL FINES & FORFEITURES	0	3,100	2,721	(379)	87.77	2,862
<u>CHARGES FOR SERVICE</u>						
280-46712 COPIER SERVICE FEES	0	8,500	7,256	(1,244)	85.37	5,827
TOTAL CHARGES FOR SERVICE	0	8,500	7,256	(1,244)	85.37	5,827
<u>MISCELLANEOUS REVENUE</u>						
280-48300 SALE OF PROP & EQUIP	0	4,000	2,569	(1,431)	64.22	1,799
280-48500 DONATIONS	0	70,000	71,483	1,483	102.12	67,233
280-48900 OTHER REVENUES	0	3,000	3,866	866	128.87	2,563
TOTAL MISCELLANEOUS REVENUE	0	77,000	77,918	918	101.19	71,594
<u>OTHER FINANCING SOURCES</u>						
280-49223 TRANS FROM OTHER FUNDS	0	0	0	0	.00	12,461
TOTAL OTHER FINANCING SOURCES	0	0	0	0	.00	12,461
TOTAL FUND REVENUE	0	962,879	962,204	(675)	99.93	899,909

REVENUE 2024 = \$675.00 UNDER BUDGET

CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2024 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2024 BUDGET	2024 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL	
<u>LESTER LIBRARY</u>							
LIBRARY ADMINISTRATION							
<i>PERSONNEL SERVICES</i>							
280-55110-1100	FULLTIME ADMINISTRATION	26,593	310,564	312,096	1,532	100.49	273,008
280-55110-1200	WAGES - FULLTIME	0	0	365	365	.00	0
280-55110-1220	WAGES - FULLTIME	3,502	40,997	41,186	189	100.46	34,703
280-55110-1270	WAGES - PART TIME	13,549	158,575	160,173	1,598	101.01	132,812
280-55110-1280	WAGES-LONGEVITY PAY	7,902	7,902	7,902	0	100.00	6,621
280-55110-1290	WAGES-OVERTIME	0	591	0	(591)	.00	0
280-55110-1310	WI RETIREMENT	2,637	28,679	28,495	(184)	99.36	24,511
280-55110-1320	FICA	3,483	40,058	37,965	(2,093)	94.78	32,567
280-55110-1330	HEALTH INSURANCE	8,271	94,316	97,763	3,447	103.65	78,596
280-55110-1334	HEALTH INSURANCE OPT-OUT	231	5,000	3,308	(1,692)	66.15	5,000
280-55110-1340	LIFE INSURANCE	134	1,640	1,585	(55)	96.65	1,497
280-55110-1350	OTHER BENEFITS	891	0	891	891	.00	(747)
280-55110-1361	SICK LEAVE PAYOUT	0	0	467	467	.00	1,122
TOTAL PERSONNEL SERVICES		67,193	688,322	692,196	3,874	100.56	589,690
<i>CONTRACTUAL SERVICES</i>							
280-55110-2100	PROF SERV - CITY SERVICES	4,579	50,375	53,856	3,481	106.91	49,119
280-55110-2130	PROFESSIONAL SERVICES	850	6,500	6,308	(192)	97.05	8,728
280-55110-2200	TELEPHONE EXPENSE	84	1,200	1,064	(136)	88.68	1,152
280-55110-2210	ELECTRICITY	4,070	25,000	23,801	(1,199)	95.21	27,940
280-55110-2220	NATURAL GAS/HEAT	1,250	13,500	8,820	(4,680)	65.33	11,494
280-55110-2230	WATER EXPENSE	366	2,160	2,187	27	101.25	2,135
280-55110-2240	SEWER EXPENSE	139	884	816	(68)	92.26	898
280-55110-2250	STORMWATER EXPENSE	160	960	959	(1)	99.91	959
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	4,515	25,000	33,445	8,445	133.78	41,846
280-55110-2450	EQUIPMENT NEW	289	7,500	967	(6,533)	12.89	9,090
280-55110-2910	PRINTING/ADVERTISING	0	1,000	854	(146)	85.40	618
280-55110-2930	TECHNOLOGY	231	14,000	15,739	1,739	112.42	14,959
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	0	0	0	0	.00	6,454
TOTAL CONTRACTUAL SERVICES		16,533	148,079	148,816	737	100.50	175,393
<i>OPERATING SUPPLIES/EXPENSES</i>							
280-55110-3100	OFFICE SUPPLIES	392	6,000	5,565	(435)	92.76	6,805
280-55110-3110	POSTAGE	0	400	424	24	106.04	475
280-55110-3300	TRAVEL	242	1,000	1,200	200	120.05	965
280-55110-3560	LANDSCAPING	1,388	15,000	22,628	7,628	150.85	17,487
280-55110-3960	TECH PROC SUPPLIES	0	0	52	52	.00	0
TOTAL OP SUPPLIES/EXP		2,022	22,400	29,870	7,470	133.35	25,732

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CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2024 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2024 BUDGET	2024 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL
<i><u>FIXED CHARGES</u></i>						
280-55110-5200 INSURANCES	1,450	14,000	15,777	1,777	112.69	14,879
280-55110-5950 TRANSFER TO CAP PROJ FNDS	0	1,440	2,034	594	141.25	2,034
TOTAL FIXED CHARGES	1,450	15,440	17,811	2,371	115.36	16,912
TOTAL LIBRARY ADMINISTRATION	87,197	874,241	888,693	14,452	101.65	807,728
ADULT SERVICES						
<i><u>OPERATING SUPPLIES/EXPENSES</u></i>						
280-55111-3230 PERIODICALS	185	2,900	3,550	650	122.40	3,898
280-55111-3400 NON-FICTION BOOKS	581	14,000	14,319	319	102.28	17,281
280-55111-3420 FICTION BOOKS	598	14,000	15,475	1,475	110.53	19,661
280-55111-3430 LARGE PRINT BOOKS	850	10,000	10,494	494	104.94	10,615
280-55111-3450 MOVIES	254	3,500	2,856	(644)	81.61	3,365
280-55111-3470 AUDIOBOOKS	0	3,200	2,631	(569)	82.23	3,908
280-55111-3480 MUSIC CD'S	0	0	0	0	.00	0
280-55111-3510 PROGRAMS	434	2,000	2,087	87	104.34	2,748
TOTAL OP SUPPLIES/EXP	2,902	49,600	51,411	1,811	103.65	61,475
TOTAL ADULT SERVICES	2,902	49,600	51,411	1,811	103.65	61,475

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CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
DECEMBER 31, 2024 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2024 BUDGET	2024 YTD ACTUAL	OVER (UNDER) BUDGET	% OF BUDGET	PRIOR YTD ACTUAL	
CHILDREN'S SERVICES							
<i>OPERATING SUPPLIES/EXPENSES</i>							
280-55112-3230	PERIODICALS	74	300	476	176	158.57	449
280-55112-3400	NON-FICTION BOOKS	199	6,138	6,120	(18)	99.70	6,379
280-55112-3420	FICTION BOOKS	300	1,000	3,913	2,913	391.28	5,838
280-55112-3440	PAPERBACKS	110	700	909	209	129.82	597
280-55112-3450	MOVIES	155	2,500	525	(1,975)	20.99	496
280-55112-3470	AUDIOBOOKS	102	1,700	102	(1,598)	5.97	455
280-55112-3510	PROGRAMS	2,843	10,000	9,922	(78)	99.22	11,004
280-55112-3530	JE BOOKS	679	6,000	5,222	(778)	87.04	7,854
	<i>TOTAL OP SUPPLIES/EXP</i>	4,462	28,338	27,188	(1,150)	95.94	33,072
	TOTAL CHILDREN'S SERVICES	4,462	28,338	27,188	(1,150)	95.94	33,072
REFERENCE							
<i>OPERATING SUPPLIES/EXPENSES</i>							
280-55114-3400	NON-FICTION BOOKS	0	0	0	0	.00	1,725
280-55114-3490	MICROFILM	0	5,200	1,800	(3,400)	34.62	0
	<i>TOTAL OP SUPPLIES/EXP</i>	0	5,200	1,800	(3,400)	34.62	1,725
	TOTAL REFERENCE	0	5,200	1,800	(3,400)	34.62	1,725

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CITY OF TWO RIVERS
 2024 MONTHLY GENERAL FUND REPORT
 DECEMBER 31, 2024 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD ACTUAL	2024 BUDGET	2024 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	25
280-55115-3420 FICTION BOOKS	885	4,800	4,149	(651)	86.43	5,024
280-55115-3470 AUDIOBOOKS	700	500	1,071	571	214.17	1,184
280-55115-3510 PROGRAMS	0	0	(500)	(500)	.00	0
<i>TOTAL OP SUPPLIES/EXP</i>	1,585	5,500	4,720	(780)	85.81	6,233
TOTAL YOUNG ADULT SERVICES	1,585	5,500	4,720	(780)	85.81	6,233
TOTAL LESTER LIBRARY EXP	96,146	962,879	973,811	10,932	101.14	910,233
NET REV OVER EXP	(94,035)	0	(11,607)	(11,607)	.00	(10,325)

EXPENSES 2024 = \$10,932.00 OVER BUDGET

\$11,607.00 2024 OVER BUDGET (\$10,932 + \$675 = \$11,607)

- \$7,681.00 (2024 BEGINNING FUND BALANCE)

=\$3,926.00 (NEEDED TO BALANCE 2024 BUDGET)

REQUESTING \$4,000.00 FROM GIFT FUND TO BALANCE 2024 BUDGET

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LESTER PUBLIC LIBRARY
BOARD OF TRUSTEES
2024-2025

<p>David Pennefeather – President 3rd Term Expires – 5/2025 1809 21st Street Two Rivers, WI 54241 Phone: 920-652-4430 Email: david.aldon.pennefeather@gmail.com</p>	<p>Sharon Sleger – Vice President 3rd Term Expires 5/2026 3625 Tannery Road Two Rivers WI 54241 Phone: 920-242-8275 Email: sharonsleger@gmail.com</p>
<p>Don Weiss - County Representative 1813 S. 28th Street Two Rivers, WI 54241 Phone: 920-905-5921 Email: donweiss@manitowocountywi.gov</p>	<p>Mary Glaser – School Representative 12526 Lakeshore Road Two Rivers, WI 54241 Phone: 920-755-2756 Email: mary.glaser@trschoools.k12.wi.us</p>
<p>Shannon Derby – City Council Representative 1713 24th Street Two Rivers WI 54241 Phone: 920-973-6054 Email: sderby@two-rivers.org</p>	<p>Kate Gadd 2nd Term Expires – 5/2027 2401 Jefferson Street Two Rivers, WI 54241 Phone: 920-645-1811 Email: katieg919@gmail.com</p>
<p>Ned Guyette 1st Term Expires -5/2025 2501 Washington Street Two Rivers, WI 54241 920-242-5325 Email: guyetted@gmail.com</p>	<p>Katie Stone 1st Term Expires – 5/2027 805 27th Street Two Rivers WI 54241 Phone: 920-737-1465 Email: katnissjstone@gmail.com</p>
<p>Stanley Palmer 3rd Term Expires - 5/2026 331 23rd St. Two Rivers, WI 54241 Phone: 920-553-1318 Email: spalmer@exchange.uta.edu</p>	