



**TWO
RIVERS**
WISCONSIN

LIBRARY BOARD MEETING

Tuesday, March 12, 2024 at 6:00 PM

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

AGENDA

1. CALL TO ORDER

2. ROLL CALL

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

3. PUBLIC COMMENT

4. APPROVAL OF BOARD MEETING MINUTES – Action Item

Last Meeting Date: February 13, 2024

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

Date: February 2024

6. INVITED GUEST – Rebecca Sherer, Director, Manitowoc Calumet Library System

7. BOARD MEMBER COMMENT

8. DIRECTOR'S REPORT

9. COMMUNICATIONS

- A. Library Newsletter – February 2024
- B. Chris Hamburg's BadgerLink Story
- C. Note from Patron praising the Dramatic Play Area

10. REPORT FROM CITY COUNCIL REPRESENTATIVE

11. REPORT FROM SCHOOL DISTRICT REPRESENTATIVE

12. REPORT FROM COUNTY REPRESENTATIVE

13. UNFINISHED BUSINESS – None

14. NEW BUSINESS

- A. Report of Slate of Officers from the Nominating Committee

15. BOARD EDUCATION – None

16. CLOSED EXECUTIVE SESSION

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

17. ADJOURNMENT

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

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



LIBRARY BOARD MEETING

Tuesday, February 13, 2024 at 6:00 PM

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

MINUTES

1. **CALL TO ORDER** –President Palmer called the meeting to order at 6:00 PM.
2. **ROLL CALL**
Board Members Present: David Pennefeather, Ned Guyette, Tracey Koach, Stanley Palmer, Sharon Sleger, Don Weiss, Katie Stone, Kathryn Gadd, and Mary Glaser, all present. Also present: Chris Hamburg, Adult Services Coordinator, and Jeff Dawson, Director.
3. **PUBLIC COMMENT** - None
4. **APPROVAL OF BOARD MEETING MINUTES**
Motion to approve the minutes from the January 9, 2024, meeting, made by Wiess, second made by Sleger. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from January, 2024, made by Weiss, second made by Koach. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT**
Pennefeather attended the Environmental Advisory Board program, Strengthening Ecosystems with Native Plants, and found it informative.
7. **DIRECTOR'S REPORT**
Dawson fielded questions concerning the monthly report.
8. **COMMUNICATIONS**
 - A. Library Newsletter – January 2024
 - B. Manitowoc Calumet Library System Year in Review Infographic
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
Bids opened today for the Roosevelt Street project. An upcoming public meeting will cover the proposed battery/energy storage facility at the industrial park.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**
The 2024/25 school calendar was approved by the board.
11. **REPORT FROM COUNTY REPRESENTATIVE**
One bus was awarded via the Mobility Management grant. Linda Herman, Deputy County Clerk, retired February 2. Manitowoc County SWCD will host the Lake Michigan Area Land & Water Conservation Association Summer Tour in 2024.

12. UNFINISHED BUSINESS

Motion to approve the review of Emergency Policy without changes, and approve the changes to the procedures made by Guyette, second made by Pennefeather. Voice vote carried unanimously.

13. NEW BUSINESS

A. Motion to approve the 2023 Lester Public Library Annual report made by Guyette, second made by Sleger. Voice vote carried unanimously.

B. Dawson presented and answered questions of the review of the 2023-year end financials.

C. Motion to approve moving \$12,500.00 from the gift investments at Edward Jones to the City of Two Rivers to balance the 2023 budget made by Koach, second made by Pennefeather. Voice vote carried unanimously.

D. Pennefeather was appointed by President Palmer to put together a slate of officers for nomination of the 2024-25 Library Board officers.

E. Dawson presented the Library Board member terms, with Gadd and Stone opting in for another term for the 2024-25 year.

14. BOARD EDUCATION

Dawson shared a video that outlined the World on the Move exhibit. In the video, Ed Liebow, American Anthropological Association, shared the reasons for the exhibit and what the developers hope to achieve from the exhibit touring the United States.

15. CLOSED EXECUTIVE SESSION – None

16. ADJOURNMENT

Motion to adjourn made by Koach, second made by Sleger. Voice vote carried unanimously. Meeting adjourned at 7:30 PM.

Respectfully submitted by Jeff Dawson

CITY OF TWO RIVERS

Balance Sheet
February 29, 2024

LIBRARY FUND 280

ASSETS

280-11100	CASH	771,701.76	
280-11800	PETTY CASH ADVANCES	450.00	
280-13800	OTHER ACCOUNTS RECEIVABLE	.00	
280-14400	DUE FROM OTHER FUNDS	.00	
280-15800	DUE FROM TAX FUND	.00	
280-16200	PREPAID TELEPHONE CHARGES	.00	
	Total Assets		772,151.76

LIABILITIES AND EQUITY

LIABILITIES

280-21100	ACCOUNTS PAYABLE	.00	
280-21110	PAYROLL PAYABLE	.00	
280-21520	DUE WI RETIREMENT FUND	.00	
280-21530	HEALTH INS DDCTNS PAYBLE	.00	
280-21531	LIFE INSURANCE DED PAYABL	.00	
280-21532	DENTAL INSURANCE PAYABLE	.00	
280-21540	CHARITABLE CONT PAYABLE	.00	
280-21541	LIBRARY DEDUCTION PAYABLE	.00	
280-21550	UNION DUES DDCTNS PAYABLE	.00	
280-21560	SECTION 125 PAYABLE	.00	
280-21561	CREDIT UNION DDCTNS PAYAB	.00	
280-21570	ICMA ANNUITY PAYABLE	.00	
280-21581	GARNISHMENT OF WAGES-TAX	.00	
280-21590	OTHER DEDUCTIONS PAYABLE	.00	
280-21810	UNUSED VACATION CREDITS	.00	
280-21910	UNUSED SICK LEAVE CREDITS	534.05	
280-21911	UNUSED COMP TIME	.00	
280-23101	LIBRARY DONATIONS	.00	
280-23105	OTHER DEPOSITS	.00	
280-25200	DUE TO OTHER FUNDS	.00	
280-26100	DEFERRED TAX RLL CLLCTNS	.00	
280-26910	DESIGNATED FR SUBSEQ YEAR	.00	
280-29410	SALES TAX COLLCTN PYBLE	35.14	
	Total Liabilities		569.19

FUND EQUITY

	Unappropriated Fund Balance:		
280-34100	FUND BALANCE UNRESERVED	7,681.13	
280-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	Revenue over Expenditures - YTD	763,901.44	
	Total Fund Equity		771,582.57
	Total Liabilities and Equity		772,151.76

CITY OF TWO RIVERS

BALANCE SHEET

FEBRUARY 29, 2024

LIBRARY GIFT FUND 282

ASSETS

282-11100	CASH	15,724.01	
282-11301	SAVINGS ACCOUNT - BFN	.00	
282-11302	GENERAL FUND INVESTMENT	81,701.00	
282-13800	OTHER ACCOUNTS RECEIVABLE	.00	
	TOTAL ASSETS		97,425.01

LIABILITIES AND EQUITY

LIABILITIES

282-21100	ACCOUNTS PAYABLE	.00	
	TOTAL LIABILITIES		.00

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:

282-34100	FUND BALANCE UNRESERVED	95,513.27	
282-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	REVENUE OVER EXPENDITURES - YTD	1,911.74	
	TOTAL FUND EQUITY		97,425.01
	TOTAL LIABILITIES AND EQUITY		97,425.01

CITY OF TWO RIVERS

BALANCE SHEET
FEBRUARY 29, 2024

LIBRARY BLDING & GROUNDS FUND 456

ASSETS

456-11100	CASH	3,398.27	
456-11301	INVESTMENTS	.00	
456-13800	OTHER ACCOUNTS RECEIVABLE	.00	
	TOTAL ASSETS		<u>3,398.27</u>

LIABILITIES AND EQUITY

LIABILITIES

456-21100	ACCOUNTS PAYABLE	.00	
	TOTAL LIABILITIES		.00

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
456-34100	FUND BALANCE UNRESERVED	3,689.49	
456-34110	ENCUMBRANCE-PRIOR YEARS	.00	
	REVENUE OVER EXPENDITURES - YTD	(291.22)	
	TOTAL FUND EQUITY		<u>3,398.27</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,398.27</u>

CITY OF TWO RIVERS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	187,579	192,489	187,579	(4,910)	97.45	171,834
TOTAL INTERGOVERNMENTAL REVE	187,579	192,489	187,579	(4,910)	97.45	171,834
<u>FINES & FORFEITURES</u>						
280-45300 LIBRARY BOOK FINES	44	3,100	391	(2,709)	12.62	671
TOTAL FINES & FORFEITURES	44	3,100	391	(2,709)	12.62	671
<u>CHARGES FOR SERVICE</u>						
280-46712 COPIER SERVICE FEES	601	8,500	1,230	(7,270)	14.47	886
TOTAL CHARGES FOR SERVICE	601	8,500	1,230	(7,270)	14.47	886
<u>MISCELLANEOUS REVENUE</u>						
280-48300 SALE OF PROP & EQUIP	102	4,000	183	(3,817)	4.57	179
280-48500 DONATIONS	0	70,000	0	(70,000)	.00	0
280-48900 OTHER REVENUES	55	3,000	115	(2,885)	3.83	155
TOTAL MISCELLANEOUS REVENUE	157	77,000	298	(76,702)	.39	334
<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	188,381	962,879	871,288	(91,591)	90.49	805,012

CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
FEBRUARY 29, 2024 BUDGET

LESTER LIBRARY F 280 EXPENSE DETAIL

	PERIOD	2024	2024	OVER	% OF	PRIOR YTD	
	ACTUAL	BUDGET	YTD	(UNDER)	BUDGET	ACTUAL	
<u>LESTER LIBRARY</u>							
LIBRARY ADMINISTRATION							
<i><u>PERSONNEL SERVICES</u></i>							
280-55110-1100	FULLTIME ADMINISTRATION	23,890	310,564	40,634 (269,930)	13.08	44,061
280-55110-1200	WAGES - FULLTIME	0	0	162	162	.00	0
280-55110-1220	WAGES - FULLTIME	3,154	40,997	5,360 (35,637)	13.07	5,731
280-55110-1270	WAGES - PART TIME	13,036	158,575	21,092 (137,483)	13.30	21,142
280-55110-1280	WAGES-LONGEVITY PAY	0	7,902	0 (7,902)	.00	0
280-55110-1290	WAGES-OVERTIME	0	591	0 (591)	.00	0
280-55110-1310	WI RETIREMENT	2,189	28,679	3,689 (24,990)	12.86	4,014
280-55110-1320	FICA	2,961	40,058	4,935 (35,123)	12.32	5,164
280-55110-1330	HEALTH INSURANCE	7,524	94,316	15,049 (79,267)	15.96	13,099
280-55110-1334	HEALTH INSURANCE OPT-OUT	385	5,000	769 (4,231)	15.38	769
280-55110-1340	LIFE INSURANCE	130	1,640	261 (1,379)	15.89	234
280-55110-1350	OTHER BENEFITS	0	0	0	0	.00	0
280-55110-1361	SICK LEAVE PAYOUT	467	0	467	467	.00	1,122
TOTAL PERSONNEL SERVICES		53,735	688,322	92,417 (595,905)	13.43	95,338
<i><u>CONTRACTUAL SERVICES</u></i>							
280-55110-2100	PROF SERV - CITY SERVICES	2,606	50,375	2,606 (47,770)	5.17	9,572
280-55110-2130	PROFESSIONAL SERVICES	58	6,500	408 (6,092)	6.27	608
280-55110-2200	TELEPHONE EXPENSE	0	1,200	0 (1,200)	.00	195
280-55110-2210	ELECTRICITY	1,538	25,000	2,898 (22,102)	11.59	4,781
280-55110-2220	NATURAL GAS/HEAT	2,719	13,500	2,719 (10,781)	20.14	2,476
280-55110-2230	WATER EXPENSE	174	2,160	348 (1,812)	16.13	343
280-55110-2240	SEWER EXPENSE	56	884	112 (772)	12.71	140
280-55110-2250	STORMWATER EXPENSE	80	960	160 (800)	16.65	160
280-55110-2410	MAINTENANCE EQUIPMENT/VEH	739	25,000	777 (24,223)	3.11	1,119
280-55110-2450	EQUIPMENT NEW	0	7,500	0 (7,500)	.00	245
280-55110-2910	PRINTING/ADVERTISING	0	1,000	0 (1,000)	.00	280
280-55110-2930	TECHNOLOGY	0	14,000	1,027 (12,973)	7.33	2,484
280-55110-2950	DEBT ISSUANCE COSTS/PAYMENTS	0	0	0	0	.00	2,151
TOTAL CONTRACTUAL SERVICES		7,970	148,079	11,054 (137,025)	7.47	24,554
<i><u>OPERATING SUPPLIES/EXPENSES</u></i>							
280-55110-3100	OFFICE SUPPLIES	85	6,000	170 (5,830)	2.84	458
280-55110-3110	POSTAGE	37	400	71 (329)	17.63	50
280-55110-3300	TRAVEL	48	1,000	48 (952)	4.76	267
280-55110-3560	LANDSCAPING	0	15,000	0 (15,000)	.00	0
280-55110-3960	TECH PROC SUPPLIES	0	0	0	0	.00	0
TOTAL OP SUPPLIES/EXP		170	22,400	288 (22,112)	1.29	776

CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
FEBRUARY 29, 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	0	14,000	0	(14,000)	.00	2,460
280-55110-5950 TRANSFER TO CAP PROJ FNDS	0	1,440	0	(1,440)	.00	1,440
TOTAL FIXED CHARGES	0	15,440	0	(15,440)	.00	3,900
TOTAL LIBRARY ADMINISTRATION	61,875	874,241	103,760	(770,481)	11.87	124,567
ADULT SERVICES						
<i><u>OPERATING SUPPLIES/EXPENSES</u></i>						
280-55111-3230 PERIODICALS	0	2,900	0	(2,900)	.00	1,032
280-55111-3400 NON-FICTION BOOKS	0	14,000	0	(14,000)	.00	768
280-55111-3420 FICTION BOOKS	0	14,000	0	(14,000)	.00	1,612
280-55111-3430 LARGE PRINT BOOKS	420	10,000	546	(9,454)	5.46	1,388
280-55111-3450 MOVIES	0	3,500	0	(3,500)	.00	143
280-55111-3470 AUDIOBOOKS	0	3,200	304	(2,896)	9.49	410
280-55111-3480 MUSIC CD'S	0	0	0	0	.00	0
280-55111-3510 PROGRAMS	0	2,000	0	(2,000)	.00	112
TOTAL OP SUPPLIES/EXP	420	49,600	850	(48,750)	1.71	5,465
TOTAL ADULT SERVICES	420	49,600	850	(48,750)	1.71	5,465

CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
FEBRUARY 29, 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						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55112-3230 PERIODICALS	0	300	0	(300)	.00	0
280-55112-3400 NON-FICTION BOOKS	837	6,138	837	(5,301)	13.63	283
280-55112-3420 FICTION BOOKS	339	1,000	339	(661)	33.90	27
280-55112-3440 PAPERBACKS	0	700	0	(700)	.00	42
280-55112-3450 MOVIES	0	2,500	0	(2,500)	.00	57
280-55112-3470 AUDIOBOOKS	0	1,700	0	(1,700)	.00	0
280-55112-3510 PROGRAMS	0	10,000	0	(10,000)	.00	1,313
280-55112-3530 JE BOOKS	185	6,000	185	(5,815)	3.08	292
TOTAL OP SUPPLIES/EXP	1,361	28,338	1,361	(26,977)	4.80	2,014
TOTAL CHILDREN'S SERVICES	1,361	28,338	1,361	(26,977)	4.80	2,014
REFERENCE						
<u>OPERATING SUPPLIES/EXPENSES</u>						
280-55114-3400 NON-FICTION BOOKS	0	0	0	0	.00	1,217
280-55114-3490 MICROFILM	0	5,200	1,800	(3,400)	34.62	0
TOTAL OP SUPPLIES/EXP	0	5,200	1,800	(3,400)	34.62	1,217
TOTAL REFERENCE	0	5,200	1,800	(3,400)	34.62	1,217

CITY OF TWO RIVERS
2024 MONTHLY GENERAL FUND REPORT
FEBRUARY 29, 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	0
280-55115-3420 FICTION BOOKS	30	4,800	30	(4,770)	.62	124
280-55115-3470 AUDIOBOOKS	0	500	0	(500)	.00	0
280-55115-3510 PROGRAMS	0	0	(500)	(500)	.00	0
<i>TOTAL OP SUPPLIES/EXP</i>	30	5,500	(470)	(5,970)	8.55-	124
TOTAL YOUNG ADULT SERVICES	30	5,500	(470)	(5,970)	8.55-	124
TOTAL LESTER LIBRARY EXP	63,685	962,879	107,300	(855,579)	11.14	133,387
NET REV OVER EXP	124,695	0	763,988	763,988	.00	671,625

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-11100 CASH					
		01/31/2024 (01/24) Balance	.00 *	.00 *	647,005.58
02/29/2024	CA	Cash Allocation - Created: 02/02/24 9:24 AM		-2,670.59	
02/29/2024	CA	Cash Allocation - Created: 02/07/24 3:37 PM	249.80		
02/29/2024	CA	Cash Allocation - Created: 02/08/24 2:39 PM		-2,605.50	
02/29/2024	CA	Cash Allocation - Created: 02/14/24 4:07 PM		-30,977.48	
02/29/2024	CA	Cash Allocation - Created: 02/15/24 4:33 PM		-58.25	
02/29/2024	CA	Cash Allocation - Created: 02/19/24 12:27 PM	187,579.00		
02/29/2024	CA	Cash Allocation - Created: 02/20/24 3:28 PM		-1,620.06	
02/29/2024	CA	Cash Allocation - Created: 02/22/24 12:43 PM		-1,943.47	
02/29/2024	CA	Cash Allocation - Created: 02/26/24 12:32 PM		-22,639.06	
02/29/2024	CA	Cash Allocation - Created: 02/28/24 4:05 PM		-495.63	
03/31/2024	CA	Cash Allocation - Created: 03/03/24 10:15 AM		-122.58	
		02/29/2024 (02/24) Period Totals and Balance	187,828.80 *	-63,132.62 *	771,701.76
280-11800 PETTY CASH ADVANCES					
		01/31/2024 (01/24) Balance	.00 *	.00 *	450.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	450.00
280-21910 UNUSED SICK LEAVE CREDITS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	534.05-
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	534.05-
280-29410 SALES TAX COLLECTN PYBLE					
		01/31/2024 (01/24) Balance	.00 *	.00 *	34.38-
02/05/2024	CR	LIBRARY - SALES TAX		-9.94	
		Description: LIBRARY - SALES TAX			
02/12/2024	CR	LIBRARY - SALES TAX		-7.54	
		Description: LIBRARY - SALES TAX			
02/16/2024	AP	Wisc Dept Of Revenue-DEBITMEMO	34.38		
		**Desc: January 2024 Sales Tax			
02/19/2024	CR	LIBRARY - SALES TAX		-9.74	
		Description: LIBRARY - SALES TAX			
02/26/2024	CR	LIBRARY - SALES TAX		-7.92	
		Description: LIBRARY - SALES TAX			
		02/29/2024 (02/24) Period Totals and Balance	34.38 *	-35.14 *	35.14-
280-34100 FUND BALANCE UNRESERVED					
		01/31/2024 (01/24) Balance	.00 *	.00 *	7,681.13-
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	7,681.13-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-34100 FUND BALANCE UNRESERVED (continued)					
280-41110 GENERAL PROPERTY TAX					
		01/31/2024 (01/24) Balance	.00 *	.00 *	681,790.00-
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	681,790.00-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-43720 COUNTY FUNDS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
02/16/2024 CR		LIBRARY - COUNTY FUNDS		-187,579.00	
		Description: LIBRARY - COUNTY FUNDS			
		02/29/2024 (02/24) Period Totals and Balance	.00 *	-187,579.00 *	187,579.00-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-45300 LIBRARY BOOK FINES					
		01/31/2024 (01/24) Balance	.00 *	.00 *	347.63-
02/05/2024 CR		LIBRARY - LIBRARY BOOK FINES		-6.00	
		Description: LIBRARY - LIBRARY BOOK FINES			
02/12/2024 CR		LIBRARY - LIBRARY BOOK FINES		-7.39	
		Description: LIBRARY - LIBRARY BOOK FINES			
02/19/2024 CR		LIBRARY - LIBRARY BOOK FINES		-13.40	
		Description: LIBRARY - LIBRARY BOOK FINES			
02/22/2024 AP		Manitowoc Public Library	32.97		
		**Desc: Reimburse Missing Item Payment - Lib			
02/26/2024 CR		LIBRARY - LIBRARY BOOK FINES		-49.80	
		Description: LIBRARY - LIBRARY BOOK FINES			
		02/29/2024 (02/24) Period Totals and Balance	32.97 *	-76.59 *	391.25-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-46712 COPIER SERVICE FEES					
		01/31/2024 (01/24) Balance	.00 *	.00 *	629.60-
02/05/2024 CR		LIBRARY - LIBRARY SERVICE FEE		-176.48	
		Description: LIBRARY - LIBRARY SERVICE FEE			
02/12/2024 CR		LIBRARY - LIBRARY SERVICE FEE		-123.62	
		Description: LIBRARY - LIBRARY SERVICE FEE			
02/19/2024 CR		LIBRARY - LIBRARY SERVICE FEE		-178.29	

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-46712 COPIER SERVICE FEES (continued)					
		Description: LIBRARY - LIBRARY SERVICE FEE			
02/26/2024	CR	LIBRARY - LIBRARY SERVICE FEE		-122.29	
		Description: LIBRARY - LIBRARY SERVICE FEE			
		02/29/2024 (02/24) Period Totals and Balance	.00 *	-600.68 *	1,230.28-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-48200 RENT-CITY PROPERTY					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-48300 SALE OF PROP & EQUIP					
		01/31/2024 (01/24) Balance	.00 *	.00 *	80.46-
02/05/2024	CR	LIBRARY - SALE-CITY PROPERTY		-22.38	
		Description: LIBRARY - SALE-CITY PROPERTY			
02/12/2024	CR	LIBRARY - SALE-CITY PROPERTY		-27.14	
		Description: LIBRARY - SALE-CITY PROPERTY			
02/19/2024	CR	LIBRARY - SALE-CITY PROPERTY		-16.67	
		Description: LIBRARY - SALE-CITY PROPERTY			
02/26/2024	CR	LIBRARY - SALE-CITY PROPERTY		-36.19	
		Description: LIBRARY - SALE-CITY PROPERTY			
		02/29/2024 (02/24) Period Totals and Balance	.00 *	-102.38 *	182.84-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-48400 REFUND FOR PRIOR YEARS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-48900 OTHER REVENUES					
		01/31/2024 (01/24) Balance	.00 *	.00 *	60.00-
02/05/2024	CR	LIBRARY - LIBRARY-MISCELLANEOUS		-35.00	
		Description: LIBRARY - LIBRARY-MISCELLANEOUS			
02/19/2024	CR	LIBRARY - LIBRARY-MISCELLANEOUS		-10.00	

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-48900 OTHER REVENUES (continued)					
		Description: LIBRARY - LIBRARY-MISCELLANEOUS			
02/26/2024	CR	LIBRARY - LIBRARY-MISCELLANEOUS		-10.00	
		Description: LIBRARY - LIBRARY-MISCELLANEOUS			
		02/29/2024 (02/24) Period Totals and Balance	.00 *	-55.00 *	115.00-
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-49110 PROCEEDS FROM DEBT					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
280-55110-1100 FULLTIME ADMINISTRATION					
		01/31/2024 (01/24) Balance	.00 *	.00 *	16,744.80
02/09/2024	PC	PAYROLL TRANS FOR 2/3/2024 PAY PERIOD	11,944.81		
02/23/2024	PC	PAYROLL TRANS FOR 2/17/2024 PAY PERIOD	11,944.80		
		02/29/2024 (02/24) Period Totals and Balance	23,889.61 *	.00 *	40,634.41
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1110 SALARIES-OTHER(FD&PD)					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1200 WAGES - FULLTIME					
		01/31/2024 (01/24) Balance	.00 *	.00 *	161.92
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	161.92
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1220 WAGES - FULLTIME					
		01/31/2024 (01/24) Balance	.00 *	.00 *	2,206.11
02/09/2024	PC	PAYROLL TRANS FOR 2/3/2024 PAY PERIOD	1,576.80		
02/23/2024	PC	PAYROLL TRANS FOR 2/17/2024 PAY PERIOD	1,576.80		
		02/29/2024 (02/24) Period Totals and Balance	3,153.60 *	.00 *	5,359.71

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1220 WAGES - FULLTIME (continued)					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
280-55110-1230 WAGES - PART TIME					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
280-55110-1270 WAGES - PART TIME					
		01/31/2024 (01/24) Balance	.00 *	.00 *	8,056.51
02/09/2024	PC	PAYROLL TRANS FOR 2/3/2024 PAY PERIOD	6,680.85		
02/23/2024	PC	PAYROLL TRANS FOR 2/17/2024 PAY PERIOD	6,355.08		
		02/29/2024 (02/24) Period Totals and Balance	13,035.93 *	.00 *	21,092.44
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
280-55110-1280 WAGES-LONGEVITY PAY					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
280-55110-1310 WI RETIREMENT					
		01/31/2024 (01/24) Balance	.00 *	.00 *	1,500.47
02/09/2024	PB	PAYROLL TRANS FOR 2/3/2024 PAY PERIOD	1,121.40		
02/23/2024	PB	PAYROLL TRANS FOR 2/17/2024 PAY PERIOD	1,067.22		
		02/29/2024 (02/24) Period Totals and Balance	2,188.62 *	.00 *	3,689.09
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
280-55110-1320 FICA					
		01/31/2024 (01/24) Balance	.00 *	.00 *	1,973.71
02/09/2024	PB	PAYROLL TRANS FOR 2/3/2024 PAY PERIOD	1,505.69		
02/23/2024	PB	PAYROLL TRANS FOR 2/17/2024 PAY PERIOD	1,455.28		
		02/29/2024 (02/24) Period Totals and Balance	2,960.97 *	.00 *	4,934.68
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
				Unexpended	.00
280-55110-1330 HEALTH INSURANCE					
		01/31/2024 (01/24) Balance	.00 *	.00 *	7,524.36

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1330 HEALTH INSURANCE (continued)					
02/09/2024	PB	PAYROLL TRANS FOR 2/3/2024 PAY PERIOD	7,524.36		
		02/29/2024 (02/24) Period Totals and Balance	7,524.36 *	.00 *	15,048.72
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1331 HEALTH INSURANCE DEDUCTBL					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1334 HEALTH INSURANCE OPT-OUT					
		01/31/2024 (01/24) Balance	.00 *	.00 *	384.62
02/09/2024	PC	PAYROLL TRANS FOR 2/3/2024 PAY PERIOD	192.31		
02/23/2024	PC	PAYROLL TRANS FOR 2/17/2024 PAY PERIOD	192.31		
		02/29/2024 (02/24) Period Totals and Balance	384.62 *	.00 *	769.24
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1340 LIFE INSURANCE					
		01/31/2024 (01/24) Balance	.00 *	.00 *	130.33
02/09/2024	PB	PAYROLL TRANS FOR 2/3/2024 PAY PERIOD	130.33		
		02/29/2024 (02/24) Period Totals and Balance	130.33 *	.00 *	260.66
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1350 OTHER BENEFITS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1361 SICK LEAVE PAYOUT					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
02/09/2024	PC	PAYROLL TRANS FOR 2/3/2024 PAY PERIOD	466.62		
		02/29/2024 (02/24) Period Totals and Balance	466.62 *	.00 *	466.62
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-1370 WAGES-VACATION PAY					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-1370 WAGES-VACATION PAY (continued)					
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2100 PROF SERV - CITY SERVICES					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
01/30/2024 AP		Municipal Elec Utilities of WI	78.12		
		**Desc: 2023 Annual Access Fee for MSDS Online			
02/01/2024 AP		Municipal Elec Utilities of WI	2,527.38		
		**Desc: Regional Safety Management Program Annual Program Fee 2024			
		02/29/2024 (02/24) Period Totals and Balance	2,605.50 *	.00 *	2,605.50
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2130 PROFESSIONAL SERVICES					
		01/31/2024 (01/24) Balance	.00 *	.00 *	349.47
02/01/2024 AP		Unique Management Services Inc	58.25		
		**Desc: Jan 2024 Placements-Lib			
		02/29/2024 (02/24) Period Totals and Balance	58.25 *	.00 *	407.72
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2140 BLDG MAINT CONTRACTS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2210 ELECTRICITY					
		01/31/2024 (01/24) Balance	.00 *	.00 *	1,359.74
02/20/2024 HJ		Harris Journal Entry	1,537.80		
		02/29/2024 (02/24) Period Totals and Balance	1,537.80 *	.00 *	2,897.54
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2220 NATURAL GAS/HEAT					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
01/19/2024 AP		Wisconsin Public Service Corp	1,410.36		

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-2220 NATURAL GAS/HEAT (continued)					
		**Desc: LIBRARY			
02/16/2024	AP	Wisconsin Public Service Corp	1,308.86		
		**Desc: LIBRARY			
		02/29/2024 (02/24) Period Totals and Balance	2,719.22 *	.00 *	2,719.22
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2230 WATER EXPENSE					
		01/31/2024 (01/24) Balance	.00 *	.00 *	174.23
02/20/2024	HJ	Harris Journal Entry	174.23		
		02/29/2024 (02/24) Period Totals and Balance	174.23 *	.00 *	348.46
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2231 CIRCULATION SYSTEM					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2240 SEWER EXPENSE					
		01/31/2024 (01/24) Balance	.00 *	.00 *	56.20
02/20/2024	HJ	Harris Journal Entry	56.20		
		02/29/2024 (02/24) Period Totals and Balance	56.20 *	.00 *	112.40
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2250 STORMWATER EXPENSE					
		01/31/2024 (01/24) Balance	.00 *	.00 *	79.93
02/20/2024	HJ	Harris Journal Entry	79.93		
		02/29/2024 (02/24) Period Totals and Balance	79.93 *	.00 *	159.86
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2410 MAINTENANCE EQUIPMENT/VEH					
		01/31/2024 (01/24) Balance	.00 *	.00 *	38.00
01/26/2024	AP	4 K's Pest Control LLC	50.00		
		**Desc: General Pest Control - Library			
02/21/2024	AP	Schaus Mechanical	638.86		

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-2410 MAINTENANCE EQUIPMENT/VEH (continued)					
		**Desc: Maint - Lib			
02/26/2024	AP	4 K's Pest Control LLC	50.00		
		**Desc: Pest control - Library			
		02/29/2024 (02/24) Period Totals and Balance	738.86 *	.00 *	776.86
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2430 EQUIPMENT REPAIRS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-2930 TECHNOLOGY					
		01/31/2024 (01/24) Balance	.00 *	.00 *	1,026.86
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	1,026.86
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-3100 OFFICE SUPPLIES					
		01/31/2024 (01/24) Balance	.00 *	.00 *	85.10
02/29/2024	JE	Allocation of Paper and Copy Machine Costs - F	85.10		
		02/29/2024 (02/24) Period Totals and Balance	85.10 *	.00 *	170.20
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-3110 POSTAGE					
		01/31/2024 (01/24) Balance	.00 *	.00 *	33.04
02/29/2024	JE	Postage Allocation - Feb 2024	37.48		
		02/29/2024 (02/24) Period Totals and Balance	37.48 *	.00 *	70.52
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-3300 TRAVEL					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
02/23/2024	PC	PAYROLL TRANS FOR 2/17/2024 PAY PERIOD	47.57		
		02/29/2024 (02/24) Period Totals and Balance	47.57 *	.00 *	47.57
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55110-3500 BLDGS./GRNDS MAINT					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55110-3500 BLDGS./GRNDS MAINT (continued)					
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual 80,993.27- Total	80,993.27- YTD Budget	160,000.00- Unexpended	79,006.73-
280-55111-3430 LARGE PRINT BOOKS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	126.08
01/18/2024 AP		Center Point Large Print	183.22		
		**Desc: Alp-Lib			
02/01/2024 AP		Center Point Large Print	44.94		
		**Desc: Alp-Lib			
02/03/2024 AP		Center Point Large Print	167.79		
		**Desc: Alp-Lib			
02/03/2024 AP		Center Point Large Print	23.97		
		**Desc: Alp-Lib			
		02/29/2024 (02/24) Period Totals and Balance	419.92 *	.00 *	546.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	17,000.00- Unexpended	17,000.00-
280-55111-3440 PAPERBACKS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual 295.00- Total	295.00- YTD Budget	6,000.00- Unexpended	5,705.00-
280-55111-3470 AUDIOBOOKS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	303.54
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	303.54
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	110,000.00- Unexpended	110,000.00-
280-55112-3400 NON-FICTION BOOKS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
01/12/2024 AP		Penworthy Company LLC, The	610.06		
		**Desc: Jnf-Lib			
02/07/2024 AP		Penworthy Company LLC, The	226.76		
		**Desc: Jn-Lib			
		02/29/2024 (02/24) Period Totals and Balance	836.82 *	.00 *	836.82
YTD Encumbrance	.00	YTD Actual 100.00- Total	100.00- YTD Budget	1,500.00- Unexpended	1,400.00-
280-55112-3420 FICTION BOOKS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55112-3420 FICTION BOOKS (continued)					
01/12/2024	AP	Penworthy Company LLC, The	285.10		
		**Desc: J-Lib			
02/07/2024	AP	Penworthy Company LLC, The	53.90		
		**Desc: J-Lib			
		02/29/2024 (02/24) Period Totals and Balance	339.00 *	.00 *	339.00
YTD Encumbrance	.00	YTD Actual 1,050.00- Total	1,050.00-	YTD Budget 3,500.00-	Unexpended 2,450.00-
280-55112-3440 PAPERBACKS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual 4,350.00- Total	4,350.00-	YTD Budget 3,000.00-	Unexpended 1,350.00
280-55112-3530 JE BOOKS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
01/12/2024	AP	Penworthy Company LLC, The	131.85		
		**Desc: Je-Lib			
02/07/2024	AP	Penworthy Company LLC, The	52.91		
		**Desc: Je-Lib			
		02/29/2024 (02/24) Period Totals and Balance	184.76 *	.00 *	184.76
YTD Encumbrance	.00	YTD Actual 350.00- Total	350.00-	YTD Budget 500.00-	Unexpended 150.00-
280-55113-5000 FIXED CHARGES					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual 3,148.90- Total	3,148.90-	YTD Budget 24,000.00-	Unexpended 20,851.10-
280-55114-3490 MICROFILM					
		01/31/2024 (01/24) Balance	.00 *	.00 *	1,800.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	1,800.00
YTD Encumbrance	.00	YTD Actual 66,913.65- Total	66,913.65-	YTD Budget 820,000.00-	Unexpended 753,086.35-
280-55115-3420 FICTION BOOKS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55115-3420 FICTION BOOKS (continued)					
02/07/2024	AP	Penworthy Company LLC, The	29.96		
		**Desc: YA - Lib			
		02/29/2024 (02/24) Period Totals and Balance	29.96 *	.00 *	29.96
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
280-55115-3440 PAPERBACKS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	10,650.00-	Total	10,650.00-
		YTD Budget	120,000.00-	Unexpended	109,350.00-
280-55115-3510 PROGRAMS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	500.00-
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	500.00-
YTD Encumbrance	.00	YTD Actual	1,380.00-	Total	1,380.00-
		YTD Budget	18,000.00-	Unexpended	16,620.00-
Number of transactions: 74		Number of accounts: 58		Debit	Credit
				Proof	
Total LIBRARY FUND:			251,581.41	-251,581.41	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
280-55115-3510 PROGRAMS (continued)					
282-11100 CASH					
		01/31/2024 (01/24) Balance	.00 *	.00 *	3,056.66
02/29/2024 CA		Cash Allocation - Created: 02/20/24 3:28 PM	157.00		
02/29/2024 CA		Cash Allocation - Created: 02/21/24 12:13 PM	12,500.00		
02/29/2024 CA		Cash Allocation - Created: 02/28/24 4:05 PM	10.35		
		02/29/2024 (02/24) Period Totals and Balance	12,667.35 *	.00 *	15,724.01
282-11301 SAVINGS ACCOUNT - BFN					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
282-11302 GENERAL FUND INVESTMENT					
		01/31/2024 (01/24) Balance	.00 *	.00 *	94,201.00
02/20/2024 CR		LIBRARY INVESTMENT REDEMPTION - EDW		-12,500.00	
		Description: LIBRARY INVESTMENT REDEMPTION - EDWARD JONES			
		02/29/2024 (02/24) Period Totals and Balance	.00 *	-12,500.00 *	81,701.00
282-13800 OTHER ACCOUNTS RECEIVABLE					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
282-34100 FUND BALANCE UNRESERVED					
		01/31/2024 (01/24) Balance	.00 *	.00 *	95,513.27-
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	95,513.27-
282-48100 INTEREST INCOME					
		01/31/2024 (01/24) Balance	.00 *	.00 *	69.39-
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	69.39-
YTD Encumbrance	.00	YTD Actual 23,472.35- Total	23,472.35-	YTD Budget 140,000.00- Unearned	116,527.65
282-48500 DONATIONS					
		01/31/2024 (01/24) Balance	.00 *	.00 *	1,675.00-
02/19/2024 CR		LIBRARY - DONATIONS-GIFT FUND		-157.00	
		Description: LIBRARY - DONATIONS-GIFT FUND			
02/26/2024 CR		LIBRARY - DONATIONS-GIFT FUND		-10.35	
		Description: LIBRARY - DONATIONS-GIFT FUND			
		02/29/2024 (02/24) Period Totals and Balance	.00 *	-167.35 *	1,842.35-

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance
282-48500 DONATIONS (continued)					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget		20,000.00-	Unearned		20,000.00
282-48510 FOUNDATION DONATION					
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget		.00	Unearned		.00
Number of transactions: 6	Number of accounts: 8		Debit	Credit	Proof
Total LIBRARY GIFT FUND:			12,667.35	-12,667.35	.00

Date	Journal	Payee or Description	Debit Amount	Credit Amount	Balance				
282-48510 FOUNDATION DONATION (continued)									
456-11100 CASH									
		01/31/2024 (01/24) Balance	.00 *	.00 *	3,689.49				
02/29/2024	CA	Cash Allocation - Created: 02/15/24 4:33 PM		-291.22					
		02/29/2024 (02/24) Period Totals and Balance	.00 *	-291.22 *	3,398.27				
456-11301 INVESTMENTS									
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00				
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00				
456-34100 FUND BALANCE UNRESERVED									
		01/31/2024 (01/24) Balance	.00 *	.00 *	3,689.49-				
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	3,689.49-				
456-51600-8170 CO - OTHER IMPROVEMENTS									
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00				
01/31/2024	AP	Marco Technologies LLC	291.22						
		**Desc: WOMT Printing - Lib							
		02/29/2024 (02/24) Period Totals and Balance	291.22 *	.00 *	291.22				
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	200.00	Unexpended	200.00
456-51600-9540 INFORMATION MANAGEMENT									
		01/31/2024 (01/24) Balance	.00 *	.00 *	.00				
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00				
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	200.00	Unexpended	200.00
Number of transactions: 2		Number of accounts: 5				Debit	Credit	Proof	
Total LIBRARY BLDING & GROUNDS FUND:						291.22	-291.22	.00	
Number of transactions: 111		Number of accounts: 230				Debit	Credit	Proof	
Grand Totals:						272,830.84	-335,268.54	62,437.70-	

Report Criteria:

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

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

Long-term investing: Four tips for staying on course

It can be difficult to stay the course during periods of market volatility and uncertainty. Follow these four tips to help stay on course: Review your portfolio regularly. Diversify your portfolio.* Avoid owning too much of a single investment. And finally, stay invested. Schedule time today with your financial advisor to discuss your long-term financial strategy. *Diversification does not guarantee a profit or protect against loss in declining markets.

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	
\$83,274.23	
1 Month Ago	\$94,279.42
1 Year Ago	\$85,917.39
3 Years Ago	\$328,837.12
5 Years Ago	\$266,677.40

Value Summary		
	This Period	This Year
Beginning value	\$94,279.42	\$94,140.47
Assets added to account	0.00	0.00
Assets withdrawn from account	-12,500.00	-12,500.00
Fees and charges	-92.87	-184.86
Change in value	1,587.68	1,818.62
Ending Value	\$83,274.23	

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

Asset Details (as of Feb 23, 2024)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

					Balance
Cash					\$0.02
	Current Yield/Rate	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market	4.67%*	45.60	12,500.24	-12,500.00	45.84

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

Exchange Traded & Closed End Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Amrc Avnt SC ETF	61.94	15	816.15	112.95	929.10

Asset Details (continued)

Mutual Funds	Price	Quantity	Cost Basis	Unrealized Gain/Loss	Value
Artisan INTL Small-Mid I	17.80	53.154	910.75	35.39	946.14
Bridge Builder Core Bond	8.85	1,686.281	17,148.08	-2,224.49	14,923.59
Bridge Builder Core Plus Bond	8.71	2,189.523	22,105.65	-3,034.90	19,070.75
Bridge Builder INTL Equity	12.58	682.979	7,710.27	881.61	8,591.88
Bridge Builder Large Growth	24.36	421.582	6,598.71	3,671.03	10,269.74
Bridge Builder Large Value	16.90	606.357	7,525.67	2,721.76	10,247.43
Bridge Builder Small/Mid Grw	15.09	166.26	2,361.80	147.06	2,508.86
Bridge Builder Small/Mid Value	13.98	240.803	2,628.14	738.29	3,366.43
Dfa International Value I	20.28	85.269	1,667.33	61.93	1,729.26
JPM U.S. Govt Mny Mkt Capital	1.00	434.43	—	—	434.43
MainStay Mackay High Yd Cp R6	5.14	807.641	4,396.61	-245.34	4,151.27
PIMCO INTL Bond (USD-Hedged) I	9.80	183.729	1,771.67	28.87	1,800.54
Principal Midcap R6	40.67	62.566	2,312.65	231.91	2,544.56
TRP International Stock I	19.38	88.462	1,472.88	241.51	1,714.39
Total Account Value					\$83,274.23

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

Summary of Realized Gain/Loss

	This Year
Short Term (assets held 1 year or less)	-\$16.47
Long Term (held over 1 year)	1,413.98
Total	\$1,397.51

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

Detail of Realized Gain/Loss from Sale of Securities

	Purchase Date	Sale Date	Quantity	Cost Basis	Proceeds	Realized Gain/Loss	
Bridge Builder Core Bond	—	02/14	73.149	\$747.00	\$646.64	-\$100.36	LT
Bridge Builder Core Bond	—	02/14	45.205	405.13	399.61	-5.52	ST
Bridge Builder Large Value	—	02/14	95.412	1,314.33	1,578.12	263.79	LT
Bridge Builder Large Growth	—	02/14	154.303	2,526.27	3,704.82	1,178.55	LT

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

	Purchase Date	Sale Date	Quantity	Cost Basis	Proceeds	Realized Gain/Loss	
Bridge Builder Small/Mid Value	—	02/14	26.262	314.82	360.58	45.76	LT
Bridge Builder Small/Mid Value	—	02/14	10.35	143.50	142.10	-1.40	ST
Bridge Builder Small/Mid Grw	03/26/2020	02/14	38.053	540.78	571.55	30.77	LT
Bridge Builder Core Plus Bond	—	02/14	99.627	1,011.69	866.76	-144.93	LT
Bridge Builder Core Plus Bond	—	02/14	62.076	549.11	540.06	-9.05	ST
Bridge Builder INTL Equity	03/08/2021	02/14	108.267	1,223.77	1,329.52	105.75	LT
Bridge Builder INTL Equity	12/27/2023	02/14	19.444	239.16	238.77	-0.39	ST
Dfa International Value I	03/22/2022	02/14	20.064	395.46	393.46	-2.00	LT
MainStay Mackay High Yd Cp R6	—	02/14	122.257	672.09	625.95	-46.14	LT
MainStay Mackay High Yd Cp R6	—	02/14	10.573	54.24	54.13	-0.11	ST
Principal Midcap R6	03/22/2022	02/14	19.117	709.24	756.64	47.40	LT
TRP International Stock I	—	02/14	15.355	255.89	291.29	35.40	LT

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

Investment and Other Activity by Date

Date	Description	Quantity	Amount
2/01	Dividend on JPM U.S. Govt Mny Mkt Capital on 524.89 Shares at Daily Accrual Rate		\$2.43
2/01	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	2.43	-2.43
2/01	Dividend on Bridge Builder Core Bond on 1,798.495 Shares at Daily Accrual Rate		55.26
2/01	Reinvestment into Bridge Builder Core Bond @ 9.00	6.14	-55.26
2/01	Dividend on Bridge Builder Core Plus Bond on 2,341.853 Shares at Daily Accrual Rate		83.14
2/01	Reinvestment into Bridge Builder Core Plus Bond @ 8.87	9.373	-83.14
2/01	Dividend on MainStay Mackay High Yd Cp R6 on 935.584 Shares @ 0.026		25.07
2/01	Reinvestment into MainStay Mackay High Yd Cp R6 @ 5.13	4.887	-25.07
2/01	Dividend on PIMCO INTL Bond (USD-Hedged) I on 183.329 Shares at Daily Accrual Rate		3.93
2/01	Reinvestment into PIMCO INTL Bond (USD-Hedged) I @ 9.83	0.4	-3.93
2/07	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-92.89	92.89
2/07	Program & Portfolio Strat Fees		-92.89
2/16	Sell Bridge Builder Core Bond @ 8.84	-118.354	1,046.25
2/16	Sell Bridge Builder Large Value @ 16.54	-95.412	1,578.12
2/16	Sell Bridge Builder Large Growth @ 24.01	-154.303	3,704.81
2/16	Sell Bridge Builder Small/Mid Value @ 13.73	-36.612	502.68
2/16	Sell Bridge Builder Small/Mid Grw @ 15.02	-38.053	571.55

Investment and Other Activity by Date (continued)

Date	Description	Quantity	Amount
2/16	Sell Bridge Builder Core Plus Bond @ 8.70	-161.703	1,406.82
2/16	Sell Bridge Builder INTL Equity @ 12.28	-127.711	1,568.29
2/16	Sell Dfa International Value I @ 19.61	-20.064	393.46
2/16	Sell MainStay Mackay High Yd Cp R6 @ 5.12	-132.83	680.09
2/16	Sell Principal Midcap R6 @ 39.58	-19.117	756.64
2/16	Sell TRP International Stock I @ 18.97	-15.355	291.29
2/16	Check Issued Check Number 153196293		-12,500.00
2/23	Fee Offset		0.02

Money Market Detail by Date

Beginning Balance on Jan 27					\$45.60
Date	Transaction	Description	Deposits	Withdrawals	Balance
2/16	Deposit		12,500.00		\$12,545.60
2/16	Withdrawal	Money Market Sale		-12,500.00	\$45.60
2/20	Income	Dividend on Money Market for 29 Days @ 4.69%	0.24		\$45.84
Total			\$12,500.24	-\$12,500.00	
Ending Balance on Feb 23					\$45.84

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

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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
February 2024**

News

- Princh in our new printing system (replacing PrinterOn). It should work much easier than the old system. Patrons can print with Princh from their own devices, including smartphones, tablets, laptops, and chromebooks. Patrons do not have to download any apps or software; they can simply print by opening a web browser and visiting **print.princh.com or scan the QR code found on the various signage being deployed.** **Using Princh does not require a library account, so new visitors can complete their print jobs without having to create any user accounts or passwords.** Princh is committed to our library's and patrons' privacy; for example, the patrons' uploaded documents are not accessible by staff, Princh or any other third party, and they are automatically deleted from the system after 24 hours. The system is live and patrons can start using it immediately, but it will take us a few days to create marketing and handouts and update the website. Chris Hamburg has provided staff training on Princh.
- Tourism Director, Joe Metzen, invited Dawson to record two, two minute segments for the "Two Minutes with Two Rivers Podcast." This is a paid advertising series to promote activities in Two Rivers via WOMT Radio and its affiliates. Dawson recorded the sessions in regards to the World on the Move: 250,000 Years of Human Migration exhibit coming to LPL in March and the segments will be aired during the weeks of March 14 and March 28.
- As of February 29, have live, searchable access to our TR newspapers from 1872 to present. This is the project where we shipped our microfiche for processing. It is available to staff (all city staff computers), through the library's public computers, or to anyone connected to LPL's public Wi-Fi. It is not available off site – exactly like our access to Ancestry.com. Here's the link we are putting on the library's website: <https://lesterlibrary.newspapers.com/>

Library Foundation – No Report

Library Legislation – No Report

Activities

02/01/24 – Two Rivers Business Association Monthly Meeting

02/01/24 – Introduced Environmental Advisory Board Presentation, 'Strengthening Ecosystems with Native Plants'

02/05/24 – Lester Bentley Committee, moved paintings to City Hall for storage

02/05/24 – Two Rivers City Council Meeting

02/06/24 – Lester Public Library Management Team Meeting

02/06/24 – World on the Move Library Staff Meeting
02/06/24 – Educational Horizons Foundation Board Meeting, Two Rivers High School
02/08/24 – City of Two Rivers Safety Committee Meeting
02/09/24 – Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting, Chilton Public Library
02/09/24 – Manitowoc Calumet Library System Directors Meeting, Chilton Public Library
02/09/24 – Met with Stanley Palmer, President, Lester Public Library Board of Trustees
02/13/24 – Explore Two Rivers Board Meeting, City Hall
02/13/24 – Lester Public Library Management Team Meeting
02/13/24 – World on the Move Library Staff Meeting
02/13/24 – Lester Public Library Board of Trustees Meeting
02/14/24 – Lester Public Library All Staff Meeting
02/14/24 – City of Two Rivers Department Heads Meeting
02/19/24 – Two Rivers City Council Meeting
02/22/24 – Introduced “Shipwreck Coast” part of a new programming series partnership with the Friends of Point Beach State Forest
02/23/24 – Recorded 2 segments for Two Minutes with TR, WOMT Radio ads for the World on the Move exhibit.
02/26/24 – World on the Move Library Staff Meeting
02/29/24 – Hosted the City Council work session in the Community Room
02/29/24 – Introduced “Maritime History of Lake Michigan” part of a new programming series partnership with the Friends of Point Beach State Forest

Jeff Dawson, Director, Lester Public Library 3/1/2024

Lester Public Library Statistical Report

Feb-24

Circulation

	Feb 2024		Feb 2023		2024 YTD		2023 YTD		%Chng
		%Circ		%Circ		%Circ		%Circ	
Circulation Total	9,299		9,382	-1%	18,425		19,441	-5%	
Total Visitors	6,120		4,937	24%	11,265		10,102	12%	
Users	Total	%Circ	Total	%Circ	Total	%Circ	Total	%Circ	
Children (0-11)	387	4%	383	4%	849	5%	720	4%	18%
Young Adult (11-17)	167	2%	247	3%	313	2%	457	2%	-32%
Adult (18+)	7,936	85%	7,377	79%	15,467	84%	15,548	80%	-1%
Outreach	335	4%	362	4%	757	4%	702	4%	8%
School	98	1%	234	2%	309	2%	435	2%	-29%
ALL OTHERS	376	4%	779	8%	730	4%	1,579	8%	-54%
Item Type	Total	%Circ	Total	%Circ	Total	%Circ	Total	%Circ	
Adult	5,778	62%	5,871	63%	11,813	64%	12,348	64%	-4%
Youth	3,521	38%	3,511	37%	6,612	36%	7,093	36%	-7%
Self-check use	2,891	31%	2,676	29%	5,537	30%	5,289	27%	5%
Drive Through Use	592	6%	738	8%	1,197	6%	1,693	9%	-29%
LARS ACTIVITY									
Sent to LARS	2,682		2,291	17%	5,574		4,675	19%	
Rec from LARS	1,373		1,363	1%	2,861		2,873	0%	
NEW REGISTRATIONS									
Total	45		42	7%	80		84	-5%	
OVERDRIVE EBooks & EAudiobooks									
Total	1768		1622	9%	3,769		3,441	10%	

Information Services

	Feb 2024	Feb 2023	%Chng	2024 YTD	2023 YTD	%Chng
Walk-in	1124	794	42%	2094	1767	19%
Phone	265	258	3%	626	598	5%
Mail	0	0	0%	0	0	
Electronic	175	116	51%	356	365	-2%
Reference Total	1564	1168	34%	3076	2730	13%
PC Internet Use # of Users	478	399	20%	905	694	30%
PC Internet Use (Hours)	359	298	20%	700	593	18%
Tablet Use (Hours)	3	3	0%	4.5	22	-80%
Computer Use Total	840	700	20%	1609.5	1309	23%

Children's Programming

In-house Programs	17	16	6%	29	26	12%
In-house Attendance	1412	1151	23%	2209	1705	30%
Outreach Programs	7	8	-13%	15	15	0%
Outreach Attendance	639	662	-3%	1396	1397	0%

Young Adult Programs

In-house Programs	0	1	-100%	1	2	-50%
In-house Attendance	0	10	-100%	29	28	4%

Adult Programs

In-house Programs	11	9	22%	20	19	5%
In-house Attendance	251	139	81%	413	327	26%

Meeting Room Use

Bookings	6	2	200%	14	6	133%
Attendance	72	25	188%	152	64	138%

Reference Monthly Statistical Summary

February 2024

Reference Questions

Adult Walk In	1124
Adult Phone*	265
Adult Email	175
Adult Mail	0
Reference Total	1564

Computer Usage

# of Users	478
Internet Hours	359
Tablet	3
	362

Email Requests

*Adult Requests	175
*Youth Requests	
	175

Tablet Use

Sessions	4
Time Used (hrs)	3

Booktalks

# Books Checked Out	238
New Library Cards	3

Dramatic Play

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

# times counted	34
# of patrons	445

Youth Programs

In House	17
Attendance*	1412
Outreach	7
Attendance	639

Young Adult Programs

In House	0
Attendance	0

Adult Programs

Attendance

IP Book Club	14
IP Strictly Fiction	11
IP LPL Flix	31
IP Spool	4
IP EAB	46
IP NOAA	41
IP Maritime	46
IP Book to Art	11
IP International Film	16
IP Card Class	21
IP Genealogy	10

Total # Programs 11

Total Attendance 251

IP Family Game Night	6
IP Story Time/4	177
*Story Time To-Go/4	174
Art to Go/2	166
Family Activity Packs	192
IP Movers AM	89
IP Movers PM	90
Dramatic Play	445
IP Babygarten AM	46
IP Babgarten PM	27
	1412

LBC 8th	100
Magee 4th	66
Koenig 4th	40
LBC 5th	97
Mishicot Middle Sch	152
LBC 6th	86
LBC 7th	98
	639

	0

Online Views

	0

IP=In Person

LIBRARY LINKS

Read. Discover. Connect. Enrich. www.lesterlibrary.org 920.793.8888

Mar '24

WORLD ON THE MOVE:

250,000 Years of Human Migration™

March 20-April 23

SMITHSONIAN
CENTER FOR
FOLKLORE
& CULTURAL
HERITAGE

SMITHSONIAN
FOLKLORE
FESTIVAL

AMERICAN
ANTHROPOLOGICAL
ASSOCIATION

ALA
American
Library
Association

Lester Public Library is one of 15 libraries in the U.S. to host an exhibition that aims to help people appreciate migration histories—their own and those of others—by drawing on case studies from across human history and the breadth of cultures. Through narrative and interactive displays, visitors explore questions like *Where do we come from? Why do we move? How does migration change us?* See insert for details.

Mar 7



Healthy human population



Vibrant quality of life



Thriving species



Protected and reserved habitats



Clean air and water

OUR LAND. OUR WATER. OUR FUTURE.
Nature based practices to build a resilient community

Stormwater Management

Thursday, March 7 • 6:00 PM
@ Community House

Public Works director Matthew Heckenlaible and engineer Scott Ahl describe how the city fulfills Clean Water Act requirements.

Sponsored by the Two Rivers Environmental Advisory Board.

Mar 7-9



Book Sale

Thursday, March 7-
Saturday, March 9

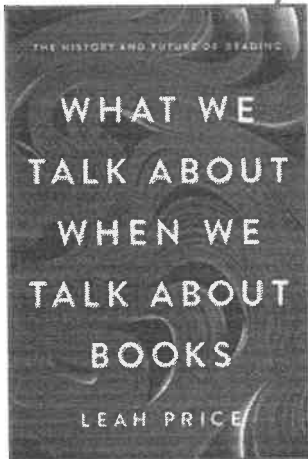
Thursday: Books and music CDs are 50¢; audiobooks and DVDs are \$1. **Friday:** BOGO! **Saturday:** Fill a bag. For \$1, fill a paper sack with all the items that fit. For \$2, receive a reusable book bag to fill. Find the sale down by the fireplace during regular library hours.

LESTER PUBLIC LIBRARY TWO RIVERS, WI

BOOK CLUBS

☀ New members always welcome! Ages 18+

Mar 6



Book Discussion Group

Wednesday, March 6 • 4:00 PM

Meet to discuss *What We Talk About When We Talk About Books* by Leah Price. Reports of the death of reading are greatly exaggerated. Digital-age pundits warn that as our appetite for books dwindles, so too do the virtues in which printed, bound objects once trained us: the willpower to focus on a sustained argument, the curiosity to look beyond the day's news, the willingness to be alone. The shelves of the world's great libraries, though, tell a more complicated story. The club meets the first Wednesday of each month.

April 3 selection: *The Latehomecomer* by Kao Kalia Yang.

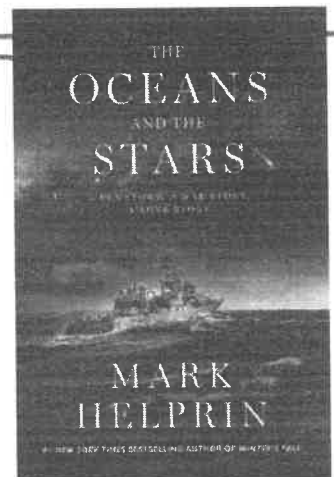
Mar 4

Strictly Fiction

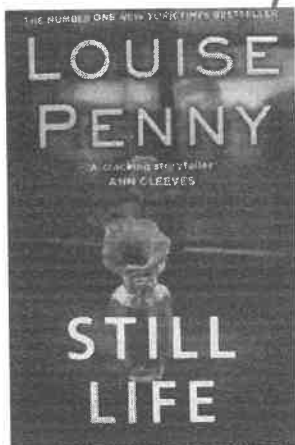
Monday, March 4 • 6:30 PM

Meet to discuss books of different genres the first Monday of each month. The March selection is *The Oceans and the Stars* by Mark Helprin (historical fiction). When the president of the United States attempts to humiliate him by assigning him to the doomed warship Athena, Navy captain Stephen Rensselaer, while exploring a last-chance romance with a brilliant lawyer, is deployed on a mission that subjects his integrity, morality and skill to the ultimate test.

April 1 selection: *Camp Zero* by Michelle Min Sterling (*fiction*).



April 27



Book to Art Club

Saturday, April 27 • 11:00 AM

Discuss the book *Still Life* by Louise Penny and share art. Pick up the selection at the front desk or drive-thru. The June 22 selection, *The Wedding Dress* by Rachel Hauck, will be distributed.

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

READING CHALLENGES

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

Beanstack

Winter Reading Challenge 2024

☀ Continues through April 27.

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

- **Adults (Ages 18+)** Read two books to earn a stylish mug perfect for fireside reading. Read up to six additional books to earn chances at \$25 in Chamber Bucks. The more you read, the better your odds!
- **Teen Winter Reading Challenge (Ages 13-17)** Log reading to earn digital badges and prizes. Read five books to complete the challenge—and pick out a FREE BOOK from our fabulous WALL OF BOOKS!
- **Read On My Own Winter Reading Challenge (Ages 8-12)** Log each book you read. Earn a fun wintry prize for every two books. Read 10 books to complete the challenge—and pick out a FREE BOOK!
- **Read to Me Winter Reading Challenge (Ages 0-7)** Log each book you read. Earn a fun wintry prize for every five books. Read 25 books to complete the challenge and select a FREE BOOK.

NEW

Mystery Maven Challenge (Ages 18+)

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

Ongoing Challenges

- **Above Average Reader 2024:** American adults read an average of 12 books each year, with half reading four or fewer. How do *you* rank? Upon completing your 13th book, attain ABOVE AVERAGE status and receive a congratulatory tote or patch. Continue reading to achieve SUPERIOR status; log 52 books in 2024 to receive a patch for your tote. Ages 14+.
- **Babies Bloom:** Read 100 books by age one. Sharing books together strengthens your baby's foundation for learning, and the bond between baby and their favorite teacher: YOU!
- **1,000 Books Before Kindergarten:** Read 1,000 books together before your child enters five-year-old kindergarten. Earn FREE BOOKS for your home library as you hit each 100-book milestone!
- **500 Books Before Middle School (Ages 6-10):** Now that your child is reading on their own, challenge them to read 500 books before middle school. Earn reading badges, fun charms, and FREE BOOKS!

Mar 1



LPL Flix: Barbie

Friday, March 1 - 1:00 PM - Rated PG-13 - Ages 18+

Barbie and Ken are having the time of their lives in the colorful and seemingly perfect world of Barbie Land. However, when they get a chance to go to the real world, they soon discover the joys and perils of living among humans.

Bring a beverage and we'll furnish the popcorn. *Runtime 1:54.*

MONDAYS

Worker Connection

Mondays, March 4, 11, 18 & 25 - 10:00 AM-noon

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

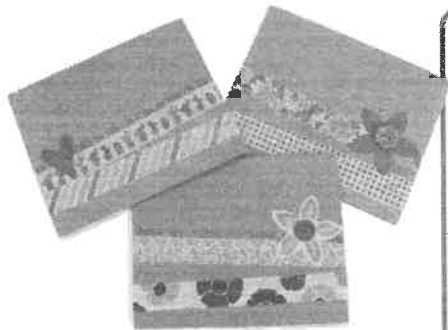


Mar 11

Card Class

Monday, March 11 - 1:00-8:00 PM

Carolee Crabb provides instruction in creating handmade cards the second Monday each month. Drop in any time during the session. Cost is \$7 for materials. Bring double-stick tape and scissors. Meet in the library's Community Room.



Mar 19

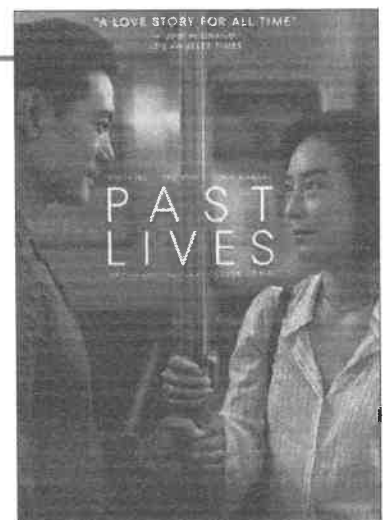
International Film:

Past Lives

Tuesday, March 19 - 6:00 PM - Rated PG-13 - Ages 18+

Nora and Hae Sung, two deeply connected childhood friends, are wrested apart after Nora's family emigrates from South Korea. Twenty years later, they are reunited for one fateful week as they confront notions of love and destiny. Multi-award winner and nominee for best film of 2023.

Bring a beverage; we'll provide the popcorn. *Runtime: 1:45.*





Ridiculous Trivia @ LPL

Friday, March 1 • 7-9:00 PM • Grades 6-12 • FREE

What does a duck say? What color comes after blue in the rainbow? Do you know what 1+2 is? Easy, right? But it's not enough to KNOW the answer...how FAST can you say it?! Compete as a team to win the Ridiculous Championship. Snacks, prizes and other games, too.

Registration required; call 920.793.8888. Teams selected at event.

Activity Night @ LB Clarke

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

An evening of fun for L.B. Clarke students.

James and the Giant Peach Jr. @ Two Rivers High School

Friday, March 15 • 6:30 PM • All ages • \$8

L.B. Clarke Middle School presents a delightfully offbeat adaptation of the classic Roald Dahl adventure. Performances also scheduled on Thursday and Saturday nights. Children seven & under are free.

Garden Rock Painting @ Woodland Dunes Nature Center

Friday, March 22 • 7-8:30 PM • Grades 6-12 • \$2

Teens are invited to paint rocks with a nature theme to help beautify the butterfly garden this spring. Paint one for the Dunes and one to take home. All supplies and hot cocoa provided. Call 920.793.4007 or email jessicaj@woodlanddunes.org to sign up.

Mar 7

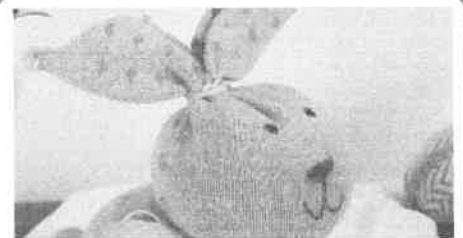


Genealogy Club

Thursday, March 7
10:15 AM-noon

Navigate your family's story. Explore research methods, organize information, overcome roadblocks, discover online resources, and solve mysteries! Just beginning? We'll help you get started. New members always welcome.

Mar 14



Sock Bunnies

Thursday, March 14
6:00 PM • Ages 18+

Transform a baby sock into a cute rice-stuffed bunny. Every bunny needs a carrot, so make one with clothespins and ribbon. A lovely Easter and spring display!

Call 920.793.8888 to register.

To Go Packs

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

Family Activity Pack: Family Tree

Investigate your family's story! Fill in the branches on a family tree. Utilize a family history fill-in book to find games, quizzes, interview questions, and other fun ways to learn more about your family—and uncover great stories! No library card required.

Available beginning March 1.

Youth Art To Go: New packs every other week.

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

- March 4: Woven Coasters
- March 18: Paul Klee Castle Collage

Story Time To Go: New packs weekly.

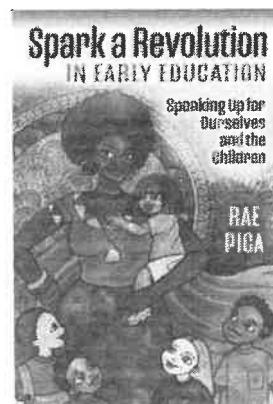
Books, music suggestions, finger plays, and math, science and art activities that reinforce five vital early literacy practices: read, sing, talk, play and write. One per family per week. Geared for ages 0-6. Library card required to check out books that accompany packs.

PARENTS

From the Youth Staff...

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

We're again citing the work of early childhood consultant Rae Pica as she tackles widely held myths about early childhood education in her book, Spark a Revolution in Early Education.



Myth #2: Children Learn By Sitting

Pica writes: The idea that sitting equals learning is closely related to the myth that the mind and body are separate entities, a belief deeply embedded in Western culture and therefore very difficult to combat—despite an impressive and growing body of research showing the link between physical activity and learning/academic performance. The thinking seems to be that if learning involves only the mind, there's no reason to involve the body. Therefore, children need only sit to learn... Today we have research showing how children and the brain learn best. We know that the more senses involved in the learning process, the greater impression it makes and the longer it stays with us (Willis 2016). For example, when children are moving or engaged in active learning—whether they're taking on the shapes of letters with their body or exploring at the water table—they're having three-dimensional experiences that mean at the very least they are seeing, feeling, and hearing. Sitting, by contrast, often involves two-dimensional experiences and two senses at most. *Next week: more on "children learn by sitting."*

0-18M

Spring Babygarten (Ages 0-18 months)

Thursdays, March 28-May 2 • 10:15 AM & 6:30 PM

For babies 0-18 months and their caregivers. Share nursery rhymes, songs and books, plus a weekly project. Each class concludes with free time for play. A limited number of Babygarten to-go packs are available for those unable to attend in person. To-go packs available starting March 15.

Registration required; call 920.793.8888.



18M-3Y

Winter Movers & Shakers (18 months-age 3)

Continues through March 13* • 10:15 AM & 6:30 PM

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

**No evening class March 6; evening session continues to March 20.*



ALL AGES

Story Time (All ages)

Tuesdays, March 5, 12, 19 & 26 • 10:15 AM

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

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



NEW

Dramatic Play Center (All ages)

Soaring imaginations!

What's your clearance, Clarence? What's your vector, Victor? Roger, Roger! Will you be the pilot who mans the cockpit? A security agent? The snack shop clerk? An aircraft marshaller who directs the plane on the tarmac? A ticket agent? Or will you be a passenger who buys a ticket, checks luggage and travels to an exotic destination? Buckle your seatbelts; it's time to fly LPL AIR!



MONDAYS

March

Family Game Night

Mondays, 6:00-7:30 PM

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



MON	TUE	WED	THU	FRI	SAT
<p>4 New Story Time & Art To Go pack available 10:00-noon Worker Connection 6:00-7:30 Family Game Night 6:30 Strictly Fiction</p>	<p>5 10:15 Story Time</p>	<p>6 10:15 <i>only</i> Movers & Shakers 4:00 Book Discussion Group</p>	<p>7 BOOK SALE 10:15-noon Genealogy 6:00 Stormwater Management @ Community House</p>	<p>1 New Family Activity Pack 1:00 LPL Flix 7-9:00 TR Teen: Ridiculous Trivia</p>	<p>2</p>
<p>11 New Story Time To Go pack available 10:00-noon Worker Connection 1-8 Card Class 6:00-7:30 Family Game Night</p>	<p>12 10:15 Story Time 6:00 Library Board Meeting</p>	<p>13 10:15 & 6:30 Movers & Shakers</p>	<p>14 6:00 Sock Bunnies</p>	<p>8 BOOK SALE 6-8:00 TR Teen: Activity Night @ LB Clarke</p>	<p>9 BOOK SALE</p>
<p>18 New Story Time & Art To Go pack available 10:00-noon Worker Connection 6:00-7:30 Family Game Night</p>	<p>19 10:15 Story Time 6:00 International Film</p>	<p>20 6:30 <i>only</i> Movers & Shakers</p>	<p>21</p>	<p>15 6:30 TR Teen: James and the Giant Peach Jr. @ TRHS</p>	<p>16</p>
<p>25 New Story Time To Go pack available 10:00-noon Worker Connection 6:00-7:30 Family Game Night</p>	<p>26 10:15 Story Time</p>	<p>27 6:00 Dr. Pao Lor (see insert)</p>	<p>28 10:15 & 6:30 Babygarten</p>	<p>22 7-8:30 TR Teen: Garden Rock Painting @ Woodland Dunes</p>	<p>23</p>

WORLD ON THE MOVE EXHIBIT OPENS

HOURS

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

Chris' BadgerLink Story

Thursday, February 8, 2024

Chris is the Adult Services Coordinator at Lester Public Library in Two Rivers. Check out [her BadgerLink story](#) below and on [the BadgerLink Stories page](#).

"I told him that he could access this same database at home using his library card. He was incredulous!"



One evening a young man came into the library seeking an auto repair manual. We don't have auto repair manuals on the shelf for most of the newer cars, so I showed him the Auto repair database (<https://badgerlink.dpi.wi.gov/resource/auto-repair-source>) on Badgerlink and found just what he needed. He was thrilled!

I then asked him if he had a library card, and he replied that he did. So, I told him that he could access this same database at home using his library card. He was incredulous!

As they were leaving, I told them to have a good night, to which he replied: "You just made this the BEST night ever!"



Chris' Library, [Lester Public Library](#)

Sign up to receive [BadgerLink news in your inbox!](#) (<https://badgerlink.dpi.wi.gov/bulletin/subscription>)

Library staff -

• Just have to send

You a note to praise you for the realistic, hands on airport setup you have in the kids area

My granddaughter recently flew for the first time and this was a marvelous reminder to her of all the steps at the airport.

Thank you for your fun and creativity that brings joy to children.

Respectfully,
Madeline Rathgeber

Library Director Annual Review Materials

Job Description

Director's Goals

Job Description

Classification: Director, full time

Title: Director

Distinguishing Features of the Position

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

Examples of Characteristic Work

Library Board of Trustees

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

Library Staff

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

Two Rivers Community

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

Library Community

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

Professional Activities

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

Qualifications

Essential Knowledge and Abilities

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

Essential Training and Experience

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

Revised March, 2016

Lester Public Library Director Goals 2023-2024

Categories	Priority Level I to V	Timeline
Board Review/Update of 4 library policies	I	Ongoing
Maintain high visibility in the community	I	Ongoing
Create new strategic plan/ provide quarterly updates to the Board	I	Dec-23
Create Budget	I	Nov-23
Improve marketing of services	I	Ongoing
Review Staff Wages	I	Nov-23
Investigate additional parking options	I	Ongoing
Administer Budget	I	Ongoing
Maintain effective communication with Library Board via monthly reports	I	Ongoing
Maintain positive relations with the Library Board of Trustees	I	Ongoing
Work effectively with the Lester Public Library Foundation	I	Ongoing
Maintain positive relations with City Manager	I	Ongoing
Maintain an active role/good relations as a City Department Head	I	Ongoing
Maintain City Inter-department Cooperation	I	Ongoing
Maintain positive relations with City Council	I	Ongoing
Maintain positive relations with library staff	I	Ongoing
Install an Awning over Staff Entrance	I	Dec-23
Act as Chair of the MCLS Automated Resource Sharing Consortium (LARS)	I	Ongoing
Maintain positive relations across the Manitowoc Calumet Library System	I	Ongoing
Maintain Seat on the Educational Horizons Board	II	Ongoing
Maintain membership in the Chamber of Manitowoc County	II	Ongoing
Maintain Seat on the Explore Two Rivers Tourism Board	II	Ongoing
Accept invitations to speak on library topics	III	Ongoing
Feature a digital library service on a quarterly basis	III	Ongoing
Develop volunteer opportunities in the library	IV	Ongoing
Maintain membership in the Wisconsin Library Association	IV	Ongoing
Maintain membership in the Public Library Association	V	Ongoing
Maintain membership in the American Library Association	V	Ongoing