



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library Lester Public Library			2. Public Library System Manitowoc-Calumet Library System		
3a. Head Librarian First Name Jeffrey	3b. Head Librarian Last Name Dawson	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 04/30/2022
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 the 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 the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 25,000	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 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		
19b. Number of Winter Weeks	26		
19c. Summer Hours Open per Week	52		
19d. Number of Summer Weeks	26		
19e. Total Weeks per Year	52		
19f. Total Hours per year for this location	2,704		

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	16,222
1b. providing reference service	Yes	4,958
1bi. reference service provided via email	Yes	1,443
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	9,821
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content		
1d. offering curbside pickup	Yes	
1e. offering drive-thru circulation of physical materials	Yes	5,829
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	Yes	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	Yes	
1ii. describe "other services": virtual book discussion group; virtual book talks with school district; Beanstack book challenges; e-newsletter; Overdrive Advantage;		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	
2e. augmenting the public's ability to use electronic materials in another way	No	
2f. describe "augmenting in another way":		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	No
4. External Wi-Fi Access Added During COVID-19	Yes
5. External Wi-Fi Access Increased During COVID-19	Yes
6. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	2020-03-03
First date reopened following initial COVID-19 closure	2021-05-03
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	80,929	6,316
2. Electronic Books <i>E-books</i>	167,999	
3. Audio Materials	8,940	153
4. Electronic Audio Materials <i>Downloadable</i>	64,931	
5. Video Materials	8,070	345
6. Electronic Video Materials <i>Downloadable</i>	575	
7. Other Materials Owned 0	444	
8a. Electronic Collections <i>Locally owned or leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	5	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	68	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	111	

III. LIBRARY SERVICES						
1. Circulation Transactions						
a. Total Circulation	b. Children's Materials		c. Circulation of Other Physical Items (subset of 1a.)			
93,439	34,731		0			
2. Interlibrary Loans (ILL)						
Method for Counting ILL Transactions						
Categorized ILL Transactions						
Mode of ILL Transaction (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 System (ILS)			30,080		19,888	
WISCAT			1,007		1,334	
Other (includes OCLC, manual tracking, or other methods)						
Total			31,087		21,222	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count
3,361	1,470	4,831	Actual Count	16,222	Actual Count	25,185
6. Uses of Public Internet Computers			c. Method		7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access		d. Annual Count	a. Method		
16	11		Actual Count	1,205	Did Not Collect	
8. Website Visits		9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals	
-1		-1	3,190	1,904		
10. Uses of Electronic Materials by Library Users						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials	
10,189	7,495	12	17,696		1,087	

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count Method for Counting Number of Programs and Attendance


Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	23	10	14	0	47
Total Program Attendance	1,127	1,267	107	0	2,501
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs		Virtual Program Attendance		e. Total
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	
Number of Programs	15	8	14	0	37
Total Program Attendance	868	1,246	107	0	2,221

Describe the library's in-person programs:

Programs taking place in the library continued to be limited during 2021. Art programs with limited attendance were held outdoors in the library gardens. Book clubs for adults were also held outdoors or masked indoors. 


Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	8	2	0	0	10
Total Live Virtual Program Attendance	259	21			280
Total Views of Live Programs Recorded for Asynchronous Viewing	-1	-1			

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

Zoom, Google Forms

Describe the library's live, virtual programs:

The library conducted virtual story times for two 4k classroom family nights, a community story time for St. Patrick's Day and monthly virtual story times for a community organization utilizing ZOOM. For teens, the 


Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	23	19	4	46
Total Pre-recorded Program Views	1,140	1,675	37	2,852

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

YouTube, Google Slides

Describe the library's pre-recorded programs:

The library created monthly virtual libraries for three age levels utilizing recorded book talks on YouTube, Google slides with links and Google forms for ordering library materials. These virtual libraries were utilized 

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.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Larry	Thomas	1007 18th Street	Two Rivers	54241	slaptastic79@hotmail.com
2. Stanley	Palmer	331 23rd Street	Two Rivers	54241	spalmer@uta.edu
3. David	Pennefeather	1809 21st Street	Two Rivers	54241	dappy66@yahoo.com
4. Kirsten	Sleger	6595 Highway 147	Two Rivers	54241	kirsten.sleger@trschoools.k12.wi.us
5. Rick	Henrickson	4117 Clover Street	Two Rivers	54241	rickhenrickson@co.manitowoc.wi.us
6. Kate	Gadd	2401 Jefferson Street	Two Rivers	54241	katieg919@gmail.com
7. Ned	Guyette	2501 Washington Street	Two Rivers	54241	guyetted@gmail.com
8. Sharon	Sleger	3625 Tannery Road	Two Rivers	54241	sharonsleger@gmail.com
9. Tom	Van Horn	2004 Garfield Street	Two Rivers	54241	6308vat@gmail.com
10.					
11.					
12.					

Number of Library Board Members
Include vacancies in this count

9

VI. LIBRARY OPERATING EXPENDITURES

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

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>		
\$408,053		\$124,900		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
\$75,658	\$0	\$12,795	\$0	\$88,453
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>				
Provider		Amount	Provider	
OCLC Connexion		\$2,000	OverDrive Magazine	
SIRSI Maintenance		\$1,447	Ancestry.com	
WPLC Member Share		\$1,351	Talking Tech Support	
WPLC eBook Buying Pool		\$4,392	Psuedo Library Configuration Setup	
Envisionware		\$1,061	Spectrum Internet	
Reference USA Database		\$1,385	Newspaper Archive Subscription	
				Subtotal 4
				\$18,047
5. Other Operating Expenditures				\$231,978
6. Total Operating Expenditures <i>Add 1 through 5</i>				\$871,431
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	New furnishings and new equipment	\$28,051	\$28,051
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$28,051	\$28,051

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

IX. TRUST FUNDS

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. <i>Wis. Stat. s. 43.58(6)(a)</i>	1. Total Amount of Other Funds at End of Year	1. Total Amount of Trust Funds Held by the Library Board at End of Year
	\$146,426	

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$87,984	40.00		Other		
Adult Services Coordinator	MLS (ALA)	\$58,822	40.00		Other		
Youth Services Coordinator	MLS (ALA)	\$58,822	40.00				
Customer Service Coordinator	Librn. no-MLS	\$44,283	40.00				
Reference Associate Youth	Librn. no-MLS	\$26,870	25.00				
Reference Associate Adult	Librn. no-MLS	\$16,928	20.00				
Reference Associate Adult	Librn. no-MLS	\$16,928	20.00				
Early Literacy Specialist	Librn. no-MLS	\$17,875	25.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Custodian	Other	\$33,342	40.00				
Customer Service Clerk	Other	\$11,246	22.00				
PR Specialist	Other	\$7,745	15.00				
Page	Other	\$5,625	11.00				
	Other						

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)
Include maintenance, plant operations, and security

c. Total Library Staff (FTE)

Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
4.00	2.25	6.25	4.15	10.40

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
See instructions for definition of nonresident
 32,257

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	11,820	18,119	29,939
3. Circulation to Nonresidents Living in Another County in the Library System	297	32	329
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	526	619	1,145
5. Circulation to All Other Wisconsin Residents 417	6. Circulation to Persons from Out of the State 427		
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(1)(b)? No	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	154	f.	
b. Sheboygan	7	g.	
c. Kewaunee	458	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access? Yes	2. Library type of Internet connection <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
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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 (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Self-directed Activities	92	11	5	108
Total Self-directed Activity Participation	6,507	286	325	7,118

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 Terry	b. Last Name Ehle	c. Email Address tehle@lesterlibrary.org
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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 Chris	b. Last Name Hamburg	c. Email Address chamburg@lesterlibrary.org
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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 country 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 <i>Print or type</i> Larry Thomas	Date Signed 2/9/22
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i> Jeffrey Dawson	Date Signed 3/9/22

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 2020 the Manitowoc-Calumet Library System
Name of Public Library Name of Public Library System / Service

- 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 two statements.

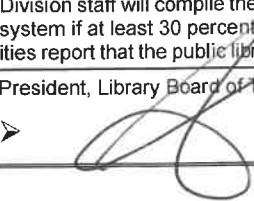
Explanation of library board's response. *Attach additional sheets if necessary.*

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.

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.

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
	Larry Thomas	2/19/22

	COMMENTS	
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