



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

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	85,775	6,172
2. Electronic Books <i>E-books</i>	166,887	
3. Audio Materials	7,659	117
4. Electronic Audio Materials <i>Downloadable</i>	71,742	
5. Video Materials	7,748	322
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe</i> 0	447	
8a. Electronic Collections <i>Locally Owned or Leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	8	
8c. Electronic Collections <i>Provided through BadgerLink</i>	62	
9. Total Electronic Collections <i>Local, regional, and state</i>	70	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	93	

III. LIBRARY SERVICES		
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1. Circulation Transactions		c. Circulation of Other Physical Items	2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	(subset of 1a.) 3	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
110,644	40,375		31,727	18,393

Method for Counting ILL Transactions			Categorized ILL Transactions		
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)			30,390	17,022	
WISCAT			1,337	1,371	
Other (includes OCLC, manual tracking or other methods)			0	0	

3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	No	a. Method	b. Annual Count	a. Method	b. Annual Count
3,146	915	4,061		Actual Count	16,634	Actual Count	68,086

6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method	b. Annual Count	
24	17		Actual Count	3,910			

8. Website Visits		9. Electronic Collection Retrieval			
-1	-1	b. Other	c. Statewide	d. Total	
		9,747	708		

10. Uses of Electronic Materials by Users of Your Library				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
9,880	9,935	0	19,815	1,565

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	78	62	44	109	0	293
Total Attendance	4,277	4,803	4,372	2,645	0	16,097

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	78	62	44	109	0
Total Attendance	4,277	4,803	4,372	2,645	0
	11f. Onsite In-Person - Subtotal		11g. Offsite In-Person - Subtotal		11h. Total
Number of Programs	220		73		293
Total Attendance	7,902		7,270		16,097

11i. Describe the library's in-person programs: Youth programming numbers increased greatly. We are getting better at capturing the incredible use of our dramatic play area, our to-go packs continue to be very popular. Other youth programming is influenced by the dramatic play area, active social media posts featuring photos, a new early literacy offering - Movers & Shakers. Word of mouth has filled our story times, up to 65 attendees per session.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	0	0	0
Total Live Virtual Attendance	0	0	0	0	0	0
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	0

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

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

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

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

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Stanley	Palmer	331 23rd Street	Two Rivers	54241	spalmer@exchange.uta.edu
2. Katie	Stone	805 27th Street	Two Rivers	54241	katnissjstone@gmail.com
3. David	Pennefeather	1809 21st Street	Two Rivers	54241	david.aldon.pennefeather@
4. Mary	Glaser	12526 Lakeshore Road	Two Rivers	54241	mary.glaser@trschoools.k12
5. Don	Weiss	1813 S 28th Street	Two Rivers	54241	donweiss@manitowoccon
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. Tracey	Koach	3411 Parkway Blvd	Two Rivers	54241	tkoach@two-rivers.org
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					




No. of Library Board Members
include vacancies in this count

9

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 (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$92,435	40.00
Adult Services Coordinator	Department Head / Coordinator / 	MLS (ALA)	\$66,206	40.00
Youth Services Coordinator	Department Head / Coordinator / 	MLS (ALA)	\$66,206	40.00
Customer Service Coordinator	Department Head / Coordinator / 	Librn. no-MLS	\$46,987	40.00
Reference Associate	Associate Librarian (non-MLS)	Librn. no-MLS	\$24,921	25.00
Reference Associate	Associate Librarian (non-MLS)	Librn. no-MLS	\$16,140	20.00
Reference Associate	Associate Librarian (non-MLS)	Librn. no-MLS	\$12,885	15.00
Early Literacy Specialist	Associate Librarian (non-MLS)	Librn. no-MLS	\$19,565	25.00
Custodian	Building Maintenance Worker	Other	\$35,360	40.00
		Other		

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Customer Service Clerk		Other	\$10,961	20.00
Page	Page/Shelver	Other	\$4,019	9.00

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

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	
3.88	2.25	6.13	3.75	9.88

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			45,470
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	18,091	24,872	42,963
3. Circulation to Nonresidents Living in Another County in the Library System	305	129	434
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	490	1,045	1,535
5. Circulation to All Other Wisconsin Residents	346	6. Circulation to Persons from Out of the State	
			192
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
Name of County		Circulation	
a. Brown	204	f.	
b. Kewaunee	816	g.	
c. Sheboygan	25	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

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

1. Self-directed Activities: *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.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	55	42	11
Total Self-Directed Activity Participation	4,155	5,494	256
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	6	0	114
Total Self-Directed Activity Participation	925	0	10,830

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Terry	Ehle	tehle@lesterlibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Chris	Hamburg	chamburg@lesterlibrary.org

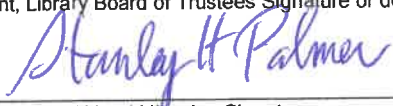

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

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

XV. CERTIFICATION

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

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➤ 	Stanley Palmer	2/15/24
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
➤ 	Jeffrey Dawson	2/15/24

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 2023 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 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.

XV. CERTIFICATION

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

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

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➤ <i>Stanley H Palmer</i>	Stanley Palmer	2/15/24

COMMENTS

SECTION III

11c, In-Person Young Adult Program Attendance

This includes outreach to middle school classrooms - 6th through 12th grade, including Mishicot Schools. This number is going to increase again for 2024.--2024-02-05

Total Young Adult Synchronous Attendance

This includes outreach to middle school classrooms - 6th through 12th grade, including Mishicot Schools. This number is going to increase again for 2024.--2024-02-05