



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-23)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

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 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

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 Wfs. 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		
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		

PUBLIC SERVICES COVID-19	
Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	No
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	Yes
External Wi-Fi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No
COVID-19 CLOSURES	
Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
2020-03-03	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>						82,626	6,156		
2. Electronic Books <i>E-books</i>						171,508			
3. Audio Materials						8,308	129		
4. Electronic Audio Materials <i>Downloadable</i>						68,757			
5. Video Materials						7,921	373		
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>						6			
8c. Electronic Collections <i>Provided through BadgerLink</i>						63			
9. Total Electronic Collections <i>Local, regional, and state</i>						69			
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>						97			

III. LIBRARY SERVICES									
1. Circulation Transactions				2. Interlibrary Loans					
a. Total Circulation		b. Children's Materials		c. Circulation of Other Physical Items (subset of 1a.)		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
112,158		43,281		0		30,946		17,640	
						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)				29,790			16,447		
WISCAT				1,156			1,193		
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		a. Method		b. Annual Count	
3,061		1,346		4,407		Actual Count		Actual Count	
				No		12,819		51,441	
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	
24		17		Actual Count		2,539		Did Not Collect	
8. Website Visits		9. Electronic Collection Retrieval		c. Statewide		d. Total			
-1		a. Local		b. Other					
		-1		3,766		1,564			
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	
10,075		8,084		4		18,163		1,247	

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	36	21	12	62	0	131
Total Attendance	1,549	1,179	271	836	0	3,835

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	36	21	12	62	0
Total Attendance	1,549	1,179	271	836	0
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	131	49	131		
Total Attendance	3,835	180	3,835		

11i. Describe the library's in-person programs: In-person programming did not begin to return to normal until June of 2022. Storytime, Babygarden (baby lap sit), art programs, Families with STEAM events, LEGO programs, teen late nights, etc. were added as the staff moved back to pre-COVID programming. Youth staff traveled monthly to elementary and middle schools to conduct book talks and checkout library materials to students. Adult book clubs,

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: Zero virtual programs in 2022.

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	4	5	8	0	1	18
Total Pre-Recorded Program Views	183	177	292	0	4	656

13g. Which platforms does the library use to host the library's pre-recorded programs: YouTube, Google Slides, Google Forms

13h. Describe the library's pre-recorded programs: h. The library created monthly virtual libraries for three age levels with book talks on YouTube, Google slides with links to the library's catalog and Google Forms for ordering library materials. These virtual libraries were utilized by the community's charter

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@manitowoccount
6. Kate	Gadd	2401 Jefferson Street	Two Rivers	54241	katieg919@gmail.com
7. Ned	Guyette	2501 Washington Street	Two Rivers	54241	guyettened@gmail.com
8. Sharon	Sleger	3625 Tannery Road	Two Rivers	54241	sharonsleger@gmail.com
9. 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					

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

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

Municipality Type	Name	Amount
City	Two Rivers	\$631,287
Subtotal 1		\$631,287

2. County**a. Home County Appropriation for Library Services**

Subtotal 2a \$169,254

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Brown	\$615		
Calumet	\$248		
Kewaunee	\$1,411		
Sheboygan	\$51		
		Subtotal 2b	\$2,325

3. State Funds**a. Public Library System State Funds**

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

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

4. Federal Funds Name or program, for EOTY grant awards, grant number, and project title		Amount
Program or Project		
		\$0
Subtotal 4		\$0

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

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

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$7,909

7. All Other Operating Income

\$66,943

8. Total Operating Income Add 1 through 7

\$877,718

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

\$631,287

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

Yes

VI. LIBRARY OPERATING EXPENDITURES

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

1. Salaries and Wages Include maintenance, security, plant operations

\$430,582

2. Employee Benefits Include maintenance, security, plant operations

\$127,026

3. Library Collection Expenditures

a. Print Materials

\$75,016

b. Electronic Materials

\$0

c. Audiovisual Materials

\$13,831

d. All Other Library Materials

\$0

Subtotal 3

\$88,847

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount
OCLC	\$2,000	Ancestry.com	\$1,686
SIRSI Maintenance	\$932		
WPLC Member Share	\$1,520		
Newspaper Archive	\$275		
Envisionware	\$1,051		
Data Axle/Reference Solutions	\$1,383		
Subtotal 4			\$8,847

5. Other Operating Expenditures

\$214,384

6. Total Operating Expenditures Add 1 through 5

\$869,686

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

\$0

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

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

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	Roofing Project - Donor funded	\$190,000	\$190,000
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$190,000	\$190,000

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

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. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

\$74,921

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$0

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)	\$89,752	40.00		Other		
Adult Services Coordinator	MLS (ALA)	\$64,272	40.00		Other		
Youth Services Coordinator	MLS (ALA)	\$64,272	40.00				
Customer Service Coordinator	Librn. no-MLS	\$45,614	40.00				
Reference Associate	Librn. no-MLS	\$24,128	25.00				
Reference Associate	Librn. no-MLS	\$14,596	20.00				
Reference Associate	Librn. no-MLS	\$13,634	17.00				
Early Literacy Specialist	Librn. no-MLS	\$18,954	25.00				

b. Other Paid Staff *See Instructions*

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week

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

Master's Degree from an ALA Accredited Program (FTE)

3.00

Other Persons Holding the Title of Librarian (FTE)

3.18

Subtotal 2a

6.18

b. All Other Paid Staff (FTE)

Include maintenance, plant operations, and security

4.00

c. Total Library Staff (FTE)

10.18

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>			42,911
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		16,001	23,484
3. Circulation to Nonresidents Living in Another County in the Library System		1,251	75
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		673	822
5. Circulation to All Other Wisconsin Residents		370	235
6. Circulation to Persons from Out of the State			
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?	
Actual	Yes	No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Brown	79	f.	
b. Kewaunee	745	g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection <i>Mark all that apply</i>	3. Is the library CIPA compliant?
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes	No a. State TEACH line Yes b. Other broadband connection Local, cable, telco, community network, etc.	No

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	52	47	13
Total Self-Directed Activity Participation	2,827	4,654	341
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	5	0	117
Total Self-Directed Activity Participation	858	0	8,680

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	2/16/2023
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
➤ 	Jeffrey Dawson	2/16/2023

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 2022 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

➤ 

Stanley

Palmer

2/16/2023

	COMMENTS	
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SECTION II

6. Electronic Video Materials (downloadable)

Videos downloaded from the WPLC catalog no longer available in 2022.--2023-02-14