

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, August 17, 2021
3:30 p.m.
Library Maple Room

This meeting will be held in person with an option for video/teleconference. Interaction and dialogue during the meeting, from the time it is called to order until public comments, will be limited to only that of the library board, library director, and/or those called upon by the meeting chair to participate. Instructions for joining the meeting are posted below.

- Call to Order
- Approval of the Agenda
- Approval of minutes
 - June 15, 2021 regular meeting
 - July 20, 2021 regular meeting
 - August 4, 2021 special meeting
- Correspondence
- Committee Reports
 - Three Lakes Public Library Foundation
 - Oneida County Library Board
- Director's Report
 - Building maintenance report
- Budget Review
 - Payment of bills – public funds
 - Payment of bills – donation accounts
- Old Business
 - Library services during COVID-19
 - Library staffing update
 - 2022 budget: update
- New Business
 - Move into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: employee exit interview and follow-up)
- Comments from citizens

To join the meeting:

To join from a computer:

<https://bluejeans.com/7155463391>

To join from a phone:

+1.408.419.1715 or +1.408.915.6290

Meeting ID: 715 546 3391

Next Meeting: September 21, 2021, 4:30 p.m., Maple Room and/or via virtual attendance

Any person planning to attend this meeting who has difficulty managing stairs or who needs some type of special accommodations in order to participate should notify the Demmer Library at 715/546-3391.

Unapproved Minutes June 15, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm (left at 5:56 PM), Dan McKissack (online, left at 5:23 PM), Kathleen Olkowski, Patty Wallesverd.

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:32 p.m.

Agenda:

Motion by Patty, seconded by Kathleen, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Kathleen, seconded by Patty, to approve the minutes of the May 18, 2021 regular meeting as amended. All ayes, motion carried.

Correspondence: Received an MOU regarding solar panels and the roof from Jeff Bruss on Thursday 6/10.

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last meeting.

Oneida County Library Board: has not met since the last meeting. The next meeting will be July 15.

Director's Report:

- **Director's Report:** Erica presented her director's report. Kathleen noted the year-over-year increase in circulations from May 2020 to May 2021.
- **Building and Maintenance Report:** The building and maintenance report was presented. Three major concerns were discussed at length: additional changes that need to be made to the roof to address ice damming/leaking, a letter to Greenfire Management Services requesting repairs or financial support to repair roof and concrete, and the solar project.

Motion by Jeff, seconded by Kathleen, to terminate the solar project as presented based on the current risk it poses to the roof. 5 ayes, 1 abstention (Dianna). Motion passed.

Motion by Patty, seconded by Dianna, to approve and send the letter to Greenfire pending review by the town attorney to request repairs and/or financial support for repairs to roof and concrete. All ayes, motion carried. Request the town attorney to suggest a timeline for response, then make the determination to pursue the work with the library's own contractor.

For the solar project: inform Larry Roth, Northwind Solar, and the library foundation that this project is being placed on indefinite hold.

Erica went on record once again asking for the library board to create a subcommittee to oversee the capital management of the library building and to develop a long-term capital development plan.

Budget Review:

Motion by Patty, seconded by Kathleen, to approve vouchers 48 - 54 for May – June 2021 for payment from the town account. All ayes, motion carried.

Motion by Jeff, seconded by Patty, to approve payment of bills from the special account. All ayes, motion carried.

Motion by Jeff, seconded by Kathleen to approve payment of check 1054 in the amount of \$4,663.00 to Rappley Plumbing and Heating, Inc., for dehumidifier installation paid from the property maintenance account, and check 1122 in the amount of \$125 for the renewal of the Northwoods Children's Museum membership from the book sale account. All ayes, motion carried.

Reviewed public budget expenditures to date.

Old Business:

- Library services during COVID-19:

Discussion about changes to current masking, time limits, social distancing policies and procedures in place. Recommendation from staff: lift the 30 minute time restriction, reopen general seating areas (keeping some seating limited) replace mask signage with signage consistent with CDC recommendation re: masks for vaccinated individuals for any short visits. Those wishing to stay longer (e.g., working remotely on laptops but can't be accommodated in a study room) will be asked to continue to mask.

Motion by Ann, seconded by Patty, to lift the restriction on time limits. All ayes, motion carried.

Motion by Jeff, seconded by Patty, to post signage that masks are required for unvaccinated individuals and please be considerate of others. All ayes, motion carried.

Motion by Dianna, seconded by Patty, to require those staying in the building for more than 30 minutes wear masks. All ayes, motion carried.

- Review/approve – Policy introduction and background documents:

Review and act at the July meeting.

- Library staffing update:

Candice Johnson began training as a front desk clerk on June 1 and is doing well. The children's librarian job is posted with initial applicant review beginning today (June 15), but the position is officially open until June 18 due to the timeline on newspaper advertising.

Assistant director Lyn Pietila announced her retirement, effective June 30, 2021.

Note, although Lyn is asking for a retirement payout for sick leave, per the town handbook official retirement applications must be made 90 days prior to the final day of work. Town clerk Sue Harris at the town office suggested that the board could choose to honor her request for the payout without the full 90 days' notice, but is not required to.

Motion by Patty, seconded by Jeff, to honor the request for a retirement payout of sick leave for Lyn Pietila. All ayes, motion carried.

Proposal: separate the "assistant director" job duties from the technical services/bookkeeping job role and allow it to be attached on a year-by-year basis to either the programming or technical services position.

Proposal: increase April Lammert's position to full time (38-40 hrs/week, increase to \$15/hour), and transfer the assistant director duties to her job role, with increased pay (\$1/hour), total pay \$16/hr. Add benefits per town enrollment period.

Motion by Jeff, seconded by Kathleen to postpone the decision for bringing April up to full time and posting for a technical services/accounting position until next meeting. 1 aye. 4 opposed. Motion fails.

Motion by Patty, seconded by Kathleen to post for Technical Services/Accounting Manager position without the assistant director title. All ayes, motion carried.

2022 budget:

Patty and Ann met with Erica on 5/27 to review staffing and budget options/needs for 2022. Requested a meeting with town chair Bruss. The meeting will be on 6/16. Sue did provide a draft budget memo noting departments will be asked to maintain a flat budget from 2021 to 2022. The email indicated the library could consider presenting a 3% increase for staff salaries.

Following the latest staff resignation, Patty, Ann, and Erica met again on 6/7. With many opportunities for adjustments across multiple salary lines, it appears possible at this point to present a 2022 budget that includes room for three full time staff with benefits and stay within recommendations from the town. This is dependent on cost increases from health insurance plans, recruitment and hiring and needs of those particular staff.

New Business:

- MOU with Antigo Public Library:

While technical services position is posted/recruited/hired, contract with Antigo Public Library to provide materials acquisition and cataloging services for new high demand materials. The draft MOU is based on current MOU contract between WVLS and Antigo Public Library and Minocqua Public Library for additional cataloging services; has been revised and reviewed by APL and WVLS.

Motion by Patty, seconded by Jeff, to approve the MOU with Antigo Public Library as presented. All ayes, motion carried.

The Antigo Public Library board will review and approve the MOU at their meeting, June 22.

- Trustees Essentials: Chapter 2, Who Runs the Library:

Moved to July meeting.

Concerns and comments from trustees:

Future agenda items: closed session for performance evaluation.

Comments from citizens: None

Next Meeting: Regular meeting July 20, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Dianna moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 7:08 PM.

Respectfully submitted: Erica Brewster, Director

Unapproved Minutes July 20, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Dan McKissack, Kathleen Olkowski, Patty Wallesverd.

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:36 p.m.

Agenda:

Motion by Kathleen, seconded by Dan, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Kathleen, seconded by Dan, to approve the minutes of the June 15, 2021 regular motion. Motion by Kathleen, seconded by Patty, to amend the motion to change to review the minutes and clarify the sections. All ayes, motion carried.

Motion by Patty, seconded by Jeff, to review the recording and bring the amended minutes for approval at the August 17, 2021 meeting. All ayes, motion carried.

Motion by Jeff, seconded by Patty, to approve the minutes of the July 6, 2021 regular meeting as corrected. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: met on 7/15/2021, reported by Dianna. The annual meeting included the President's letter from Bob Werner; reported on funds that are designated for solar panels and landscaping, and other projects funded. The foundation had a discussion about long-term/strategic planning.

Oneida County Library Board: has not met since the last meeting. Dianna reported the meeting was moved to 8/26/2021. Reported on the current status of the state budget regarding library funding.

Director's Report:

- **Director's Report:** Erica presented her director's report.
- **Building and Maintenance Report:** The building and maintenance report was presented. This included notes from the visit from Greenfire in response to the letter sent 7/8/2021 following the 7/6/2021 special board meeting. Scott Earley from Greenfire plans to return to continue the investigation on Wednesday, 7/21.

Budget Review:

Motion by Patty, seconded by Dianna, to approve vouchers 56-65 for June – July 2021 for payment from the town account. All ayes, motion carried.

Motion by Kathleen, seconded by Patty, to approve payment of bills from the special account. All ayes, motion carried.

Reviewed public budget expenditures to date.

Motion by Dan, seconded by Patty, to approve the 2nd quarter 2021 fines and copies revenue deposit into the non-lapsing account. All ayes, motion carried.

Reviewed the 2nd quarter special accounts reports.

Old Business:

- Library services during COVID-19:

Discussion about changes to current masking, time limits, social distancing policies and procedures in place. Erica reported she has ordered three portable HEPA air filters for the two downstairs meeting rooms and the office area plus replacement filters using the \$1,600 in additional funds from Oneida County for 2021. Based on current low infection rates in northern Wisconsin, recommendation from staff: lift meeting room capacity limits. Continue with masking for unvaccinated individuals (including children 2 – 11 years of age; allow masks to be optional for vaccinated library users and staff. Continue to review policy and make changes as situation evolves.

Motion by Patty, seconded by Dan, approve all “July/August actions anticipated” per the report. All ayes, motion carried.

- Library staffing update:

Candice Johnson has accepted the position of children’s librarian and began in that role at 20 hours/week on Monday, July 5. She is busy preparing for Story Hour and children’s programming in the fall and observing summer reading programming while continuing to cover 14 hours of desk until a new desk clerk can be hired and trained. She has been introduced to Erica Dischinger, children’s librarian at Minocqua Public Library, who will serve as a mentor for her as she familiarizes herself in the role.

The desk clerk and technical services positions were posted. Interviews are being scheduled, though it is likely the technical services/accounting position will need to be reposted.

2022 budget:

Reviewed the draft 2022 capital and operating budget that were submitted to the town by their deadline on July 14.

Motion by Patty, seconded by Dianna, to approve the 2022 budget worksheet as presented. All ayes, motion carried.

New Business:

- Review/approve: programming librarian as full-time position

Proposal: increase programming (adult and young adult) librarian position to full time (38-40 hrs/week) with no salary change; add benefits per town enrollment period.

Motion (as amended) by Patty, seconded by Dianna, to establish the adult/young adult librarian position as a full time position. All ayes, motion carried.

- Closed session:

Dianna moved, seconded by Dan, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: employee exit interview and follow-up, including Trustees Essential Chapter 7). After discussion, Dianna rescinded her motion. Board did not move into closed session.

- Trustees Essentials: Chapter 7, The Library Board and Library Personnel:

Concerns and comments from trustees:

Future agenda items: closed session for performance evaluation.

Comments from citizens: None

Next Meeting: Regular meeting August 17, 2021, 4:00 pm in the lower level of the library and/or via video/teleconference.

There being no further business, the meeting adjourned at 6:15 PM.

Respectfully submitted: Erica Brewster, Director

DRAFT

Unapproved Minutes August 4, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Special Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Steve Garbowicz, Kathleen Olkowski, Patty Wallesverd

Absent: Dan McKissack

Other attendees: none

Ann Asbeck called the meeting to order at 4:30pm

Agenda:

Motion by Jeff, seconded by Dianna to approve the agenda. All ayes, motion carried.

Motion to enter into closed session:

Motion by Steve, seconded by Jeff to enter into closed session per section 19.85(1)(c) of Wisconsin statutes for purposes of considering employment, promotion, compensation, or performance evaluation data of library staff (Topic: employee exit interview and follow-up)

Roll call vote: Ann-aye, Dianna-aye, Jeff-aye, Steve-aye, Kathleen-aye, Patty-aye

Motion to reconvene in open session:

Motion by Steve, seconded by Jeff. All ayes, motion carried.

Nothing to act upon from closed session.

Motion to adjourn:

Motion by Patty, seconded by Steve. All ayes, motion carried. Meeting adjourned at 6:24pm.

Minutes prepared by Ann Asbeck based on handwritten minutes of Patty Wallesverd.

Library Board of Trustees - Director's Report

August 17, 2021

ADMINISTRATION:

Budget: 7/20, 8/3, 8/5: town budget meetings; finalize draft budget

Performance: in July we were 3rd of WVLS libraries in number of Wi-Fi sessions; 9th for new patrons; 5th overall for website hits.

Acquisition and cataloging: Finalize/submit July and August book orders, begin September pre-orders. Continue working with Antigo for cataloging of acquisitions. Track orders received and complete accounting and budget tracking.

Financial: Complete accounting and financial reporting on town account including addressing line item errors from May, June, and July.

Personnel: interview and hire for desk clerk position. Begin staff scheduling for fall.

Facilities: manage building and closure during power outage 7/27 – 7/28

Managed a large number of used book donations; organized volunteers for scanning and sorting (ongoing)

COMMUNITY COLLABORATION:

Forward Three Lakes re: grant writing program set for 8/27

Three Lakes Historical Society: promote special traveling exhibit

PROGRAMS AND OUTREACH:

July:

- Summer Reading online with Beanstack (paper-based logs available); in-person outdoor programs: Chalkfest (32); Rhinelander K-9 officer (23), Trees for Tomorrow (55), Animal Yoga (6).
- In library: D&D (25), Books the Other Channel (10), Genealogy Society (9)
- Weekly children's take and make; teen and adult take-and-make (165/39/18)

August:

- Summer Reading online with Beanstack (paper-based logs available); in-person outdoor programs: Make It! Camp 8/3 – 5, Trees for Tomorrow 8/10;
- 50th anniversary open house 8/25; 50th anniversary take and make week of August 23 – 27
- Grant writing workshop @ TLHS library 8/27
- In library: D&D, Books the Other Channel, Genealogy Society
- Weekly children's take and make; teen and adult take-and-make

Respectfully submitted,

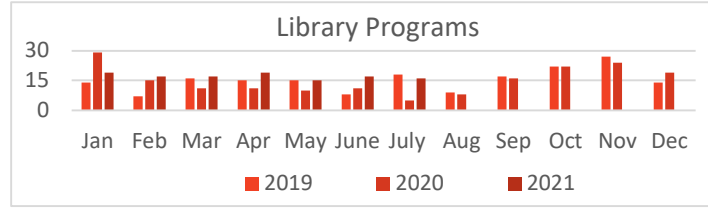
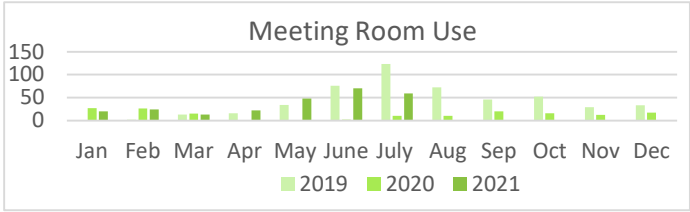
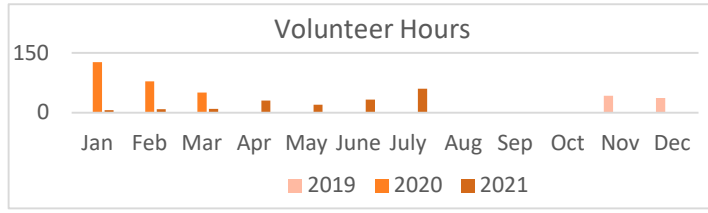
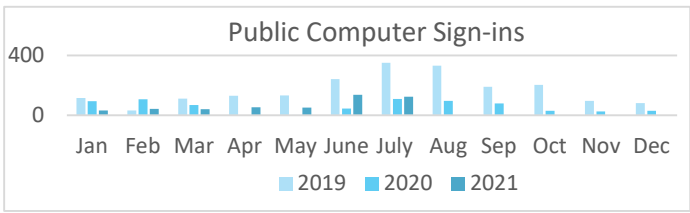
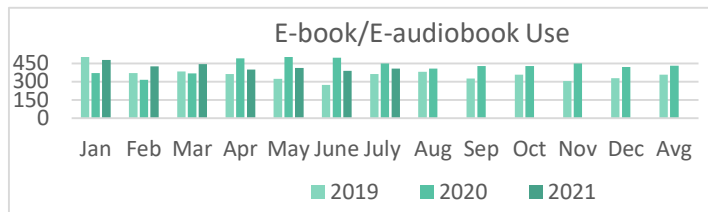
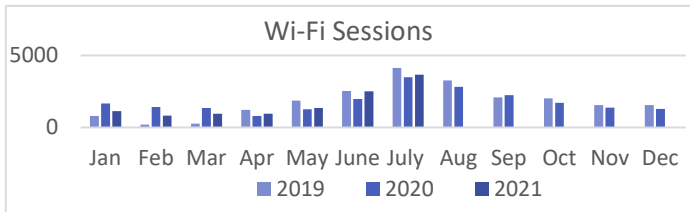
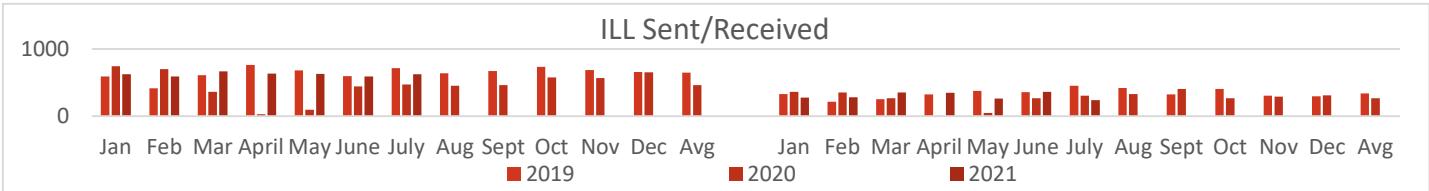
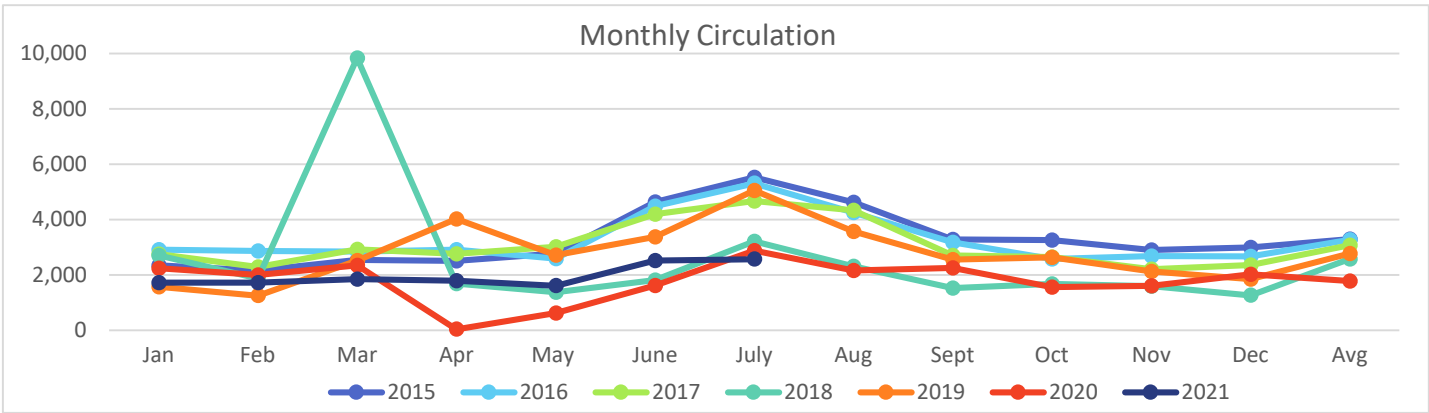
Erica Brewster – Director

Library Board of Trustees - Director's Report

August 17, 2021

Monthly and YTD Statistics

	July 2021	YTD 2021	July 2020	YTD 2020	July 2019	YTD 2019
Circulation	2,574	13,747	2,879	11,803	5,052	20,466
Interlibrary loan sent	597/24	4,241/174	464/5	2,739/99	674/38	4,140/220
Interlibrary loan received	239	2,112	303	1,593	452	2,302



Library Usage - Survey 2021

	March	June	October	December	Total 2021	Total 2020	Total 2019
Library Visits	131	283				13,117	22,737
Reference Transactions	25	44				1,430	923
Program Attendance	20 2 programs	0 0 programs				Avg/wk: 62 3 programs	Avg/wk: 56 4 programs

Library Board of Trustees – Building and Maintenance Report

August 17, 2021

BUILDING:

Attic/roof: 7/21: Scott from Greenfire returned to do an official inspection of the attic including closed off/difficult to reach areas and documented any issues found and began preparing report. 7/30, phone call to check in and update on progress researching construction and materials specifications, contractors, suppliers, etc.

8/2: Scott from Greenfire returned to gather more documentation photos and meet with shingles company rep to review condition and any concerns that could be impacting the lifespan, etc.

8/5: Scott from Greenfire calls to update; still working on scheduling on-site meeting with roofer. Received email update.

8/6: Email from Michael Murphy from Greenfire re: update on progress and request for Ann Asbeck contact as they intend to schedule meeting with library board.

8/9: Phone call from Michael Murphy again confirming intention to schedule meeting with board and progress towards final report; also update intent to replace broken concrete.

8/10: Ann begins work on scheduling meeting with Greenfire.

Ductwork in IT room: Included with the attic/roof action listed above.

Lower level humidity: Functioning well and lower level is far more comfortable.

Water heater: noted on 8/4 that instead of getting warmer, the water was colder out of warm tap. Checked water heater thermostat; only heating to 80 degrees F. Check for flame and function, all well. Increased control to “very hot” and slowly heater reached 115 F (normal 120 F). Continues to maintain warm temp as long as temperature control set high. Monitoring.

SYSTEMS:

Annual lift inspection: Need to follow up with NEIS in regards to issuing new permit to operate.

Power outage: at 11:50 PM on 7:26, a storm knocked out power to the library building for the following 38 hours. Monitored systems, including building alarms with PerMar and shutting down the fire suppression system. Picked up debris from storm damage. Reopened 8 AM 7/29.

EXTERIOR:

Concrete: included in response from Greenfire.

Solar project: 7/30, 8/10, continue communicating with the Public Service Commission to update re: status of roof investigation. Communicated difficulty caused by recent power outage and reinforced the

Library Board of Trustees – Building and Maintenance Report

August 17, 2021

intent of the project to prevent interruptions and continue to provide services (device charging, internet/wi-fi, protect building systems that require power such as fire suppression system) during such events.

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Follow up with Greenfire re: identifying and clarifying extent of roof issues
- Follow up with Greenfire re: response to concrete problems
- Remove trim in Tamarack Room and inspect/treat for mold on drywall after dehumidifier flooding
- Rappley: move thermostats
- Superior Electric: motion sensor light and flickering light in Tamarack Room
- Fix tack wall in children's area
- Knox box: fire department
- Plaques
 - Richard Kimla dedication plaque
 - Santogade (Lyon) memorial plaque
 - Add board president names to plaque
 - Ginny J Scrabble board
 - Past librarian memorials (Frances Waite, Ann Gerlach, Ginny Javenkoski)
 - Lawrence Demmer plaque for vestibule

Public Funds Voucher List August 2021

8/17/2021 through 8/17/2021

8/11/2021

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Date	Description	Memo	Category	Amount
8/17/2021	Baker & Taylor		11 Materials - Books:Adult Books	-1,001.85
			11 Materials - Books:Juv Books	-36.57
8/17/2021	DEMCO	v.67--5511038	06 Supplies:Library	-414.90
8/17/2021	Gale Group	v. 68--5511039	11 Materials - Books:Adult Books	-70.57
8/17/2021	April Lammert	v. 69--5511040: programming	15 Programming:Reading Program	-91.71
8/17/2021	MicroMarketing Associates	v.70--5511039	12 Materials - AV:AV Adult:BCD	-224.75
8/17/2021	Office Depot	v.71-5511038	06 Supplies:Office	-94.82
8/17/2021	Antigo Public Library	v. 72--5511015; cataloging July 2021	05 Contractual Services:Professional Services	-530.00
8/17/2021	Demmer Mem. Library	Adult DVD	12 Materials - AV:AV Adult:DVD	-34.81
		Adult book	11 Materials - Books:Adult Books	-26.95
		Quicken subscription, special accounts	09 Computer Expenses:Computer Software	-37.97
		HEPA filters	04 Property Maintenance:COVID	-1,244.16
		SRP prizes	15 Programming:Reading Program	-50.01
8/17/2021	WLA	Erica WLA membership renewal	14 Staff Development	-163.36
		April WLA membership	14 Staff Development	-88.92
8/17/2021 - 8/17/2021				-4,111.35
			TOTAL INFLOWS	0.00
			TOTAL OUTFLOWS	-4,111.35
			NET TOTAL	-4,111.35

Special Account for Board - New

7/1/2021 through 8/17/2021

8/11/2021

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Date	Num	Description	Memo	Category	Amount
BALANCE 6/30/2021					2,996.49
7/1/2021	Debit	Amazon.com	Adult DVD	Town of Three Lakes Expense	-34.81
7/9/2021	Debit	Lake Superior Magazine	Adult book	Town of Three Lakes Expense	-35.90
7/9/2021	Debit	Quicken	Quicken subscription - special accounts	Town of Three Lakes Expense	-37.97
7/9/2021	Debit...	Owl Labs	Koenig	Grant and Project Expense	-600.00
			TLPLF	Grant and Project Expense	-399.00
7/20/2021	3674	Mari Lynn Garbowicz	Story Book Garden reimbursement - TLPLF	Grant and Project Expense	-491.52
7/20/2021	3675	Beth Jacobson	Story Book Garden Reimbursement - TLP...	Grant and Project Expense	-43.75
7/20/2021	3676	April Lammert	Story Book Garden reimbursement - TLPLF	Grant and Project Expense	-26.46
7/20/2021	3677	...Town of Three Lakes		Copier Transfer to Town	-260.40
				Fine Transfer to Town	-63.76
7/20/2021	Debit	Amazon.com	COVID expense: HEPA filters, PPE	Town of Three Lakes Expense	-1,244.16
7/26/2021	DEP ...	Deposit		Copier Income	290.45
				Fines Income	41.75
			cash	Donation Income	42.00
			TLPLF	Grant and Project Income	1,000.00
			TLPLF	Grant and Project Income	1,725.00
			Koenig - Meeting Owl	Grant and Project Income	600.00
			Flanders	Donation Income	500.00
			WVLS	Grant and Project Income	240.00
			1035: 60.39; 1038: 116.96; 1040: 435.99	Town of Three Lakes Income	613.34
7/27/2021	DEP	Amazon.com	Misc. credit - will debit next month	Misc. Merchant Credit:Amazon...	115.91
7/30/2021	Debit	Lick-A-Dee Splitz	SRP prizes	Town of Three Lakes Expense	-50.01
8/17/2021	3678	Candice Johnson	Take and Make reimbursement - TLPLF	Grant and Project Expense	-26.50
8/17/2021	3679	April Lammert	Take and make reimbursement - TLPLF	Grant and Project Expense	-221.75
8/17/2021	3680	Trees For Tomorrow	Orienteering program - Blamey donation	Donation Expense	-77.65
7/1/2021 - 8/17/2021					1,554.81
BALANCE 8/17/2021					4,551.30
TOTAL INFLOWS					5,168.45
TOTAL OUTFLOWS					-3,613.64
NET TOTAL					1,554.81

Former Friends - monthly

8/17/2021 through 8/17/2021

Date	Num	Description	Memo	Category	Amount
BALANCE 8/16/2021					7,949.44
8/17/2021	1123	Book Page	2020-2021 renewal	Donation Expense:Friends of the Libr...	-354.00
8/17/2021	1124	Demco	Book bags	Donation Expense:Friends of the Libr...	-210.86
8/17/2021 - 8/17/2021					-564.86
BALANCE 8/17/2021					7,384.58
TOTAL INFLOWS					0.00
TOTAL OUTFLOWS					-564.86
NET TOTAL					-564.86

2021 August Budget Sheet

8/17/2021 Account	2021 Budget	Spent	Balance
Salaries			
Director	\$ 55,543.49	\$ 32,040.00	\$ 23,503.49
Asst. Director	\$ 39,060.78	\$ 23,530.40	\$ 15,530.38
Adult and Young Adult Librarian	\$ 24,462.00	\$ 14,175.01	\$ 10,286.99
Childrens Librarian	\$ 15,296.74	\$ 7,983.64	\$ 7,313.10
Outreach Coordinator	\$ 10,789.40	\$ 6,431.88	\$ 4,357.52
Circulation Clerk	\$ 8,613.70	\$ 4,091.56	\$ 4,522.14
Collection Development	\$ 7,162.52	\$ 8,600.87	\$ (1,438.35)
Summer Asst.	\$ 894.60	\$ 432.00	\$ 462.60
Custodial	\$ 6,009.43	\$ 1,699.32	\$ 4,310.11
Unemployment	\$ -		\$ -
Total Salaries	\$ 167,832.65	\$ 98,984.68	\$ 68,847.97
Benefits			
WRS	\$ 9,248.73	\$ 6,206.59	\$ 3,042.14
Social Security	\$ 12,839.20	\$ 6,633.25	\$ 6,205.95
Health Insurance	\$ 16,974.62	\$ 9,482.97	\$ 7,491.65
Life Insurance		\$ 114.79	\$ (114.79)
AFLAC			\$ -
Total Benefits	\$ 39,062.54	\$ 22,437.60	\$ 16,624.94
Utilites			
Sewer and Water 551 1036	\$ 2,000.00	\$ 830.18	\$ 1,169.82
Electric 551 1031	\$ 6,000.00	\$ 2,593.92	\$ 3,406.08
Natural Gas 551 1034	\$ 3,000.00	\$ 1,213.34	\$ 1,786.66
Telephone 551 1020	\$ 2,500.00	\$ 1,472.91	\$ 1,027.09
Total Utilites	\$ 13,500.00	\$ 6,110.35	\$ 7,389.65
Property Maintenance			
Custodial Supplies	\$ 1,000.00	\$ 284.94	\$ 715.06
Security Systems	\$ 1,262.00	\$ 1,401.12	\$ (139.12)
Property Maintenance	\$ 1,700.00	\$ 2,338.70	\$ (638.70)
COVID Expenses	\$ 1,600.00	\$ 1,342.88	\$ 257.12
Total Property Maintenance	\$ 5,562.00	\$ 5,367.64	\$ 194.36

8/17/2021					
Account	2021 Budget	Spent		Balance	
Contractual Services	551 1015				
Waltco Courier	\$ 950.00			\$ 950.00	
Equipment Contracts	\$ 2,540.00	\$ 2,156.52		\$ 383.48	
Professional Services	\$ 425.00	\$ 530.00		\$ (105.00)	
Total Contractual Services	\$ 3,915.00	\$ 2,686.52		\$ 1,228.48	
Supplies	551 1038				
Office Supplies	\$ 1,750.00	\$ 379.52		\$ 1,370.48	
Library Supplies	\$ 1,750.00	\$ 755.13		\$ 994.87	
Petty Cash	\$ 150.00			\$ 150.00	
Total Supplies	\$ 3,650.00	\$ 1,134.65		\$ 2,515.35	
Postage	551 1038				
Demmer Postage	\$ 400.00	\$ 348.66		\$ 51.34	
Total Postage	\$ 400.00	\$ 348.66		\$ 51.34	
Computer Supplies	551 1038				
Computer Hardware	\$ 2,800.00	\$ 340.00		\$ 2,460.00	
Total Computers	\$ 2,800.00	\$ 340.00		\$ 2,460.00	
Computer Expenses					
Software subscription/licenses	\$ 1,550.00	\$ 75.94		\$ 1,474.06	
Maintenance and Repair	\$ -			\$ -	
Computer Contingency	\$ -			\$ -	
Total Computers	\$ 1,550.00	\$ 75.94		\$ 1,474.06	
WVLS	551 1040				
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00	\$ 200.00		\$ -	
V-Cat Maintenance	\$ 4,776.05	\$ 4,556.48		\$ 219.57	
Network and Enterprise	\$ 1,770.00	\$ 1,770.00		\$ -	
BadgerNet TEACH	\$ 1,200.00	\$ 1,200.00		\$ -	
Total WVLS	\$ 7,946.05	\$ 7,726.48		\$ 219.57	

8/17/2021 Account	2021 Budget	Spent	Balance
Materials - Books	551 1039		
Adult Books	\$ 12,000.00	\$ 8,100.84	\$ 3,899.16
eBook Consortium	\$ 759.90	\$ 749.23	\$ 10.67
Juvenile Books	\$ 2,500.00	\$ 2,340.38	\$ 159.62
YA Books	\$ 1,250.00	\$ 309.78	\$ 940.22
Total Materials - Books	\$ 16,509.90	\$ 11,500.23	\$ 5,009.67
Materials - AV	551 1039		
Adult Books on CD	\$ 2,700.00	\$ 2,199.96	\$ 500.04
Adult CD	\$ 100.00	\$ 34.90	\$ 65.10
Adult DVD	\$ 1,130.00	\$ 408.49	\$ 721.51
Juvenile Books-on-CD	\$ 200.00	\$ 129.72	\$ 70.28
Juvenile CD	\$ 50.00	\$ 21.86	\$ 28.14
Juvenile DVD	\$ 200.00	\$ 306.34	\$ (106.34)
YA Books-on-CD	\$ 265.00	\$ 40.00	\$ 225.00
Replacements-AV	\$ 125.00	\$ -	\$ 125.00
Total Materials - AV	\$ 4,770.00	\$ 3,141.27	\$ 1,628.73
Subscriptions	551 1039		
Subscription Service	\$ 1,900.00	\$ 1,603.55	\$ 296.45
Newspapers	\$ 1,200.00	\$ -	\$ 1,200.00
Individual Subscriptions	\$ 85.00	\$ 65.00	\$ 20.00
Total Subscriptions	\$ 3,185.00	\$ 1,668.55	\$ 1,516.45
Staff Development	551 1040		
Staff Development	\$ 1,100.00	\$ 252.28	\$ 847.72
Mileage and Meals	\$ 1,750.00	\$ -	\$ 1,750.00
Total Staff Development	\$ 2,850.00	\$ 252.28	\$ 2,597.72

8/17/2021			
Account	2021 Budget	Spent	Balance
Programming	551 1040		
Story Hour	\$ 600.00	\$ 99.81	\$ 500.19
Reading Programs	\$ 800.00	\$ 1,145.05	\$ (345.05)
Movie license	\$ 236.00	\$ 223.00	\$ 13.00
Young Adult	\$ 668.00	\$ 300.31	\$ 367.69
Adult	\$ 650.00	\$ 565.59	\$ 84.41
Total Programming	\$ 2,954.00	\$ 2,333.76	\$ 620.24
Publishing Fees	551 1040		
Job Posting	\$ 150.00		\$ 150.00
Publicity	\$ 150.00	\$ 24.00	\$ 126.00
Total Publishing Fees	\$ 300.00	\$ 24.00	\$ 276.00
Total 2020 Budget	\$ 276,787.14	\$ 164,132.61	\$ 112,654.53
Salary totals current through 07/28/2021			

8/17/2021 - Post-Pandemic Plan to Full Reopening: Demmer Memorial Library UPDATE

Summary: the goal of the Demmer Library administration, staff, and trustees, is to return to full and normal functions of the library with 54 hours/week service at the earliest date it is both safe and feasible to do so.

This document outlines steps for moving in the direction of full and complete reopening following the 2020 coronavirus pandemic. **This will be reviewed at minimum monthly at library board meetings to determine if required benchmarks have been met.**

Factor	Impact	Measures to consider for full service	Response
Changes in local infection rates	Variants, local outbreaks could cause the infection rate to increase suddenly; vaccination, seasons/social distancing could allow it to decrease	<p>Low incidence/prevalence of infection:</p> <p>≤ 10% of tests in Oneida County positive over last 7 days and trend is stable or downward over last 30 days¹</p> <p><i>(no longer being reported)</i></p> <p>< 171 new cases in Oneida and Vilas counties combined over last 30 days²</p> <p><i>7/6/2021 – 8/6/2021: 104 new cases</i></p> <p>≤ 30 active cases/day in Oneida and Vilas counties combined over last 30 days</p> <p><i>7/6/2021 – 8/6/2021: avg. 30.5 active cases per day</i></p>	<p>Goal: avoid disruptive changes to services (open hours, capacity/time limits)</p> <p>Action: Choose a response that allows the minimum number of restrictions while still allowing for public safety cushion should an outbreak occur.</p> <p>Response: When thresholds are met for a period of 1 month, return to normal hours and unrestricted services.</p>
Local vaccination levels reach “herd immunity”	Reduces likelihood of local infections during seasons when population is stable	<p>80%+ of eligible population in Oneida and Vilas counties vaccinated³</p> <p><i>08/10/2021: 54.2% Oneida, 52.9% Vilas fully vaccinated; 56.9% / 56.0% with one dose</i></p>	<p>Goal: increase services to full and unrestricted with minimum number of benchmark requirements.</p> <p>Action: monitor local vaccination numbers</p>

¹ Using City of Racine “Safer Racine” epidemiology metrics: <https://www.racinecoronavirus.org/reopening/>; source: <https://infogram.com/ochd-covid-19-data-dashboard-1hzj4odqvr7d6pw> and <https://www.dhs.wisconsin.gov/covid-19/local.htm>

² Using the Harvard Model “Yellow” case incidence, fewer than 10 new cases per 100,000/day, as a benchmark (<https://globalepidemics.org/wp-content/uploads/2020/06/TTSI-Technical-Advice-Handbook-2.0-June-30-2020-FINAL.pdf>); source: <https://www.facebook.com/OneidaCountyHealthDepartment> and <https://www.facebook.com/Vilas-County-Public-Health-Department-1057904490907614>

³ Using DHS herd immunity benchmark, <https://www.dhs.wisconsin.gov/contracts/covid-19-vaccination-community-outreach.htm>; source: <https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm#residents>

Summary: based on status of benchmarks, the library can be ready to reopen hours ***when adequate staffing is available, with precautions as necessary.***

May/June actions taken:

- ✓ Add 5 hours of library open time: Fridays 12 – 5 PM
- ✓ Hire circulation desk clerk, 14 hrs/week
- ✓ Begin training for new circ desk clerk and summer assistant

June-July actions taken:

- ✓ Per staff recommendations and library board discussion, modify time limits, masking, etc., as appropriate
- ✓ Hold 4th of July book sale with modifications (spacing, metering)
- ✓ Hire children's librarian, 20 hrs/week

July-August actions taken:

- ✓ Lift room capacity restrictions
- ✓ Allow longer stays and meetings without masks for vaccinated individuals
- ✓ Add portable HEPA filters to meeting rooms

August/September anticipated:

- Return to masking for all individuals indoors as recommended by local health authorities
- Return public computer self-check in and catalog computer
- Add 9 hours of library open time: Monday, Wednesday, Friday 9 AM – 12 PM, when staffing allows (August/September)
 - Hire and train desk clerk, 15 hrs/week
 - Continue training of children's librarian
 - Hire and technical assistant/accounting position
- Plan for outdoor programming for start of Story Hour and Baby Story Time season. Other youth programming held outside as much as possible.
- Meetings and programs for adults can continue indoors with mask requirements.