

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, October 19, 2021
4:30 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
 - September 21, 2021 regular 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
 - Quarterly deposit / Quarterly accounts review
 - Mini-grant proposal
- Old Business
 - Library services during COVID-19
 - Library staffing update
 - 2022 budget: update; town annual budget meeting November 2, 2021
- New Business
 - Review/approve: Policy introduction and background documents
 - Trustees Essentials Chapter 3: By-Laws
- 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: November 16, 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 September 21, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Patty Wallesverd, Steve Garbowicz

Other Attendees: Erica Brewster (director), April Lammert (staff)

Ann Asbeck called the meeting to order at 4:35 p.m.

Agenda:

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

Approval of Minutes: Motion by Jeff, seconded by Dianna, to approve the minutes of the August 17, 2021, regular meeting as presented. All ayes, motion carried.

Motion by Jeff, seconded by Kathleen, to approve the minutes of the August 27, 2021, special meeting as presented. 4 ayes, one abstention (Dan), motion carried.

Correspondence: Included Antigo Public Library Board of Trustees about collaboration, notes and letters from patrons, and memorial garden donor correspondence.

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last meeting. No date set.

Oneida County Library Board: met on Thursday, 8/26/2021. Discussed the 2022 budget request, specifically possible changes due to the decrease in cross boarder requests from other counties due to lower circulation numbers in 2020. Oneida County libraries also saw a decrease in circulations and hence a decrease in reimbursements from neighboring counties. Will meet again on Thursday, 9/23, to approve an adjusted budget request based on those considerations. Oneida County budget hearing for OCLB will be held on 10/5 at 1 PM.

Director's Report:

- **Director's Report:** Erica presented her director's report. Reported on Grant Writing workshop. Question about TLWFA collection. Kathleen asked about Women in STEM.
- **Building and Maintenance Report:** The building and maintenance report was presented. This included notes from meetings with Greenfire (9/2) and Greenfire and Hoffman (9/14). Erica has carbon copied the library board in email correspondence with Greenfire following those meetings. Presented timeline for Greenfire fixes. Another meeting will be scheduled. Board will be included on correspondence to Greenfire. Dianna asked about cost. Ann noted only one item up for funding. Jeff asked about not being invited to the meeting. Ann offered to invite board members. Kathleen inquired about lesser items on schedule.

Budget Review:

Motion by Kathleen, seconded by Jeff, to approve vouchers 75 - 83 for August – September 2021 for payment from the town account. Kathleen asked about Antigo Public Library bill. All ayes, motion carried.

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

Reviewed public budget expenditures to date.

Old Business:

- Library services during COVID-19:

Staff feel ready to reopen at 9 AM on Monday, Wednesdays, and Fridays to add 9 operating hours to the week effective October 4. That would bring us to 44 open hours of the previous 51 total hours. Use of face masks has been widely accepted by library users and compliance has been good.

Motion by Jeff, seconded by Kathleen, to approve adding 9 additional open hours between 9 AM and 12 PM, Monday, Wednesdays, Fridays as soon as possible and open on Saturdays as staffing allows it. All ayes, motion carried.

- Library staffing update:

Kira is a capable staff person and the reason we can open more hours. The technical services position will be reposted for September.

2022 budget:

The town is still waiting on update on health insurance numbers. The next budget hearing is scheduled in October.

New Business:

- Library special account – bank branches closing:

Letters have been received from both BMO and Nicolet Bank stating the branches will be closing effective December 2021 and that we could keep our accounts with them at a different branch. Jeff Bruss is taking action to get a bank to come in. Town is prioritizing it. There hasn't been any discussion at the town level about where the town accounts would be held if there is not a branch in Three Lakes. Discussion about whether a letter from the board would help advocate for a bank. Will follow the situation and update information as it comes up.

- Trustees Essentials Chapter 2: board members discussed TE Chapter 2.

Concerns and comments from trustees:

Future agenda items: Move on to Trustees Essentials Chapter 3; Foundational pieces of policy

Comments from citizens: None

Next Meeting: Regular meeting October 19, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Jeff moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 5:48 PM.

Respectfully submitted: Erica Brewster, Director

Library Board of Trustees - Director's Report

October 19, 2021

ADMINISTRATION:

Personnel: projects for desk staff; technical services job posted 10/1, open until 11/1; staff scheduling through December; training on microfilm scanner.

Office/clerical: Financial/accounting, materials acquisition, coordinating construction and landscaping meetings; office supply orders; update website; order custodial supplies.

Library: M/W/F 9 AM – 12 PM hours added 10/4; update management software on public computers with WVLS IT; adjust door opening times for construction and meetings; ship donated books to Better World Books; DPI re: continuing education calendar review; WVLS re: mentorship evaluation. Need to fix volunteer hour tracking.

Budget: attend Oneida County budget hearing 10/5, health insurance numbers from Sue on 10/5 and attend town budget hearing 10/6.

COMMUNITY COLLABORATION:

Forward Three Lakes Organizational Engagement program scheduled for 11/12 (publicity, registration, etc.); Discussing civic engagement/candidate recruitment program with League of Women Voters

Three Eagle Trail, Three Lakes Museum: planning interpretive historical signage on Three Eagle Trail

Three Lakes Museum: strategic planning and planning for shared staffing role; collaboration with Three Lakes Genealogical Society for website and oral/family history.

Hosting UWEX/ADRC "Strong Bodies" program is going extremely well; looking at second session in November

Strategic Planning for Antigo Public Library 9/29, 10/11, 10/21, 11/8

Three Lakes Waterfront Association: begin moving books to circulation collection

PROGRAMS AND OUTREACH:

September:

- "Memories by the Fire" campfire conversations in lieu of Catena 9/1 (19) and 9/22 (13)
- Story Hour in Three Lakes (59) and in Sugar Camp (8)
- Women in Stem – Reba the rescue hound and Kim Maney, handler (13)
- In library: D&D (17), Books the Other Channel (6), Genealogy Society (9)
- Weekly children's take and make (35); teen (24) and adult (15) take-and-make

October:

- "Memories by the Fire" campfire conversations 10/6 and 10/27
- Story Hour in Three Lakes and Sugar Camp
- Lego Club
- Women in Stem
- In library: D&D, Books the Other Channel, Genealogy Society
- Weekly children's take and make; teen and adult take-and-make

Respectfully submitted,

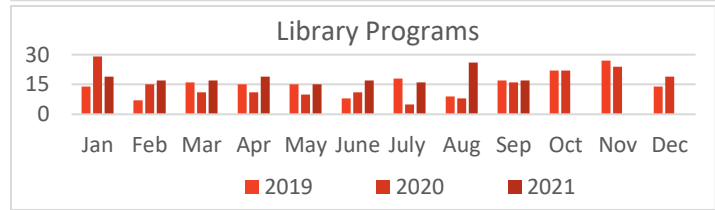
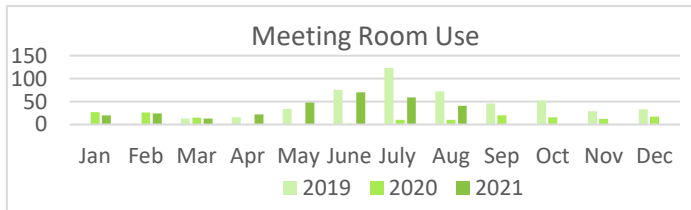
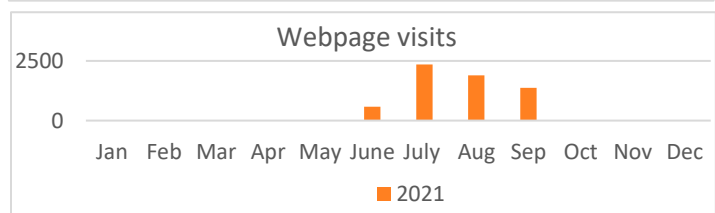
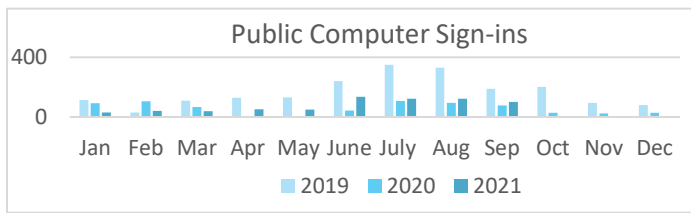
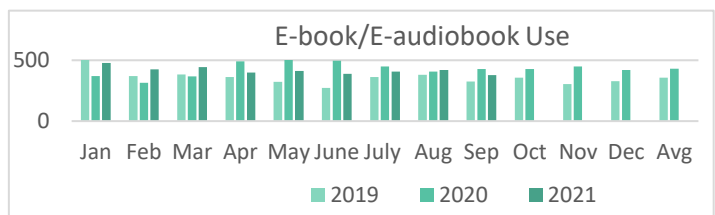
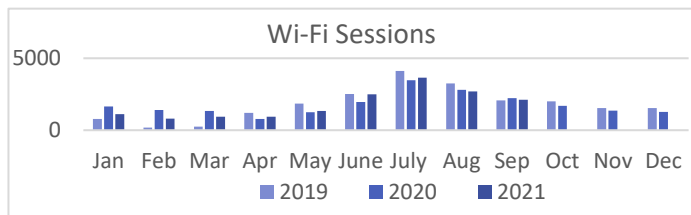
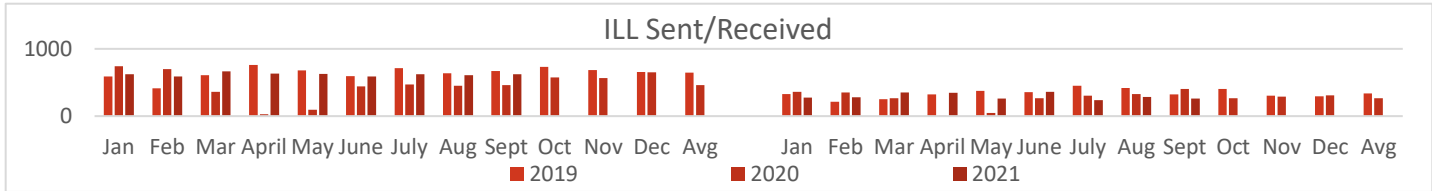
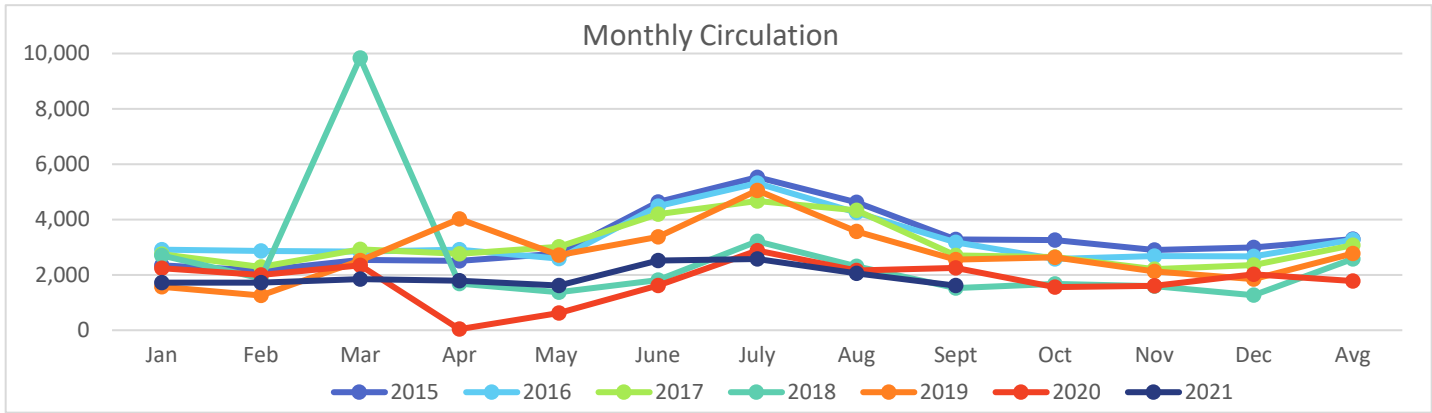
Erica Brewster – Director

Library Board of Trustees - Director's Report

October 19, 2021

Monthly and YTD Statistics

| | Sept 2021 | YTD 2021 | Sept 2020 | YTD 2020 | Sept 2019 | YTD 2019 |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Circulation | 1,611 | 17,418 | 2,252 | 16,218 | 2,553 | 26,587 |
| Interlibrary loan sent | 593/29 | 5,410/234 | 441/21 | 3,616/136 | 622/50 | 5,356/315 |
| Interlibrary loan received | 260 | 2,656 | 406 | 2,328 | 322 | 3,042 |

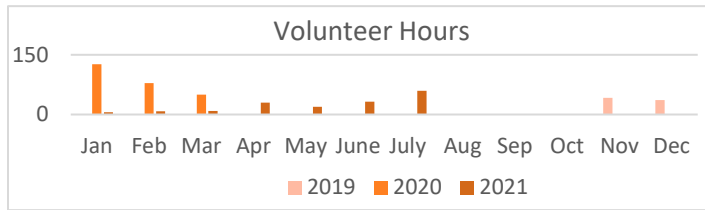


Library Usage - Survey 2021

| | 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 - Director's Report

October 19, 2021



Donations received:

Chapel in the Pines: \$200 in support of local history preservation efforts

Three Lakes Community Foundation: \$250 for the Storybook Gardens project

Memorials:

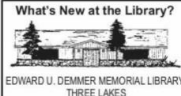
Doris Goldsworthy

Bernice Leonard from Medicine Lake Lodge

Publicity of note:

Lots of excellent feedback during Pumpkin Fest book sale

Three Lakes News has added a "What's New at the Library?" icon



Story hour at the Edward U. Demmer Memorial Library is in full swing.

This free program for preschool-age children and caregivers is held Tuesday mornings from 9:45 to 10:45 a.m. in Three Lakes, and Tuesday afternoons at Sugar Camp School from

2:30 to 3:30 p.m. Miss Candice will have books, songs and crafts.

Tabletop Tech days will be held Fridays, Oct. 1 and 15, from 2 to 4 p.m. Patrons can bring in their tablet, laptop or smart phone and ask questions.

Lego Club will take place at the library Monday, Oct. 11, from 3:30 to 5 p.m. Participants are encouraged to free build, take part in a challenge or play creationary.

The Three Lakes Genealogical Society meets the fourth Monday of every month from 1 to 3 p.m. to assist new, novice and expert family sleuths find family records.

The group also is adding active "office hours" in the local history room of the library where community members can drop in and ask questions. Check the library's website for upcoming dates.

The Other Channel book

NE 14, SECTION 20 AND GOVERNMENTS LOTS 4 AND 6, SECTION 17, ALL IN TOWNSHIP 42 NORTH, RANGE 7 EAST, BOULDER JUNCTION TOWNSHIP, VILAS COUNTY, WISCONSIN.
 Street Address: 19455 Main Street, Boulder Junction, WI 54512
 Tax Key No. 904-1595

THE PROPERTY WILL BE SOLD AS IS AND SUBJECT TO ANY AND ALL REAL ESTATE TAXES, SUPERIOR LIENS OR OTHER LEGAL ENCUMBRANCES.

TERMS OF SALE: CASH, CASHIER'S CHECK or CERTIFIED FUNDS, payable to the Clerk of Courts (10% down payment at sale, balance due within ten (10) days of Court approval; down payment to be forfeited if payment not received timely) (Cashier's Check is required if down payment is \$20,000.00 or more) to Notice of Sale. Buyer must comply with minimum bidder qualifications as set forth in Wis. Stat. § 846.155. Buyer to pay applicable

West R/W line of the Chicago & Northwestern Railroad R/W line, thence South 2° 56' 02" East 132.52 feet along said R/W line to an iron pipe, thence North 89° 00' 00" West 383.13 feet to an iron pipe on the East R/W line of the Town Road, thence North 0° 06' 23" West 132.24 feet along said R/W line to the place of beginning, COMPLETE LEGAL IN TAX ROLL.

The City of Eagle River Planning Commission will hold a public hearing regarding the proposal on October 7, 2021 at 5:00 p.m. located at the Eagle River City Hall 525 E. Maple Street Eagle River WI 54521. Comments can be made at the public hearing or by mail to City Administrator PO Box 1269 Eagle River WI 54521; by phone (715) 478-8682 x227 or email roginer@ci.eagle-river.wi.us. Documents will be available for review at City Hall.
 3609
WNAXLP

Bluejay Buzz email and Three Lakes School District Facebook page:

Celebrating Library Card Month

Do you have a library card? If not, the National Library Association reminds everyone that September is a great month to apply for one. This week, Ms. Adam's second-grade class stopped by the Demmer Library for a tour and to learn about the power of holding a library card. The walking field trip was in recognition of national Library Card Sign-Up Month. [Click here for photos.](#)



Library Board of Trustees – Building and Maintenance Report

October 19, 2021

BUILDING:

Attic/roof:

10/6: on site meeting with Greenfire (contractor) , Hoffman (architect) – see attached notes

Roof fixes

- Ridge vent vs. power vent: block of ridge vent (not part of the building plan) with OSB to allow power vents to ventilate through soffit vents
- Cutting around boots and penetrations – cut round, not square
- Tarring/caulking of nail heads: photos to demonstrate completion, check to be sure all were done
- “Swayback” in roof ridgeline: Hoffman will contact truss manufacturer to get advice on how to raise the trusses from the interior via sistering; Greenfire will install
 - o Ventilation (lack thereof) on SW, NW, SE, NE corners of new roof: open up soffit on SW, NW, SE, NE corners and north long run, remove material, add holes in rafter, proper vents, replace soffit
- Sagging in sheathing: 27” spacing in one truss; solution - full rafter in between to create a minimum 22.5” space on one side
- Gutter and drainage: Install end cap and downspout to funnel water into east/west gutter rather than back onto roof; install heat tape along roofline and in gutter on south side

Ductwork in IT room:

- Foam insulation and flashing around duct before cold weather

Floor sinking in teen/children’s area:

- ✓ 10/4 Float and level floor complete

SYSTEMS:

Annual lift inspection: No change, still waiting on the following: NEIS re: issue new permit to operate.

9/9: Quarterly inspection from Arrow Lift. Determined problem in breaker that doesn’t allow the battery back up to function during power failure. Looking into solution.

EXTERIOR:

Concrete:

- ✓ 9/28 – 10/6: failing concrete removed and replaced
- To do: finish replacing railing on west entrance ramp

Huron Street: scheduled to be resurfaced week of October 11

Library Board of Trustees – Building and Maintenance Report

October 19, 2021

Landscaping:

- ✓ 9/29 and 10/6 – met with Linnea Ebann and landscapers (MK and Hanson’s) for proposals for memorial landscaping on south and east side of building.
- ✓ Install drain tile to drain SW rain garden under sidewalk into French drain on SW side of building

Solar project: TBD. Following up after meetings with Greenfire/Hoffman; have some new information for alternative mounting systems for panels; continue to answer questions

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Remove trim in Tamarack Room and inspect/treat for mold on drywall after dehumidifier flooding
- Heat tape in southwest gutter, change gutter to “scupper”??
- Greenfire: check partner gutter in middle of the south side of building
- Greenfire: connect southwest rain garden to French drain on west side of sidewalk
- Greenfire: sewer cleanout in chair and table room
- Rapple: 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, Barbara Bauknecht Holtz)
 - Lawrence Demmer plaque for vestibule

10/06/2021 – Demmer Library conference call with Greenfire Management Services and Hoffman Planning, Design & Construction

9 AM

Attendees:

Demmer: Ann Asbeck (board president), Tom Asbeck, Jeff Boehm (library board) Erica Brewster, Josh Paetow, Brian Schubring

Greenfire: Nate Brown

Hoffman: Jody Andres, Jon Rynish (remote)

Topics:

- Ventilation (lack thereof) on SW, NW, SE, NE corners of new roof
 - Findings: corners are blocked off by wall insulation, OSB, etc., and some structure of fly rafter
 - Solution: open up soffit on SW, NW, SE, NE corners and north long run, remove material, add holes in rafter, proper vents, replace soffit
- Ridge vent vs. power vent
 - Findings: structure has both ridge vent and power vent
 - Solution: block of ridge vent (not part of the building plan) with OSB to allow power vents to ventilate through soffit vents
- Swayback/swale in ridgeline
 - Finding: three trusses were not leveled creating a drop in elevation where the new roofline joins the old
 - Solution: Hoffman will contact truss manufacturer to get advice on how to raise the trusses from the interior via sistering; Greenfire will install
- Icing on south roof edge
 - Finding: sun causes freeze/thaw pattern on south roof
 - Solution: install heat tape along roofline and in gutter
- Gutter on south side of building
 - Finding: no downspout between north/south (short) and east/west (long) gutter
 - Install end cap and downspout to funnel water into east/west gutter rather than back onto roof.

10/06/2021 – Demmer Library conference call with Greenfire Management Services and Hoffman Planning, Design & Construction

9 AM

Action summary:

| Issue | Response | Date | Who |
|--|--|--|------------|
| Duct in IT room | Foam insulation and flashing around duct | TBD | Greenfire |
| Ventilation | Remove soffit from SW/SE, NW/NE corners and north run, remove unnecessary material and create channels for ventilation airflow | Week of October 11 | Greenfire |
| “Swayback” in roof ridgeline, approximately 15’ on western edge of the north side of the ridge | Raise trusses from inside of attic | Week of October 11 (pending information from truss manufacturer) | Greenfire |
| Cutting around boots and penetrations | Repair so holes are round/match the penetrations | With swayback reroof, TBD | Greenfire |
| Exposed nail heads in shingles and flashing | Tarring/caulking of nail heads: photos to demonstrate completion, check to be sure all were done | With swayback reroof, TBD | Greenfire |
| Sagging in sheathing caused by 27” spacing in one truss; solution | Install full rafter in between to create a minimum 22.5” space on one side | With swayback reroof, TBD | Greenfire |
| Failing concrete | Replace identified concrete | September 28 – October 6 | Greenfire |
| Loose railing on west ramp | Review how the railing was anchored; consider options (rebar) and assure anchor bolts are installed | Week of October 4 and 11 | Greenfire |
| SW rain garden not draining | Connect to French drain | Week of October 4 | Greenfire |
| Sewer cleanout in program storage room covered with new flooring | Find and cut out | TBD | Greenfire |
| Sinking floor in children/teen area | Float and level floor | October 4 | Greenfire |

Public Funds Voucher List September 2021

10/19/2021 through 10/19/2021

10/12/2021

Page 1

| Date | Description | Memo | Category | Amount |
|--------------------------------|---------------------------|-----------------------|---|------------------|
| 10/19/2021 | Antigo Public Library | v. 84 - 5511015 | 05 Contractual Services:Professional Services | -150.00 |
| 10/19/2021 | Baker & Taylor | 5511039 | 11 Materials - Books:Adult Books | -1,132.01 |
| | | 5511039 | 11 Materials - Books:Juv Books | -232.86 |
| | | 5511039 | 11 Materials - Books:YA Books | -17.55 |
| 10/19/2021 | Erica Brewster | v.86--5511039-\$26.33 | 12 Materials - AV:AV Adult:DVD | -26.33 |
| 10/19/2021 | Demmer Mem. Library | USPS | 07 Postage | -108.13 |
| | | UPS | 07 Postage | -13.83 |
| | | Amazon | 04 Property Maintenance:COVID | -19.98 |
| | | Amazon | 11 Materials - Books:Adult Books | -15.40 |
| | | Amazon | 11 Materials - Books:Adult Books | -35.80 |
| | | Amazon | 11 Materials - Books:Adult Books | -25.21 |
| | | Aamazon | 04 Property Maintenance:COVID | -43.97 |
| | | AVCO Vacuum | 04 Property Maintenance | -51.50 |
| | | Backwoods Laser | 06 Supplies:Office | -20.00 |
| | | Amazon | 11 Materials - Books:Juv Books | -34.77 |
| | | Amazon | 06 Supplies:Office | -28.96 |
| 10/19/2021 | Gale Group | v. 88 - 5511039 | 11 Materials - Books:Adult Books | -152.54 |
| 10/19/2021 | Candice Johnson | Sugar Camp Story Hour | 14 Staff Development:Mileage & Meals | -21.06 |
| | | | 15 Programming:Story Hour | -10.88 |
| 10/19/2021 | April Lammert | Adult program | 15 Programming:Adult | -39.29 |
| | | | 13 Subscriptions:Newspapers | -61.00 |
| 10/19/2021 | MicroMarketing Associates | v.91 - 5511039 | 12 Materials - AV:AV Adult:BCD | -281.15 |
| 10/19/2021 | Office Depot | v.92 - 5511038 | 06 Supplies:Office | -308.46 |
| 10/19/2021 - 10/19/2021 | | | | -2,830.68 |
| | | | TOTAL INFLOWS | 0.00 |
| | | | TOTAL OUTFLOWS | -2,830.68 |
| | | | NET TOTAL | -2,830.68 |

Special Account for Board - New

9/1/2021 through 10/19/2021

10/13/2021

Page 1

| Date | Num | Description | Memo | Category | Amount |
|------------------------------|---------|-----------------------------|---|-----------------------------|-----------------|
| BALANCE 8/31/2021 | | | | | 6,079.52 |
| 9/1/2021 | Debit | Amazon.com | COVID: children's masks | Town of Three Lakes Expense | -19.98 |
| 9/2/2021 | Debit | Amazon.com | Adult books | Town of Three Lakes Expense | -15.40 |
| 9/2/2021 | Debit | Amazon.com | Adult books | Town of Three Lakes Expense | -35.80 |
| 9/7/2021 | Debit | UPS | Book shipping - postage | Town of Three Lakes Expense | -13.83 |
| 9/7/2021 | Debit | Amazon.com | Adult books | Town of Three Lakes Expense | -25.21 |
| 9/7/2021 | Debit | Amazon.com | adult books | Town of Three Lakes Expense | -35.80 |
| 9/7/2021 | Debit | Amazon.com | COVID: masks, gloves | Town of Three Lakes Expense | -43.97 |
| 9/10/2021 | Debit | AVCO Vacuum | Property maintenance: Vacuum repair | Town of Three Lakes Expense | -51.50 |
| 9/21/2021 | 3681 | Baker & Taylor | Memorial - Silber | Memorial Expense:Books | -22.75 |
| 9/21/2021 | 3682 | Erica Brewster | 50th anniversary cookies - Handcrafted C... | Donation Expense | -100.00 |
| 9/21/2021 | 3683 | Fika Bakery & Coffee | 50th anniversary cookies - 5 doz | Donation Expense | -40.00 |
| 9/21/2021 | 3684 | Candice Johnson | TLPLF - children take & make reimburse... | Grant and Project Expense | -19.08 |
| 9/21/2021 | 3685 | April Lammert | Make & Take reimbursement - TLPLF | Grant and Project Expense | -13.76 |
| 9/27/2021 | Debit | Backwoods Laser Specialists | Name tags - Lori and Kira | Town of Three Lakes Expense | -20.00 |
| 9/28/2021 | DEP ... | Deposit | | Copier Income | 124.00 |
| | | | | Fines Income | 29.56 |
| | | | cash | Donation Income | 12.00 |
| | | | Kelly | Donation Income | 26.35 |
| | | | Chapel in the Pines | Donation Income | 200.00 |
| | | | Silber | Memorial Income | 20.00 |
| | | | 1035: 43.97; 1039: 153.51; 1040: 168.34 | Town of Three Lakes Income | 365.82 |
| 9/28/2021 | Debit | Amazon.com | YA/Juv books | Town of Three Lakes Expense | -34.77 |
| 9/29/2021 | Debit | Amazon.com | Office supplies: 11x17 paper | Town of Three Lakes Expense | -28.96 |
| 10/12/2021 | 3686 | Baker & Taylor Books | Replacement | Fines Expense | -15.67 |
| 10/19/2021 | 3687 | Mari Lynn Garbowicz | Storybook Gardens - TLPLF | Grant and Project Expense | -175.55 |
| 10/19/2021 | 3688 | Beth Jacobson | Storybook Gardens - TLPLF | Grant and Project Expense | -10.99 |
| 10/19/2021 | 3689 | Candice Johnson | Take & Make - TLPLF | Grant and Project Expense | -10.23 |
| 10/19/2021 | 3690 | April Lammert | Take & Make - TLPLF | Grant and Project Expense | -17.29 |
| 10/19/2021 | 3691 | ...Town of Three Lakes | | Copier Transfer to Town | -624.80 |
| | | | | Fine Transfer to Town | -201.49 |
| 9/1/2021 - 10/19/2021 | | | | | -799.10 |
| BALANCE 10/19/2021 | | | | | 5,280.42 |
| TOTAL INFLOWS | | | | | 777.73 |

Special Account for Board - New

9/1/2021 through 10/19/2021

10/13/2021

Page 2

| Date | Num | Description | Memo | Category | Amount |
|------|-----|-------------|------|-----------------------|------------------|
| | | | | TOTAL OUTFLOWS | -1,576.83 |
| | | | | NET TOTAL | -799.10 |

2021 October Budget Sheet

| 10/19/2021 Account | 2021 Budget | Spent | Balance |
|-----------------------------------|----------------------|----------------------|---------------------|
| Salaries | | | |
| Director | \$ 55,543.49 | \$ 40,584.00 | \$ 14,959.49 |
| Asst. Director | \$ 39,060.78 | \$ 23,530.40 | \$ 15,530.38 |
| Adult and Young Adult Librarian | \$ 24,462.00 | \$ 18,454.51 | \$ 6,007.49 |
| Childrens Librarian | \$ 15,296.74 | \$ 10,109.14 | \$ 5,187.60 |
| Outreach Coordinator | \$ 10,789.40 | \$ 7,913.88 | \$ 2,875.52 |
| Circulation Clerk | \$ 8,613.70 | \$ 4,671.56 | \$ 3,942.14 |
| Collection Development | \$ 7,162.52 | \$ 8,600.87 | \$ (1,438.35) |
| Summer Asst. | \$ 894.60 | \$ 621.00 | \$ 273.60 |
| Custodial | \$ 6,009.43 | \$ 2,080.80 | \$ 3,928.63 |
| Unemployment | \$ - | | \$ - |
| Total Salaries | \$ 167,832.65 | \$ 116,566.16 | \$ 51,266.49 |
| | | 69% | |
| Benefits | | | |
| WRS | \$ 9,248.73 | \$ 7,172.22 | \$ 2,076.51 |
| Social Security | \$ 12,839.20 | \$ 9,178.33 | \$ 3,660.87 |
| Health Insurance | \$ 16,974.62 | \$ 8,365.23 | \$ 8,609.39 |
| Life Insurance | | \$ 87.21 | \$ (87.21) |
| AFLAC | | | \$ - |
| Total Benefits | \$ 39,062.54 | \$ 24,802.99 | \$ 14,259.55 |
| | | 63% | |
| Utilites | | | |
| Sewer and Water 551 1036 | \$ 2,000.00 | \$ 830.18 | \$ 1,169.82 |
| Electric 551 1031 | \$ 6,000.00 | \$ 3,579.24 | \$ 2,420.76 |
| Natural Gas 551 1034 | \$ 3,000.00 | \$ 1,283.20 | \$ 1,716.80 |
| Telephone 551 1020 | \$ 2,500.00 | \$ 1,889.73 | \$ 610.27 |
| Total Utilites | \$ 13,500.00 | \$ 7,582.35 | \$ 5,917.65 |
| | | 56% | |
| 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 | \$ 2,390.20 | \$ (690.20) |
| COVID Expenses | \$ 1,600.00 | \$ 1,450.80 | \$ 149.20 |
| Total Property Maintenance | \$ 5,562.00 | \$ 5,527.06 | \$ 34.94 |
| | | 99% | |

| 10/19/2021 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 | \$ 1,160.00 | \$ (735.00) |
| Total Contractual Services | \$ 3,915.00 | \$ 3,316.52 | \$ 598.48 |
| | | 85% | |
| Supplies | 551 1038 | | |
| Office Supplies | \$ 1,750.00 | \$ 768.89 | \$ 981.11 |
| Library Supplies | \$ 1,750.00 | \$ 896.13 | \$ 853.87 |
| Petty Cash | \$ 150.00 | | \$ 150.00 |
| Total Supplies | \$ 3,650.00 | \$ 1,665.02 | \$ 1,984.98 |
| | | 46% | |
| Postage | 551 1038 | | |
| Demmer Postage | \$ 400.00 | \$ 470.62 | \$ (70.62) |
| Total Postage | \$ 400.00 | \$ 470.62 | \$ (70.62) |
| | | 118% | |
| Computer Supplies | 551 1038 | | |
| Computer Hardware | \$ 2,800.00 | \$ 340.00 | \$ 2,460.00 |
| Total Computers | \$ 2,800.00 | \$ 340.00 | \$ 2,460.00 |
| | | 12% | |
| 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 |
| | | 5% | |
| 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 |
| | | 97% | |

| 10/19/2021 Account | 2021 Budget | Spent | Balance |
|--------------------------------|---------------------|---------------------|--------------------|
| Materials - Books | 551 1039 | | |
| Adult Books | \$ 12,000.00 | \$ 10,302.71 | \$ 1,697.29 |
| eBook Consortium | \$ 759.90 | \$ 749.23 | \$ 10.67 |
| Juvenile Books | \$ 2,500.00 | \$ 2,952.73 | \$ (452.73) |
| YA Books | \$ 1,250.00 | \$ 359.99 | \$ 890.01 |
| Total Materials - Books | \$ 16,509.90 | \$ 14,364.66 | \$ 2,145.24 |
| | | 87% | |
| Materials - AV | 551 1039 | | |
| Adult Books on CD | \$ 2,700.00 | \$ 2,481.11 | \$ 218.89 |
| Adult CD | \$ 100.00 | \$ 34.90 | \$ 65.10 |
| Adult DVD | \$ 1,130.00 | \$ 570.13 | \$ 559.87 |
| Juvenile Books-on-CD | \$ 200.00 | \$ 129.72 | \$ 70.28 |
| Juvenile CD | \$ 50.00 | \$ 21.86 | \$ 28.14 |
| Juvenile DVD | \$ 200.00 | \$ 343.36 | \$ (143.36) |
| YA Books-on-CD | \$ 265.00 | \$ 40.00 | \$ 225.00 |
| Replacements-AV | \$ 125.00 | \$ - | \$ 125.00 |
| Total Materials - AV | \$ 4,770.00 | \$ 3,621.08 | \$ 1,148.92 |
| | | 76% | |
| Subscriptions | 551 1039 | | |
| Subscription Service | \$ 1,900.00 | \$ 1,603.55 | \$ 296.45 |
| Newspapers | \$ 1,200.00 | \$ 61.00 | \$ 1,139.00 |
| Individual Subscriptions | \$ 85.00 | \$ 65.00 | \$ 20.00 |
| Total Subscriptions | \$ 3,185.00 | \$ 1,729.55 | \$ 1,455.45 |
| | | 54% | |
| Staff Development | 551 1040 | | |
| Staff Development | \$ 1,100.00 | \$ 727.28 | \$ 372.72 |
| Mileage and Meals | \$ 1,750.00 | \$ 62.61 | \$ 1,687.39 |
| Total Staff Development | \$ 2,850.00 | \$ 789.89 | \$ 2,060.11 |
| | | 28% | |

| 10/19/2021 Account | 2021 Budget | Spent | Balance |
|---|----------------------|----------------------|---------------------|
| Programming | 551 1040 | | |
| Story Hour | \$ 600.00 | \$ 110.69 | \$ 489.31 |
| Reading Programs | \$ 800.00 | \$ 1,234.99 | \$ (434.99) |
| Movie license | \$ 236.00 | \$ 223.00 | \$ 13.00 |
| Young Adult | \$ 668.00 | \$ 420.43 | \$ 247.57 |
| Adult | \$ 650.00 | \$ 636.02 | \$ 13.98 |
| Total Programming | \$ 2,954.00 | \$ 2,625.13 | \$ 328.87 |
| | | 89% | |
| 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 |
| | | 8% | |
| Total 2020 Budget | \$ 276,787.14 | \$ 191,227.45 | \$ 85,559.69 |
| Salary totals current through 9/22/2021 | | 69% | |

Maintenance Account for Board - Q3 2021

7/1/2021 through 9/30/2021

10/11/2021

Page 1

| Date | Num | Description | Memo | Category | Amount |
|-----------------------------|-----|-----------------|----------------------------------|----------------------------|------------------|
| BALANCE 6/30/2021 | | | | | 42,934.33 |
| 7/30/2021 | | Interest Earned | | _IntInc | 3.14 |
| 8/30/2021 | | Interest Earned | | _IntInc | 2.92 |
| 9/28/2021 | DEP | Deposit | Reimburse capital expense - d... | Town of Three Lakes Income | 4,438.00 |
| 9/30/2021 | | Interest Earned | | _IntInc | 2.84 |
| 7/1/2021 - 9/30/2021 | | | | | 4,446.90 |
| BALANCE 9/30/2021 | | | | | 47,381.23 |
| TOTAL INFLOWS | | | | | 4,446.90 |
| TOTAL OUTFLOWS | | | | | 0.00 |
| NET TOTAL | | | | | 4,446.90 |

Former Friends Account for Board - Q3 2021

7/1/2021 through 9/30/2021

10/11/2021

Page 1

| Date | Num | Description | Memo | Category | Amount |
|-----------------------------|------|-------------|-----------------------|---|-----------------|
| BALANCE 6/30/2021 | | | | | 6,940.44 |
| 7/6/2021 | DEP | S Deposit | Before 4th book sale | Donation Income:Friends of the Library | 44.00 |
| | | | 4th of July book sale | Donation Income:Friends of the Library | 923.00 |
| 7/26/2021 | DEP | Deposit | Book sale, July | Donation Income:Friends of the Library | 42.00 |
| 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 |
| 9/9/2021 | DEP | S Deposit | Better World Books | Donation Income:Friends of the Library | 53.72 |
| | | | | | 154.75 |
| 7/1/2021 - 9/30/2021 | | | | | 652.61 |
| BALANCE 9/30/2021 | | | | | 7,593.05 |
| TOTAL INFLOWS | | | | | 1,217.47 |
| TOTAL OUTFLOWS | | | | | -564.86 |
| NET TOTAL | | | | | 652.61 |

Fines and Copier Quarterly Report111 - Q3 2021

7/1/2021 through 9/30/2021

10/11/2021

Page 1

| Date | Account | Num | Description | Clr | Amount |
|----------------------|---------------------------|-------|-------------|-----|---------------|
| INCOME | | | | | 826.29 |
| Copier Income | | | | | 624.80 |
| 7/26/2021 | NEW Special Acct. Chec... | DEP S | Deposit | R | 290.45 |
| 8/26/2021 | NEW Special Acct. Chec... | DEP S | Deposit | R | 210.35 |
| 9/28/2021 | NEW Special Acct. Chec... | DEP S | Deposit | R | 124.00 |
| Fines Income | | | | | 201.49 |
| 7/26/2021 | NEW Special Acct. Chec... | DEP S | Deposit | R | 41.75 |
| 8/26/2021 | NEW Special Acct. Chec... | DEP S | Deposit | R | 130.18 |
| 9/28/2021 | NEW Special Acct. Chec... | DEP S | Deposit | R | 29.56 |
| OVERALL TOTAL | | | | | 826.29 |

Library Board of Trustees – Quarterly Account Report

3rd Quarter 2021

October 19, 2021

Special Donation Account: Income: donations, memorials, fund raising, fine/copier/fax revenue
Expense: donation/memorial/fine expenses, coffee cart supplies, special donation expenses, items purchased with debit card and reimbursed from Town account.

BMO account:

| | |
|--------------------------------------|-------------------|
| Beginning balance 07/01/2021: | \$3,536.70 |
| Ending balance 09/30/2021: | \$3,536.70 |
| Net change: | +\$0.00 |

New mBank account:

| | |
|--------------------------------------|-------------------|
| Beginning balance 07/01/2021: | \$7,053.41 |
| Ending balance 09/30/2021: | \$6,412.95 |
| Net change: | -\$640.46 |

Money Market Maintenance: funds remaining from Demmer Trust funds allocated for major maintenance project in 1998 and additional funds from Demmer Trust annual disbursement.

BMO account:

| | |
|--------------------------------------|--------------------|
| Beginning balance 07/01/2021: | \$47,597.33 |
| Ending balance 09/30/2021: | \$47,381.23 |
| Net change: | -\$216.10 |

Former Friends: funds raised and previously maintained by the Friends of the Demmer Memorial Library until August 2016. Income: quarterly book sales.

BMO account:

| | |
|--------------------------------------|-------------------|
| Beginning balance 07/01/2021: | \$6,940.44 |
| Ending balance 09/30/2021: | \$7,593.05 |
| Net change: | +\$652.61 |

Respectfully submitted,

Erica Brewster – Director

Demmer Staff Mini Grant

Edward U. Demmer Memorial Library
Three Lakes, Wisconsin

Date 10/19/2021

Program Name: Grant writing workshop

Staff name: Erica Brewster

Date(s) of program: _____

Amount requested: \$600.00 (estimates are okay)

Brief description of program:

Who is involved, what materials are needed, when do you want to start, why is this important, and how will funds help?

Request funds to support cost of Rena Beyer presenting "Writing Successful Grant Proposals" workshop on 8/27 at Three Lakes School. Program was co-sponsored by the Three Lakes Community Foundation. 30 participants: 17 in person and 13 via Zoom. Thirteen Three Lakes community groups/local government agencies participated.

Cost covers presenter's fee plus travel. Up to 50/50 split with TLCF.

Library board use:

Approved/Denied: _____

Amount approved: _____

Signature: _____

Source of funds:

_____ Operational budget

_____ Special account donations

_____ Used book sale funds

_____ Capital/Building maintenance

_____ Forward to Foundation

_____ Other (specify: _____)

10/19/2021 - 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>9/8/2021 – 10/8/2021: 857 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. 351 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>10/12/2021: 58.2% Oneida, 57.2% Vilas fully vaccinated; 60.5% / 60.0% 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 actions taken:

- ✓ Return to masking for all individuals indoors
- ✓ Begin Story Hour (TL and SC) and Baby Story Time season. Other youth programming held outside as much as possible.
- ✓ Meetings and programs for adults continue indoors with mask requirements.
- ✓ Hire and train desk clerk, 15 hrs/week

September-October actions taken:

- ✓ Return public computer self-check in and catalog computer
- ✓ October 4: add 9 hours of library open time: Monday, Wednesday, Friday 9 AM – 12 PM

TBD:

- Hire and train technical assistant/accounting position
- Add 5 hours on Saturdays, 9 AM – 2 PM

2022 Library Budget
 10-2021 line item changes
 10/13/2021

| Category | Reduced/Increased from 2021 | Amount | Amount *NEW* 10/2021 | Total change | Percent change |
|--|-----------------------------|----------------|----------------------|----------------|----------------|
| Wages | Reduced | \$ (10,251.52) | \$ (1,237.94) | \$ (11,489.46) | -7% |
| Benefits | Increased | \$ 12,603.52 | \$ 4,566.30 | \$ 17,169.82 | 44% |
| Utilities | Reduced | \$ (2,500.00) | \$ (300.00) | \$ (2,800.00) | -21% |
| Property maintenance | Reduced | \$ (942.00) | \$ (20.00) | \$ (962.00) | -17% |
| Contractual services | Increased | \$ 67.00 | \$ (25.00) | \$ 42.00 | 1% |
| Supplies: Office/Library | Reduced | \$ (500.00) | \$ (1,000.00) | \$ (1,500.00) | -41% |
| Supplies: Postage | No change | \$ - | \$ - | \$ - | 0% |
| Supplies: Computer supplies | Reduced | \$ - | \$ (500.00) | \$ (500.00) | -18% |
| Expenses: Computer expenses | Reduced | \$ (50.00) | \$ - | \$ (50.00) | -3% |
| Expenses: WVLS contract | Increased | \$ 447.19 | \$ - | \$ 447.19 | 6% |
| Materials: children's books | Reduced | \$ - | \$ (988.06) | \$ (988.06) | -6% |
| Materials: Subscription service | Reduced | \$ - | \$ (295.00) | \$ (295.00) | -9% |
| Expenses: Staff development | Reduced | \$ (350.00) | \$ (200.00) | \$ (550.00) | -19% |
| Expenses: programming | Increased | \$ 69.00 | \$ - | \$ 69.00 | 2% |
| Expenses: publishing fees | No change | \$ - | \$ - | \$ - | 0% |
| | | \$ (1,406.81) | \$ 0.30 | \$ (1,406.51) | |

Notes:

- Increase in health insurance for library budget was \$4,661, or 15% over 2021. \$4,661 represents 1.7% of the library's entire budget or 6.7% of 2021's non-personnel budget
- Unknown: currently we are budgeting for 1 individual, 1 family, and 1 individual + spouse/child health insurance plan. Our actual needs in 2022 may be different depending on hiring.
- Concern: we no longer have any room in operating budget to absorb impact of high cost deductible usage by an insured individual (up to \$3500/individual, or \$7000/family).
- Proposal: ask library foundation to cover \$1,000 cut from children's books
- Oneida County Library Board will meet on 12/8 to set the allocation for libraries. Demmer's will likely increase by at least \$1,600 if the OCLB request is approved by the full county board.

| 2022 Budget Sheet Worksheet - DRAFT | | | | | | | | | | |
|-------------------------------------|----------------------|----------------------|---------------------|----------------------|---|------|----------------|--|-----|---------------------|
| Account | 2020 Actual | 2021 Budget | 2021 6 month | 2022 Budget | Comments | | | | | |
| Salaries | | | | | | | | | | |
| Director | \$ 54,454.40 | \$ 55,543.49 | \$ 27,768.00 | \$ 57,209.79 | Salary | | | | | |
| Technical services | \$ 38,115.62 | \$ 39,060.78 | \$ 19,532.77 | \$ 29,640.00 | FTE 38 hrs/wk x \$15/hr | | | | | |
| Adult and Young Adult Librarian | \$ 13,717.82 | \$ 24,462.00 | \$ 12,150.01 | \$ 29,640.00 | 38 hrs/wk x \$15/hr | | | | | |
| Childrens Librarian | \$ 15,681.75 | \$ 15,296.74 | \$ 7,171.14 | \$ 15,318.16 | 20 hrs/wk @ \$13.39/hr | | | | | |
| Outreach Coordinator | \$ 8,830.62 | \$ 10,789.40 | \$ 5,542.68 | \$ 11,113.08 | 14 hrs/wk | | | | | |
| Circulation Clerk | \$ 6,791.80 | \$ 8,613.70 | \$ 3,941.56 | \$ 7,498.40 | 14 hrs/wk | | | | | |
| Collection Development | \$ 6,110.56 | \$ 7,162.52 | \$ 8,600.87 | \$ - | | | | | | |
| Summer Asst. | | \$ 894.60 | \$ 216.00 | \$ 972.00 | 9 hrs/wk x 12 weeks | | | | | |
| Custodial | \$ 3,172.43 | \$ 6,009.43 | \$ 1,491.24 | \$ 4,951.77 | 8hrs/wk | | | | | |
| LTE 1 | | \$ - | | | | | | | | |
| Unemployment | \$ 4,753.00 | \$ - | | | | | | | | |
| 3% Increase | \$ - | | | | | | | | | |
| Total Salaries | \$ 151,628.00 | \$ 167,832.66 | \$ 86,414.27 | \$ 156,343.20 | | -7% | \$ (11,489.46) | | 23% | Operational |
| | | | | | | | | | 10% | Fixed operational |
| Benefits | | | | | | | | | 13% | non-fixed |
| WRS | \$ 9,241.40 | \$ 9,248.73 | \$ 5,451.68 | \$ 9,199.35 | 2022: 6.5% of eligible wages | | | | 10% | purchased materials |
| Social Security and FICA | \$ 11,328.79 | \$ 12,839.20 | \$ 6,633.25 | \$ 11,837.02 | 7.65% of all wages | | | | 77% | personnel |
| Health Insurance | \$ 15,310.68 | \$ 16,974.62 | \$ 8,020.78 | \$ 35,196.00 | | 107% | \$ 18,221.38 | | | |
| Life Insurance | \$ 272.32 | | \$ 114.40 | | | | | | | |
| AFLAC | | | | | | | | | | |
| Total Benefits | \$ 36,153.19 | \$ 39,062.55 | \$ 20,220.11 | \$ 56,232.37 | | 44% | \$ 17,169.82 | | | |
| | | | | | | | | | | |
| Utilites | | | | | | | | | | |
| Sewer and Water 551 1036 | \$ 1,040.29 | \$ 2,000.00 | \$ 541.81 | \$ 1,200.00 | | | | | | |
| Electric 551 1031 | \$ 5,018.56 | \$ 6,000.00 | \$ 2,083.60 | \$ 5,000.00 | | | | | | |
| Natural Gas 551 1034 | \$ 1,283.97 | \$ 3,000.00 | \$ 1,153.97 | \$ 2,000.00 | | | | | | |
| Telephone 551 1020 | \$ 2,436.14 | \$ 2,500.00 | \$ 1,261.67 | \$ 2,500.00 | | | | | | |
| Total Utilites | \$ 9,778.96 | \$ 13,500.00 | \$ 5,041.05 | \$ 10,700.00 | | -21% | \$ (2,800.00) | | | |
| | | | | | | | | | | |
| Property Maintenance | 551 1035 | | | | | | | | | |
| Custodial Supplies | \$ 400.42 | \$ 1,000.00 | \$ 161.80 | \$ 600.00 | Soap, cleaners, TP, etc. | | | | | |
| Security Systems | \$ 3,219.09 | \$ 1,262.00 | \$ 1,401.12 | \$ 1,000.00 | 2022: Fire: PerMar \$740, fire suppression system testing \$150, Lift: \$240 (phone), National Elevator Inspection Services \$82, Wisconsin State License \$50; 2025: 5 year load test Arrow Lift (inspection): \$580 | | | | | |
| Property Maintenance | \$ 3,746.91 | \$ 1,700.00 | \$ 2,260.59 | \$ 3,000.00 | Fire extinguishers \$65x2 (2021 Metz), Eagle Waste & Recycling (\$400, \$100 quarterly), Eagle Carpet Cleaning (\$1,700), AVfCO, Hardware, Menards (approx \$700 total), repairs, etc. | | | | | |
| Transition expenses/COVID | \$ 1,661.89 | \$ 1,600.00 | \$ 98.72 | \$ - | | | | | | |
| Total Property Maintenance | \$ 9,028.31 | \$ 5,562.00 | \$ 3,922.23 | \$ 4,600.00 | | -17% | \$ (962.00) | | | |

| | | | | | | | | | |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--|-------------|----------------------|--|--|
| Contractual Services | 551 1015 | | | | | | | | |
| Waltco Courier | \$ 181.40 | \$ 950.00 | | \$ 950.00 | \$67.33 per mo + fuel surcharge - billed 1/4erly | | | | |
| Equipment Contracts | \$ 1,585.24 | \$ 2,540.00 | \$ 1,946.43 | \$ 2,607.00 | EO Johnson for 2 copy machines = \$20/mo MPC307 upstairs + \$60/mo IMC2000 downstairs (\$960), ScanPro 3000 - \$1,135 yrly maintenance; Lift \$512 yrly maintenance | | | | |
| Professional Services | \$ 480.00 | \$ 425.00 | | \$ 400.00 | | | | | |
| Total Contractual Services | \$ 2,246.64 | \$ 3,915.00 | \$ 1,946.43 | \$ 3,957.00 | | 1% | \$ 42.00 | | |
| Supplies | 551 1038 | | | | | | | | |
| Office Supplies | \$ 1,050.82 | \$ 1,750.00 | \$ 284.70 | \$ 1,000.00 | | | | | |
| Library Supplies | \$ 1,673.52 | \$ 1,750.00 | \$ 340.23 | \$ 1,000.00 | | | | | |
| Petty Cash | | \$ 150.00 | | \$ 150.00 | | | | | |
| Total Supplies | \$ 2,724.34 | \$ 3,650.00 | \$ 624.93 | \$ 2,150.00 | | -41% | \$ (1,500.00) | | |
| Postage | 551 1038 | | | | | | | | |
| Demmer Postage | \$ 400.69 | \$ 400.00 | \$ 348.66 | \$ 400.00 | | | | | |
| Total Postage | \$ 400.69 | \$ 400.00 | \$ 348.66 | \$ 400.00 | | 0% | \$ - | | |
| Computer Supplies | 551 1038 | | | | | | | | |
| Computer Hardware | \$ 6,427.64 | \$ 2,800.00 | \$ 340.00 | \$ 2,300.00 | 2022 | | | | |
| Computer Software | | \$ - | \$ - | \$ - | | | | | |
| Total Computers | \$ 6,427.64 | \$ 2,800.00 | \$ 340.00 | \$ 2,300.00 | | -18% | \$ (500.00) | | |
| Computers Expenses | 551 1040 | | | | | | | | |
| Software subscription/licenses | \$ 52.57 | \$ 1,550.00 | \$ 37.97 | \$ 1,000.00 | Print mangement? Windows licensing/Office for public computers? | | | | |
| Maintenance and Repair | \$ - | | \$ - | \$ 500.00 | | | | | |
| Computer Contingency | \$ - | | \$ - | \$ - | | | | | |
| Total Computers | \$ 52.57 | \$ 1,550.00 | \$ 37.97 | \$ 1,500.00 | | -3% | \$ (50.00) | | |
| WVLS | 551 1040 | | | | | | | | |
| Wisecat (DPI) & WorldCat (WILS) | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | | | | | |
| V-Cat Maintenance | \$ 4,589.54 | \$ 4,776.05 | \$ 4,556.48 | \$ 5,223.24 | V-cat consortium membership | | | | |
| Network and Enterprise | \$ 1,700.00 | \$ 1,770.00 | \$ 1,770.00 | \$ 1,770.00 | Libraries WIN membership | | | | |
| BadgerNet TEACH | \$ 600.00 | \$ 1,200.00 | \$ 1,200.00 | \$ 1,200.00 | TEACH/BadgerNet internet service | | | | |
| Total WVLS | \$ 7,089.54 | \$ 7,946.05 | \$ 7,726.48 | \$ 8,393.24 | | 6% | \$ 447.19 | | |

| | | | | | | | | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|------|-------------|--|--|
| Materials - Books | 551 1039 | | | | | | | | |
| Adult Books | \$ 10,872.34 | \$ 12,000.00 | \$ 7,001.47 | \$ 12,000.00 | | | | | |
| eBook Consortium | \$ 759.90 | \$ 759.90 | \$ 749.23 | \$ 771.84 | WPLC eBook consortium | | | | |
| Juvenile/YA Books | \$ 3,667.42 | \$ 3,750.00 | \$ 2,613.59 | \$ 2,750.00 | | | | | |
| Total Materials - Books | \$ 15,299.66 | \$ 16,509.90 | \$ 10,364.29 | \$ 15,521.84 | | -6% | \$ (988.06) | | |
| Materials - AV | 551 1039 | | | | | | | | |
| Adult Books on CD | \$ 2,814.51 | \$ 2,700.00 | \$ 1,975.21 | \$ 2,700.00 | | | | | |
| Adult CD | \$ 24.29 | \$ 100.00 | \$ 34.90 | \$ 100.00 | | | | | |
| Adult DVD | \$ 798.48 | \$ 1,130.00 | \$ 373.68 | \$ 1,130.00 | | | | | |
| Juvenile Books-on-CD | \$ 37.48 | \$ 200.00 | \$ 129.72 | \$ 200.00 | | | | | |
| Juvenile CD | \$ 19.51 | \$ 50.00 | \$ 21.86 | \$ 50.00 | | | | | |
| Juvenile DVD | \$ 99.22 | \$ 200.00 | \$ 306.34 | \$ 200.00 | | | | | |
| YA Books-on-CD | \$ 119.97 | \$ 265.00 | \$ 40.00 | \$ 265.00 | | | | | |
| Replacements-AV | | \$ 125.00 | \$ - | \$ 125.00 | | | | | |
| Total Materials - AV | \$ 3,913.46 | \$ 4,770.00 | \$ 2,881.71 | \$ 4,770.00 | | 0% | \$ - | | |
| Subscriptions | 551 1039 | | | | | | | | |
| Subscription Service | \$ 1,750.41 | \$ 1,900.00 | \$ 1,603.55 | \$ 1,600.00 | | | | | |
| Newspapers | \$ 350.37 | \$ 1,200.00 | | \$ 1,200.00 | \$22.50/wk x 52 = \$1,170 | | | | |
| Individual Subscriptions | | \$ 85.00 | \$ 65.00 | \$ 90.00 | | | | | |
| Total Subscriptions | \$ 2,100.78 | \$ 3,185.00 | \$ 1,668.55 | \$ 2,890.00 | | -9% | \$ (295.00) | | |
| Staff Development | 551 1040 | | | | | | | | |
| Staff Development and Cert Class | \$ 353.62 | \$ 1,100.00 | \$ - | \$ 1,000.00 | | | | | |
| Mileage and Meals | \$ 469.41 | \$ 1,750.00 | \$ - | \$ 1,300.00 | | | | | |
| Total Staff Development | \$ 823.03 | \$ 2,850.00 | \$ - | \$ 2,300.00 | | -19% | \$ (550.00) | | |
| Programming | 551 1040 | | | | | | | | |
| Story Hour | \$ 416.95 | \$ 600.00 | \$ 99.81 | \$ 700.00 | | | | | |
| Reading programs | \$ 874.88 | \$ 800.00 | \$ 1,003.33 | \$ 700.00 | | | | | |
| Movie license | \$ 223.00 | \$ 236.00 | \$ 223.00 | \$ 223.00 | Movie license for 2022 | | | | |
| Young Adult | \$ 337.04 | \$ 668.00 | \$ 300.31 | \$ 700.00 | | | | | |
| Adult | \$ 435.80 | \$ 650.00 | \$ 565.59 | \$ 700.00 | | | | | |
| Total Programming | \$ 2,287.67 | \$ 2,954.00 | \$ 2,192.04 | \$ 3,023.00 | | 2% | \$ 69.00 | | |

| | | | | | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|-----------------|----------------------|--|--|--|
| Publishing Fees | 551 1040 | | | | | | | | |
| Job Posting | \$ - | \$ 150.00 | | \$ 150.00 | | | | | |
| Publicity | \$ - | \$ 150.00 | \$ 24.00 | \$ 150.00 | | | | | |
| Total Publishing Fees | \$ - | \$ 300.00 | \$ 24.00 | \$ 300.00 | 0% | \$ - | | | |
| Total Budget | \$ 249,954.48 | \$ 276,787.16 | \$ 143,752.72 | \$ 275,380.65 | -0.5082% | | | | |
| | | | 51.9% | | | | | | |
| 2021 Subtotal for non-personnel items = | \$ 62,805.08 | Change from 2020 | | -10.1% | -10.1% | \$ (7,086.87) | | | |
| 2020 Subtotal for non-personnel items = | \$ 69,891.95 | | | | | | | | |
| 2021 6 month subtotal for non-personnel items = | \$ 37,118.34 | | 53% | | | | | | |

| 2022 Proposed Library Revenue | | | | |
|--|---------------|---------------|---------------|---------------|
| Library Revenues | | 2022 Budget | % Change | |
| Town of Three Lakes | | \$ 222,820.65 | 2.2% | |
| Library Non-Lapsing Account | | \$ - | | |
| Oneida County | | \$ 43,642.00 | -4% | |
| Lincoln County | | \$ 172.00 | -78% | |
| Forest County | | \$ 2,446.00 | -38% | |
| Three Lakes Historical Society | | \$ 2,800.00 | 0% | |
| Town of Sugar Camp | | \$ 1,000.00 | 0% | |
| Three Lakes School District | | \$ 2,500.00 | 0% | |
| Total | | \$ 275,380.65 | -0.5% | |
| 2018-2020 Historical Revenue Data | | | | |
| | 2019 Revenue | 2020 Revenue | 2021 Budget | 2021 Revenue |
| Town of Three Lakes | \$ 218,085.09 | \$ 215,729.28 | \$ 218,086.93 | \$ 220,229.16 |
| Copy and Fine | | | \$ - | \$ - |
| Oneida County | \$43,642.00 | \$43,642.00 | \$45,244.00 | \$45,244.00 |
| Lincoln County | \$297.00 | \$104.00 | \$768.00 | \$768.00 |
| Forest County | \$0.00 | \$2,452.00 | \$3,496.00 | \$3,496.00 |
| Three Lakes Historical Society | \$0.00 | \$0.00 | \$2,800.00 | \$2,800.00 |
| Town of Sugar Camp | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$0.00 |
| Three Lakes School District | \$1,250.00 | \$1,250.00 | \$2,500.00 | \$1,250.00 |
| American Library Association grant | \$0.00 | \$0.00 | \$3,000.00 | \$3,000.00 |
| Total | \$ 264,274.09 | \$ 263,177.28 | \$ 276,894.93 | \$ 276,787.16 |

10/13/2021

| Budget for Town Accounting | | | | | | | | | |
|-----------------------------------|---------|---------------|---------------|----------------|------|--|--|--|--|
| | | 2021 | 2022 | Change | | | | | |
| Wages - Perm. Emp. | 5511001 | \$ 167,832.66 | \$ 156,343.20 | \$ (11,489.46) | -7% | | | | |
| Vacation Pay | 5511002 | | | \$ - | | | | | |
| Sick Pay | 5511003 | | | \$ - | | | | | |
| Holiday Pay | 5511004 | | | \$ - | | | | | |
| Social Security & Medicare | 551105 | \$ 12,839.20 | \$ 11,837.02 | \$ (1,002.18) | -8% | | | | |
| Health/Life Insurance | 551106 | \$ 16,974.62 | \$ 35,196.00 | \$ 18,221.38 | 107% | | | | |
| WRS | 551109 | \$ 9,248.73 | \$ 9,199.35 | \$ (49.38) | -1% | | | | |
| Contract Services | 5511015 | \$ 3,915.00 | \$ 3,957.00 | \$ 42.00 | 1% | | | | |
| Telephone | 5511020 | \$ 2,500.00 | \$ 2,500.00 | \$ - | 0% | | | | |
| Electric | 5511031 | \$ 6,000.00 | \$ 5,000.00 | \$ (1,000.00) | -17% | | | | |
| Natural Gas | 5511034 | \$ 3,000.00 | \$ 2,000.00 | \$ (1,000.00) | -33% | | | | |
| Bldg/Property Maintenance | 5511035 | \$ 5,562.00 | \$ 4,600.00 | \$ (962.00) | -17% | | | | |
| Sewer & Water | 5511036 | \$ 2,000.00 | \$ 1,200.00 | \$ (800.00) | -40% | | | | |
| Supplies | 5511038 | \$ 6,850.00 | \$ 4,850.00 | \$ (2,000.00) | -29% | | | | |
| Books | 5511039 | \$ 24,464.90 | \$ 23,181.84 | \$ (1,283.06) | -5% | | | | |
| Expenses | 5511040 | \$ 15,600.05 | \$ 15,516.24 | \$ (83.81) | -1% | | | | |
| | | \$ 276,787.16 | \$ 275,380.65 | \$ (1,406.51) | -1% | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Edward U. Demmer Memorial Library

About the Library – Policy Background Statements

Reviewed by Library Board: 04/20/2021

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Edward U. Demmer Memorial Library

About the Library – Policy Background Statements

Reviewed by Library Board: 04/20/2021

Mission and Goals Statement

Mission

The **DEMME LIBRARY**: connecting people to the transformative power of knowledge by providing opportunities to **explore, learn, create, and share**.

Values and Goals

The values and goals of the Demmer Library are part of the Demmer Library Strategic Plan. The most current plan is for 2020 – 2023.

- The Demmer Library is a WELCOMING place for all.
- The Demmer Library supports INOVATION and creative programs and services that are fun and engaging.
- The Demmer Library values COMMUNICATION as the main means to engage more people more regularly in our programs and services.
- The Demmer Library values INTEGRITY in its governance and services.
- The Demmer Library seeks to SERVE through providing accessible spaces and inclusive services.

Actions

WE CHOSE TO TAKE ACTIONS that are aligned with our library's commitment to being a **welcoming, innovative** space that values **communication, integrity, and service**.

Welcome: Library services will improve and be streamlined as staff and volunteers providing program and support services are recruited, trained, and retained.

Innovation/funovation: Partnerships lead to (fun) community-driven library programs and services that build community awareness, involvement, and investment in the library.

Communication: Visibility of the library and awareness of library programs and services increases through development and implementation of communication and marketing plans.

Integrity (of library governance): The library board will continue to review and improve library governance and administrative practices.

Service: Long-term access to the library facilities and programs is enhanced through investment and management of the physical building and staff development focusing on inclusive services.

Edward U. Demmer Memorial Library

About the Library – Policy Background Statements

Reviewed by Library Board: 04/20/2021

Services of the Library

The general services and responsibilities of the library include:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- Lend to other libraries upon request.
- Provide free internet via public computers or public wi-fi and access to essential technology services for personal administrative needs.
- Provide space and equipment for meetings both for individuals and community groups to meet and perform essential functions.
- Develop and provide services to patrons with special needs.
- Maintain a balance in its services to various age groups.
- Cooperate with, but not perform the functions of, school or other institutional libraries.
- Provide service during hours which best meet the needs of the community, including evening and weekend hours.
- Regularly review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

Inventory of Library Services

| | |
|---------------------------------------|--|
| Books | Copy machines |
| Audiobooks | Fax machine |
| Music CDs | Public scanning |
| Magazine and newspaper subscriptions | Microfilm reader |
| Digital book and music collections | Equipment rental/loan (e.g., digital projector) |
| Reference and reader advisory service | Meeting rooms |
| Outreach services | Tables and seating |
| Interlibrary loan | Displays |
| Community and family history | Tours and library orientation |
| Programming for children and adults | Income tax forms |
| Reading programs and incentives | Test proctoring |
| Technology help | Continuing education for staff and board members |
| Online information services | Community collaboration |
| Internet access for public | Volunteer programs |
| Public access computers | |

Edward U. Demmer Memorial Library

About the Library – Policy Background Statements

Reviewed by Library Board: 04/20/2021

Who May Use the Library

- A. The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.
- B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises. These causes are further outlined in Patron Responsibilities and Conduct.

Responsibilities and Authorities of the Library Board¹

Background

State statutes give library boards a higher degree of autonomy than most other boards and commissions. The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

- Citizen control of the library isolates library operations from political pressure.
- Citizen control ensures that the library collection is developed independently of any particular political viewpoint.
- Citizen control means the library is governed by the same people the library serves—the public.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures. [43.58(1)]
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes. [43.58(1)]
- Purchasing of a library site and the erection of the library building *when authorized*. [43.58(1)]

¹ References:

DPI Administrative Essentials, *Who Runs the Library?* <https://dpi.wi.gov/pld/boards-directors/administrative-essentials/runs-library>

DPI Trustee Essentials, *TE2 Who Runs the Library?* <https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>
League of Wisconsin Municipalities, *Library FAQ 1* <https://www.lwm-info.org/1015/Libraries-FAQ-1>

Edward U. Demmer Memorial Library

About the Library – Policy Background Statements

Reviewed by Library Board: 04/20/2021

- Supervising the administration of the library and hiring, supervising, and firing of the library director. [43.58(4)]
 - The library board must make sure the library director qualifies for and maintains appropriate certification. [43.15(4)(c)(6) & Admin. Code PI 6]
- Prescribing the duties, necessary staff positions, and compensation of all library employees. [43.58(4)]
- Determining library policies. [43.52(2)]
- Must annually elect a board president (and any other officers the board decides to create) [43.54(2) and 43.57(5)(d)]
- Must approve and submit the required annual report to the municipality and the DLT [43.58(6)]
- *May* retain custody of certain funds (gifts and donations only), following the provisions of Wis. Stat. s.43.58(7). All other funds must be held and dispersed by the municipal authority as approved and directed by the library board.

Basic distribution of responsibilities among the municipality, library board, and library director

| Municipality | Library board | Library director |
|--|--|--|
| ✓ Set annual library appropriation | ✓ Determine detailed library budget | ✓ Keep board informed |
| ✓ Maintain custody of most library funds | ✓ Audit and approve all library expenditures | ✓ Advise board |
| ✓ Disburse library expenditures | ✓ Hire and supervise library director | ✓ Hire and supervise other library staff |
| | ✓ Determine library policies | ✓ Administer day-to-day library operations |

If these responsibilities are not maintained:

The library will not be eligible to have membership or participate in the library system (currently the Wisconsin Valley Library System) or continue to receive system support.

Additional responsibilities

As a publicly appointed board with authority over public funds, the library board is governed by and is required to comply with:

- Wisconsin's open meetings law
- Wisconsin's public records law
- Federal and state employment laws, including discrimination laws, Fair Labor Standards Act, ADA
- ADA as it applies to library buildings and services
- State ethics and conflict-of-interest laws for public officials (as library trustees are public officials)

Edward U. Demmer Memorial Library

About the Library – Policy Background Statements

Reviewed by Library Board: 04/20/2021

Revision of Library Policies

The Demmer Library Board of Trustees strives for integrity and transparency in governance of the Edward U. Demmer Memorial Library. We are accountable to the community for their tax and donated dollars and for the accessibility and inclusivity of the library services they receive in return.

Reviewing and revising library policies and making them readily available for review by library staff and the public is a key component to ensuring the goal of integrity and transparency.

Library policies will be reviewed every five years and new policies will be added as needed.

Index/Checklist of Library Policies

| Policy | Date Reviewed |
|--|----------------------|
| ✓ Patron Responsibilities and Conduct Policy | 05/2015 |
| ✓ Circulation Policy | 11/2020 |
| ✓ Materials Selection/Collection Development Policy | 01/2020 |
| <input type="checkbox"/> Personnel Policy | |
| <input type="checkbox"/> Reference Service Policy | |
| <input type="checkbox"/> Programming Policy | |
| <input type="checkbox"/> Public Relations Policy | |
| <input type="checkbox"/> Equipment Use Policy | |
| ✓ Internet Use Policy | 06/2016 |
| ✓ Meeting Room Policy | 07/2019 |
| <input type="checkbox"/> Displays and Exhibits Policy | |
| ✓ Public Notice Bulletin Board Policy | 07/2015 |
| ✓ Inclement Weather and Emergencies Policy | 03/2020 |
| <input type="checkbox"/> Volunteers and Friends Policy | |

List of Appendices within Policies

| Appendix | Policy |
|--|--|
| Library Bill of Rights | Materials Selection/Collection Development |
| Freedom to Read | Materials Selection/Collection Development |
| Freedom to View | Materials Selection/Collection Development |
| Request for Reconsideration of Library Materials | Materials Selection/Collection Development |
| Minor Public Computer Use Agreement | Internet Use Policy |
| Confidentiality Agreement for Library Staff | Personnel Policy |

BY-LAWS

By-laws for public library boards or public library systems are the rules established to govern the board's own activities. By-laws must comply with all relevant statutes. All board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law.

Both consolidated and federated library systems have the powers of a public library board under WIS.STATS. 43.58 with respect to system wide functions and services. Local library boards retain responsibility for their own public libraries in all other areas.

At a minimum, by-laws should spell out:

1. The kinds of board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the by-laws are amended.

WISCONSIN STATUTES, Ch. 43 contains some specific provisions that should be covered in your by-laws, e.g.,

- a. No compensation may be paid to the members of a library or library system board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties within the municipality if so authorized by the library board and the municipal governing body (county board for a county library board). A library system board may authorize compensation for expenses its members incur in performing duties either within or outside of the system service area.
- b. Usually, a majority of the membership of a board constitutes a quorum, but the board may, in its by-laws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.
- c. Annually, within 30 days after the date of the beginning of board terms, the board must hold an organizational meeting and elect one of its members as board president and also elect any other officers provided for in the by-laws.

By-laws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board – only actions by the full board have legal authority.

Individual boards may not set term limits but limits may be set by municipal/county appointing authorities. Usually terms on library/system boards are three years.

Sample by-laws that can be adapted to local library use are included in the 3rd chapter of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*. Any Wisconsin library system will provide a copy of its by-laws upon request.

(This presentation was prepared by Heather Eldred, Director Emerita of the Wisconsin Valley Library Service. It is loosely based on the 3rd chapter of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*, © 2002 by the Wisconsin DPI. This handbook is available at http://pld.dpi.wi.gov/pld_handbook. 3/2007)

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

The Edward U. Demmer Memorial Library Board of Trustees Bylaws

Approved - 05.23.2017

Article I – Definition

The board of trustees of the Edward U. Demmer Memorial Library, herein referred to as the board, is located in, and established by, the municipality of Three Lakes, Wisconsin, deriving its powers and exercising its duties from Wisconsin Statutes, chapter 43, and the ordinances of the Town of Three Lakes.

Article II – Membership

Section 1 – Members: The board of the Edward U. Demmer Memorial Library shall be formed in accordance with relevant subsections of [Wisconsin Statutes section 43.54](#). The board shall consist of 7 appointed members, one of whom shall be the school administrator, or his/her representative, to represent the public school district in which the Demmer Library is located. All appointments shall be made by the town chair and approved by the Town of Three Lakes Board of Supervisors and all members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. Not more than one member of the town board shall at any time be a member of the library board. No compensation shall be paid to the trustees for their service as such, but they may be reimbursed for actual and necessary expenses incurred in performing their duties outside the municipality, if so authorized by the board.

Section 2 – Terms of Office: Upon creation of the board, the members shall be divided as nearly as practicable into 3 equal groups to serve 2-, 3-, and 4-year terms, respectively. Thereafter, each regular appointment shall be for a term of 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.

Section 3 – Attendance is expected of all trustees except as prevented by valid reason. Occasional attendance via virtual means would be allowed at the discretion of the president.

Article III – Officers

Section 1 – The officers are: 1-President, 2-Vice-President, 3-Treasurer. Officers are elected by the trustees to a one-year term from among the appointed trustees at the annual meeting of the board. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

Section 2 – The president presides at meetings of the board; authorizes calls for special meetings; appoints temporary committees; executes all documents authorized by the board; serves as ex-officio voting member of all committees except the nominating committee; moves, seconds, and votes on any proposal before the board; decides points of order, and generally performs the duties of a presiding officer.

Section 3 – The vice-president assumes the duties and functions of the absent president.

Section 4 – The treasurer co-signs all checks from the Edward U. Demmer Memorial Library Special Account and assumes the duties of the absent vice-president. In the absence of the treasurer, the president shall assume the duties of the treasurer.

Section 5 – The secretary of the board shall be the library director unless the board designates otherwise. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary.

Article IV - Meetings

Section 1 - Regular meetings shall be held monthly in the library. Public notification, which shall specify date, time,

location, and indicate all subject matter for consideration at the meeting, should be made at least three business days in advance. All board and committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stats. Sections 19.81 to 19.98). Virtual attendance of trustees or public at meeting shall be at the discretion of the president.

Section 2 – The annual meeting for the election of officers shall be at the time and place of the regular January meeting.

Section 3 – Special meetings may be called at the direction of the president or at the written request of three other members of the board to the Library director for transaction of business stated in the call for the meeting. The time, place, and purpose of the meeting must be provided to the board and to the public at least 48 hours in advance except in cases of emergency.

Section 4 - A quorum for the transaction of business at any meeting shall be a majority of the membership of the board.

Section 5 – The agendas, notices, minutes of the previous meeting, matters for consideration, and such other materials as may assist the board must be prepared and mailed or e-mailed as requested by individual trustees by the library director at least three business days prior to the meeting.

Section 6 – Amendments to the bylaws may be made at any meeting if the proposal was stated as a purpose of the meeting and the amendment is approved by the majority of the board.

Section 7 – The parliamentary authority used shall be Robert's Rules of Order, latest revised edition.

Section 8 – Order of business may be:

1. Call to order
2. Approval of the agenda
3. Approval of the minutes
4. Correspondence
5. Committee reports
6. Library director's report
7. Payment of bills
8. Unfinished business
9. New business
10. Determination of the next meeting date

Section 9 - An affirmative vote of the majority of trustees present at the time shall be necessary to approve any action before the board.

Article V - Committees

Ad hoc committees for the study of special problems may be appointed by the president, with the approval by vote of the board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Article VI - Powers and Duties of the Board of Trustees

The board shall have such powers as are provided for it and such duties as are imposed upon it by the statutes of the state of Wisconsin and the ordinances of the Town of Three Lakes.

Section 1 – Legal responsibility for the operation of the library is vested in the board. The board determines rules and regulations governing library operations and services.

Section 2 – The board shall supervise and maintain buildings and grounds and regularly review physical and building needs to ensure they meet the requirements of the total library program.

Section 3 – The board shall have exclusive control of the expenditures of all monies collected, donated, or appropriated for the library fund and shall audit and approve all library expenditures.

Section 4 – The board shall select, appoint, and supervise a properly certified and competent library director and determine the duties and compensation of all library employees.

Section 5 – The board shall approve the library's budget and work with governmental units to provide the necessary funds.

Section 6 – The board shall approve and submit required annual reports to the Division for Libraries and Technology and the Town of Three Lakes Board of Supervisors.

Section 7 – The board studies and, as deemed appropriate, supports, advocates for, or acts upon local, regional, state, and national legislation that furthers the library program and mission.

Article VII - Library Director

The Library director shall be appointed by the board of trustees and shall be responsible to the board. The library director shall be considered the executive officer and have sole responsibility for administration of the library under the direction and review of the board and is subject to the policies established by the board. The director shall act as technical advisor to the board. The director shall attend all board meetings (but may be excused from closed sessions) and shall have no vote. The library director shall participate in all meetings of the board unless excused with cause.

Article VIII - Conflict of Interest

Section 1 – Trustees may not in their private capacity negotiate, bid for, or enter into any contract with the Demmer Library in which they have a direct or indirect financial interest.

Section 2 – A trustee shall withdraw from board's consideration of any matter in which the board member, or an immediate family member, or an organization with which the board member is associated has a substantial financial interest.

Section 3 – A trustee may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX - General

Section 1 - Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the board are present and two-thirds of those present so approve.

Section 2 – Amendments to the bylaws may be made at any meeting if the proposal was stated as a purpose of the meeting and the amendment is approved by the majority of the board.

Adopted by the Board of Trustees of the Edward U. Demmer Memorial Library on the 23rd day of May, 2017.