

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, March 15, 2022
4:30 p.m.
Library Maple Room and Via Video/Teleconference

This meeting will be held in person and via 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
 - February 15, 2022 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
 - Mini-grant proposals
- Old Business
 - Library services during COVID-19
 - 2022 candidate forum
 - Update: Personnel Policy and pay comparables
 - Trustees Essentials Chapter 4: Effective Board Meetings and Trustee Participation
- New Business
 - Solar project: presentation on project options
 - Review/approve: agreement to create Demmer branding package
 - Report on employee exit interviews
 - Consider a motion 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 interviews; position wage review.)
 - Reconvene in open session
- 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: April 19, 2022, 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 February 15, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director), April Lammert (guest), Sue Harris (guest)

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

Agenda:

Motion by Jeff, seconded by Kathleen, 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 January 18, 2021, regular meeting as presented. All ayes, motion carried.

Correspondence:

Letter from U.S. Bank requesting document of use of distribution of funds. Ann will respond that the distribution will be placed in capital savings towards future building maintenance projects.

Letters from Kira Bender, Erica Brewster, April Lammert, and Sarah Steinbacher regarding discussion of personnel policy and town handbook.

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last library board meeting. Will meet on March 16 to discuss the landscaping proposal and other items.

Oneida County Library Board: has not met since the last meeting.

Director's Report:

- **Director's Report:** Erica reviewed the monthly board report and summarized her trip to Madison for Library Legislative Day.
- **Building and Maintenance Report:** Updated on status on roof. Still no additional icing on the south, west, or north sides of roof. There is some ice appearing in the gutters on the east side in the north and southeast valley corners. Jeff asked about inquiring with Superior Electric about heat tape outlet installation.

Budget Review:

Motion by Patty, seconded by Jeff, to approve vouchers 14-20 for January-February 2022 for payment from the town account. All ayes, motion carried.

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

Reviewed public budget expenditures to date. Kathleen noted that the year needs to be corrected/updated at bottom of budget sheet.

Old Business:

- Library services during COVID-19:

Motion by Patty, seconded by Kathleen, to accept the pandemic response plan for February-March 2022, continuing to require masking and reviewing at the next monthly meeting. All ayes, motion carried.

- 2022 Candidate Forum:

Reviewed the candidate forum inquiry response from candidates. Plan for in-person panel with live audience event at the Three Lakes School auditorium on Wednesday, March 30. Dianna secured a grant from the Wisconsin Alliance for Excellent Schools to receive \$150 for refreshments. League of Women Voters is willing to provide a moderator.

- Trustees Essentials Chapter 4:

Moved to next meeting.

New Business:

- Review/approve 2021 annual report:

Motion by Patty, seconded by Jeff to accept the 2021 annual report as with addition of description of library programs and submit to DPI. All ayes, motion carried.

- Review/approve 2021 annual report statement of effectiveness:

Motion by Kathleen, seconded by Dan, to accept the 2021 annual report statement of effectiveness to be inserted into the annual report and submitted to DPI. All ayes, motion carried.

- Review/discuss 2020 personnel policy library amendments:

Motion by Patty, seconded by Ann, to write a personnel handbook specific to the library. One aye, 4 nays. Motion failed.

Comments from Sue Harris: the library can administer its own policy, but it cannot have benefits that exceed that of other town employees. Ann requested documentation to that effect. Sue also suggested new employees meet with town benefits staff to clarify an individual's benefits and questions.

Motion by Kathleen, seconded by Jeff to look at both the addendum and the current town employee handbook to make revisions and clarifications as needed and return to boards for further discussion and approval. All ayes, motion carried.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting March 15, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 6:41 PM.

Respectfully submitted: Erica Brewster, Director

Library Board of Trustees - Director's Report

February 15, 2022

ADMINISTRATION:

Library pay rate comparables report; update library public policies on website, begin review of incomplete policies; review and post job openings; annual report summary

Meetings: Online library directors' meeting 2/1; V-cat meeting 2/3 (attend in Crandon and meet with new library director and mentee in afternoon); attend Library Legislative Day in Madison 2/7-8

Office/clerical: bank deposit; materials acquisition and accounting; donation/memorial acknowledgements and accounting; special accounts reports; order office supplies

LIBRARY SERVICES:

Library reference: public/private usage and copyright; Publicity and information about candidate forum; Demmer branding package to develop new logo, etc.; Plan/prep used book sale; Add meeting room reservation form to website

COMMUNITY COLLABORATION:

Forward Three Lakes Leadership: planning for non-profit training/development events (organizational engagement, media and communications, volunteer fair); update TL organizations spreadsheet

TL Historical Museum: summer planning and website update; TLGS: upcoming program planning, web portal update

STAFF DEVELOPMENT AND LIBRARY DIRECTOR CONTINUING EDUCATION:

2019: 40 (8 technology) 2020: 29 (RIPL) 2021: 1 (webinar) 2022: 2 (webinar)

April: Leadership Oneida County 9 month leadership program

PROGRAMS AND OUTREACH:

February:

- Preschool: Story Hour in Three Lakes (68) and Sugar Camp (37)
- Children: Lego Club (11), winter reading program (12)
- YA: D&D (10), winter reading program (4)
- Adult: Books the Other Channel (9), Crafternoon (13), TLGS beginning genealogy (10), TLGS book club (7), TLGS (13), winter reading program (8)
- Self-directed: children's (31), teen (15), and adult (10) take-and-make

March:

- Preschool: Story Hour in Three Lakes and Sugar Camp
- Children: Lego Club
- YA: Women in Stem, D&D
- Adult: Books the Other Channel, Crafternoon, Coffee & Kids, TLGS beginning genealogy, TLGS book club, Table Top Tech
- Self-directed: children's, teen, and adult take-and-make

Respectfully submitted,

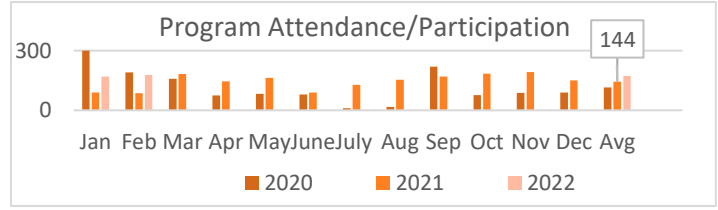
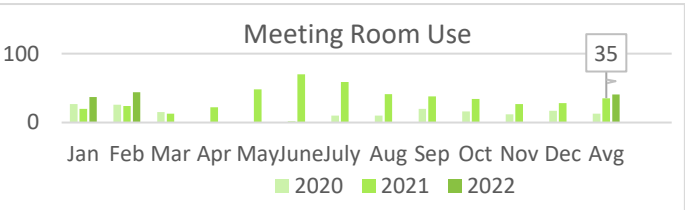
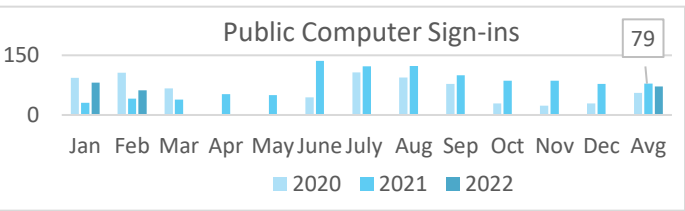
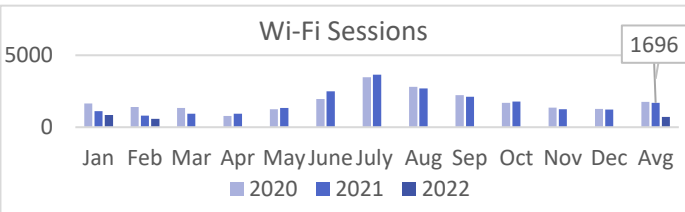
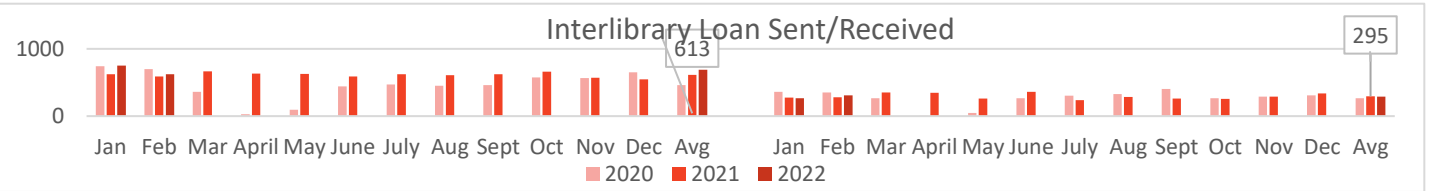
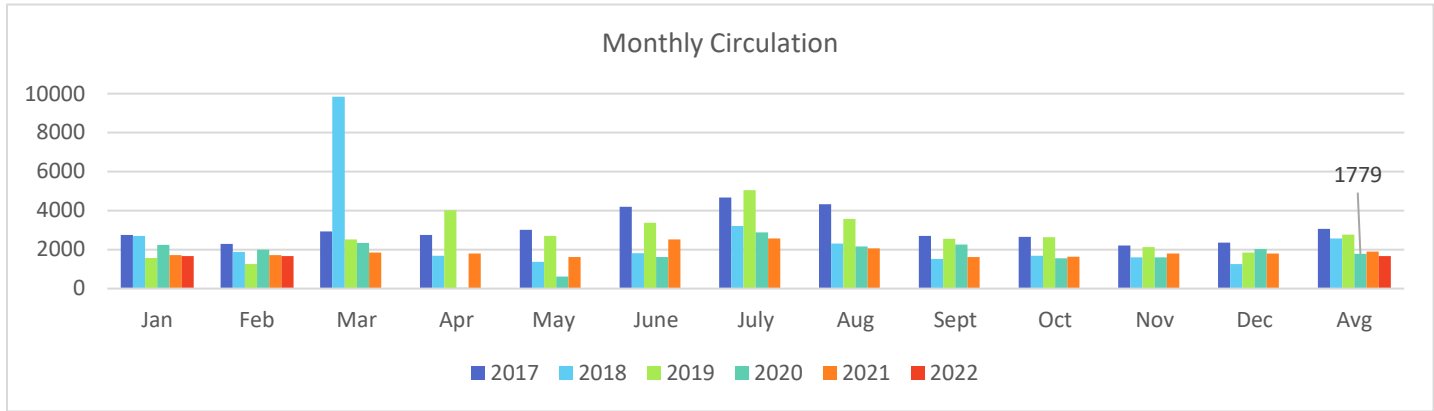
Erica Brewster – Director

Library Board of Trustees - Director's Report

February 15, 2022

Monthly and YTD Statistics

	Feb 2022	YTD 2022	Feb 2021	YTD 2021	Feb 2020	YTD 2020
Circulation	1,662	3,383	1,717	3,432	2,003	4,248
Interlibrary loan sent	597/26	1,318/56	589	1,210	701	1,443
Interlibrary loan received	309	575	279	553	352	712

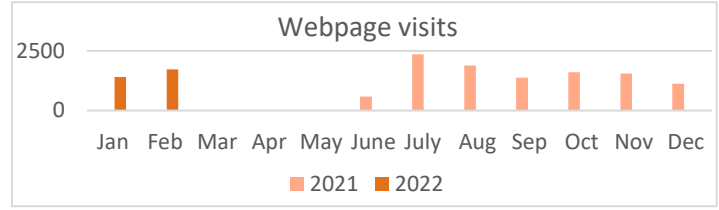
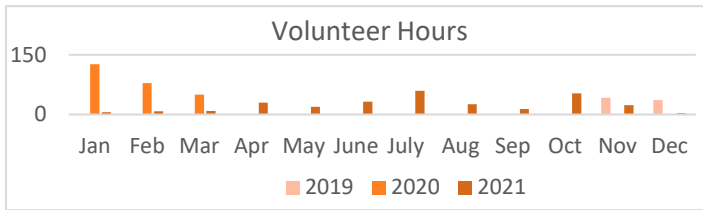


Library Usage - Survey 2022

	March	June	October	December	Total 2022	Total 2021	Total 2020
Library Visits						12,402	13,117
Reference Transactions						2,769	1,430
Program Attendance	programs	programs	programs	programs	Avg/wk: programs	Avg/wk: 34 3 programs	Avg/wk: 62 3 programs

Library Board of Trustees - Director's Report

February 15, 2022



Donations received:

-

Memorials:

- Kathy Renkes, Sandra Bredesen

Publicity of note:

Wisconsin Valley Library Service

"February, is short and very sweet." - Charmaine J. Forde

February 2022, Issue 2

WVLV Libraries Celebrate Valentine's Day

February 14th is usually a day where people exchange cards, candies, jewelry, and gifts. For the following three WVLV member libraries, Valentine's Day has become an opportunity to make connections and show appreciation for the people in their communities.

To assist patrons from the **Demmer Public Library** in Three Lakes to celebrate Valentine's Day, the library set up an exchange between its Story Hour kids and adult library lovers. Children's Librarian Candice Johnson said that during the recent Valentine's celebration, kid's made special cards using various materials with the hope of receiving one when they return to next week's Story Hour. Adult patrons wishing to participate could either sign up at the front desk to make a valentine or create one during the library's "Crafternoon" program held earlier this week. Candice said both groups did a great job of creating the cards, and that the next part will be the most exciting.

"I can't wait to complete the exchange and share the love!" she said.

Memories of Three Lakes
Carrie Lynn Ness · 11h

Does anyone know the history of the red log cabin on Big Fork? It is our family cabin but we have only heard bits and pieces- not much luck with the historical museum. It's about 100 years old.

Like Comment Send

4

All comments

John Olkowski
where on Big Fork??
10h Like Reply 2

Heidi Zimmerman
A picture may help too
9h Like Reply

Dawn Retzlaff Strassman
If you are looking for history of the property ownership and easements on the property, there is a woman at the library that is happy to show you how to find that info.
8h Like Reply

michelled@vcnewsreview.com

Used book sale planned March 5

A used book sale is scheduled at Edward U. Demmer Library Saturday, March 5, from 9 a.m. to noon in the Maple Room. A large selection of adult fiction and nonfiction, youth, children's, hardcover and paperback books will be available. In addition to the books, a limited number of audiobooks, CDs, DVDs, and VHS tapes will be available. Hard cover books are \$2, trade paperbacks for \$1, plus

special bundle pricing on some items, or patrons can choose the fill-a-book-bag option for only \$10, while book bag supplies last. Book sales at the Demmer library are managed by volunteers and proceeds help support special library programs and functions. For more information on the book sale or volunteer opportunities, call the library at (715) 546-3391 or visit the library's Facebook page.

Questions requested for candidate forum

The Edward U. Demmer Memorial Library Board of Trustees will sponsor a candidate forum Wednesday, March 30, at 6:30 p.m. in the Three Lakes School auditorium. The board is asking members of the community to submit questions for candidates for town board and school board in advance of the event. Four candidates are vying for two supervisor vacancies on the Three Lakes Town Board, and three candidates are competing for two seats on the Three Lakes School Board. During the forum, each candidate will have the opportunity to introduce themselves and their reasons for running for elected office, then answer a series of questions selected from those submitted by the public. An effort will be made to cover a range of topics. No questions will be taken from the floor during the event, so questions must be submitted in advance. To submit questions for consideration, email them to demmer.Candidate.Forum@demmerlib.org, P.O. Box 760, Three Lakes, WI 54562. Question review will begin March 15. More information about the forum event will follow. For more information, contact the library at (715) 546-3391, demmer@demmerlib.org, or visit demmerlib.org.

Parent discussion group slated March 8 at library

The Edward U. Demmer Memorial Library in Three Lakes will host a Coffee and Kids program Tuesday, March 8, at 10 a.m. in the library's Sunnyside Room. Coffee and Kids is a once-monthly, parent-led discussion group where parents discuss concerns, share stories and ask questions centered around their children. Retired educators Ann Ahneck, Mary Lynn Garbowicz and Beth Jacobson provide guidance based on previous research and years of experience. They will share what is developmentally appropriate and relevant to today's learners. Coffee and Kids provides a relaxed atmosphere for group and one-on-one discussions. The public is urged to provide topics for discussion by visiting demmerlib.org, clicking on Programs and then Coffee and Kids. The Google form is used to submit questions, concerns, and topic ideas related to resident children. Those unable to attend in person can contact the library for information on attending Coffee and Kids virtually. The link and login information will be sent via email. No registration is required. For more information on this and other library programs, call the library at (715) 546-3391 or visit demmerlib.org.

Three Lakes Senior Citizen Nutrition Menu

Reservations and cancellations must be made 24 hours in advance. Please Dana Kern, site manager, at (715) 546-2079 or (715) 491-2413. Delivery starts at 11:30 a.m. on Wednesdays. Menus on Wednesdays. Reservations must be made 24 hours in advance for the chef salad available upon request when reservations are made.

THURS., MAR. 3 Chicken breast casserole Pasta-mushroom blend White-chicken soup Crusty rolls	TUES., MAR. 8 Spinach rice chicken casserole Three-bean salad White-chicken soup Muffins
MON., MAR. 7 Beef enchiladas Roasted potatoes Custard and fruit Heavy hot fruit salad	WED., MAR. 9 Beef enchiladas Roasted potatoes Custard and fruit Heavy hot fruit salad

Demmer Library – Key Facts

In the pandemic year of 2021...

WHO USED THE DEMMER?

2,278 USERS WITH
A LIBRARY CARD

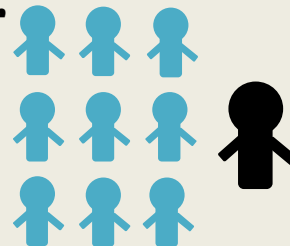
2,413 RESIDENTS IN
THREE LAKES

HOW DID THEY USE THE DEMMER?

AVERAGE per user

5 VISITS

10 ITEMS
CHECKED OUT



WE SERVE
SUMMER VISITORS
STUDENTS
HOMEBOUND
PEOPLE WHO LIVE IN
TOWNS WITHOUT A
LIBRARY

7,420

BOOKS LOANED

TO OTHER LIBRARIES
THROUGH INTERLIBRARY LOAN



Demmer Library – Key Facts

In the pandemic year of 2021...

IN-PERSON PROGRAMS

**AVERAGE 13
PROGRAMS
PER MONTH**



**11 ATTENDEES
EACH PROGRAM**

PROGRAMS ON YOUR OWN TIME



**80 SELF-DIRECTED
PROGRAMS
2,447 PARTICIPANTS**

**120,272 minutes logged reading during
Summer Reading Program**

VIRTUAL PARTICIPATION

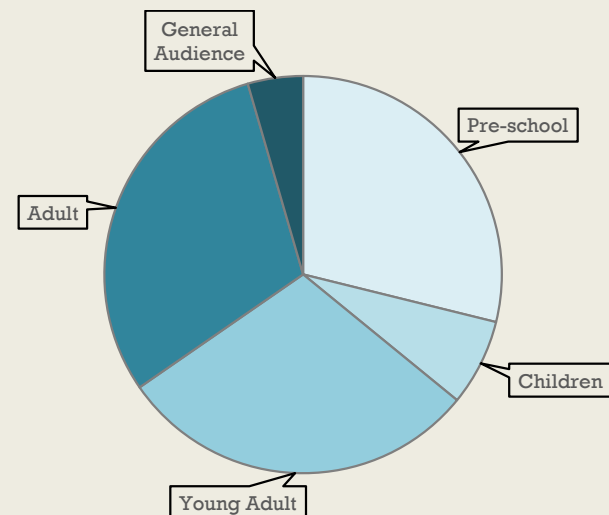
**42 live virtual
PROGRAMS**



302 LIVE VIEWS

420 RECORDED VIEWS

PROGRAMS FOR ALL AGES

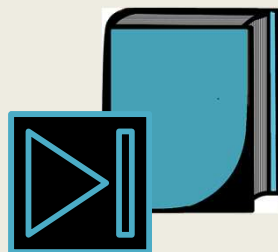


Demmer Library – Key Facts

In the pandemic year of 2021...

OUR RESOURCES

OVER
29,000



books, periodicals, audio/visual materials
in our collection

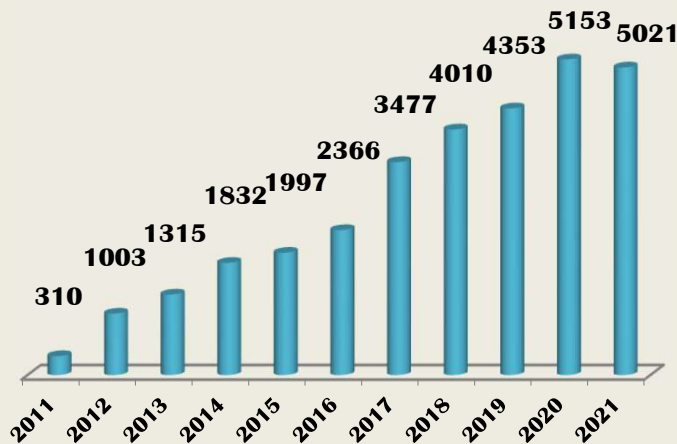
AN INTERNET OASIS



20,347 WI-FI
sessions

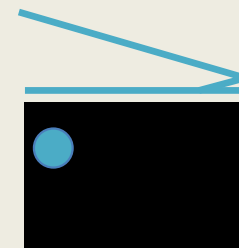
944 uses of
PUBLIC COMPUTERS
Assistance with
DIGITAL DEVICES

GROWTH IN E-BOOK CHECK-OUTS



A BUSINESS CENTER

PRINTING - COPYING
SCANNING - FAXING



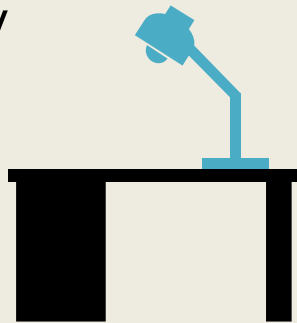
Demmer Library – Key Facts

In the pandemic year of 2021...

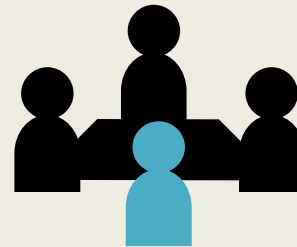
OUR SPACES – STUDY ROOMS

**3 PRIVATE STUDY
ROOMS**

**USED 286
times**



OUR SPACES - PUBLIC MEETING ROOMS



127 MEETINGS

**Held by 15
GROUPS**

**including after-hours
meetings**

VIRTUAL MEETING OPTIONS



3 ROOMS
fully-equipped
for virtual
meetings

81 MEETINGS
hosted via
BlueJeans®
virtual meeting
platform

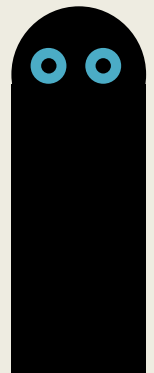
REMOTE MEETING EQUIPMENT for LOAN

“MEETING OWL”

All-in-one 360° camera,
microphone, speaker

LCD projector

available for checkout



TLPLF funded programs - 2021

2 nd Meeting Owl for checkout	5 Remote Meeting Owl uses
Grant workshop	31 workshop attendees
Conference room computer	127 meetings in conference rooms; 81 meetings using BlueJeans
Take & Make kits	1,954 Take & Makes distributed
Backpack kits	23 backpacks available for check out, 6 new added in 2021. Backpacks checked out more than 60 times.
Story Book Gardens	65 recorded visits
Voice recorders	4 campfire Catenas and 12 oral histories recorded
Touchscreen monitor for public computer	
New runner rugs	

Demmer Library Statistics, 2017 - 2021

	2017	2018*	2019	2020**	2021	% change
Registered borrowers	2,806	2,884	3,160	2,316	2,278	- 1.6%
Service population	2,487	2,474	2,545	2,413	2,413	0%
Registrations as % service population	113%	117%	124%	96%	94%	-2%
Library visits	27,937	17,784	25,649	13,117	12,402	-6%
Visits per registered borrower	10	6	8	6	5	-17%
Circulation	36,835	30,874	33,203	21,406	22,635	+6%
Circulation per registered borrower	13	10	11	9	10	+11%
Circulation to non-librariad Oneida County residents	2,086	1,847	2,378	766	1,689	+120%
Electronic materials	3,477	4,010	4,353	5,153	5,042	-3%
Materials leant via interlibrary loan	10,465	7,565	7,763	4,089	7,420	+81%
Number of programs	154	144	140	123	156	+27%
Program attendance	2,547	2,685	2,740	1,356	1,729	+28%
Hours/week	51	51	51	28**	38**	+36%
Evening (after 5PM) / weekend hours per week	11	11	11	n/a	4	-
# Public access computers	6	4	8	8	8	n/a
Number of public internet computer sessions	4,265	1,854	1,997	671	944	+41%
Wi-Fi available 24/7	Yes	Yes	Yes	Yes	Yes	-
Size of collection	32,327	30,714	28,816	29,038	29,164	-

* One year change due to construction, **2020/2021 pandemic year

Library Board of Trustees – Building and Maintenance Report

February 15, 2022

BUILDING:

Attic/roof:

- Continue to monitor roof during cold/windy/snowy/warm then cold weather. Evidence of notable ice buildup on front (east side) of building only.

3/6/2022 – little ice, southwest corner



3/8/2022 – little ice, south side



3/8/2022 – ice, southeast corner



3/8/2022 – little ice, northeast corner



- Bennett Electric: still waiting to schedule outlet installation for heat tape

Ductwork in IT room:

- Left IT room door open to see if that prevents duct insulation from saturating with condensation during cold weather. 3/1: insulation continues to be saturated; no further communication from Greenfire.

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.

Security system: 3/3: discovered security cameras offline again. Contact Systems Tech for assistance and input license subscription key information into Genetec software.

Library Board of Trustees – Building and Maintenance Report

February 15, 2022

INTERIOR:

Plaques: continue to work on contacting donors for wording on plaques

EXTERIOR:

Concrete: Josh P. noted cracking/heaving and spalling of concrete by west entrance railing, including newly-poured slab. Josh contacted contractor and they will assess and schedule replacement.

In addition, the front entrance slabs are heaving with the frost, creating a potential trip hazard at the bottom of the entrance stairs. No easy solution.



Landscaping: meeting scheduled with Foundation March 17 to review project proposal, budget, etc.

Solar project: 1/20 meeting with Northwind Solar. Develop option comparison for traditional mount, modified roof mount, pedestal mount for installation cost, structural requirements, system production and efficiency.

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Bennett Electric: outlets for heat tape in southwest gutter
- Clean up concrete/sealant splattered onto building siding
- 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

Public Funds Voucher List

3/15/2022 through 3/15/2022

3/7/2022

Page 1

Date	Description	Memo	Category	Amount
3/15/2022	April Lammert	Reading program	08 1040 Expenses:1040 Programming:R...	-127.07
		Adult program	08 1040 Expenses:1040 Programming:A...	-40.82
3/15/2022	Baker & Taylor	Newspapers	07 1039 Materials:1039 Subscriptions:N...	-67.50
			07 1039 Materials:1039 Materials - Book...	-57.35
			07 1039 Materials:1039 Materials - Book...	-581.46
3/15/2022	Candice Johnson	v26 - 5511040	08 1040 Expenses:1040 Staff Developm...	-44.00
3/15/2022	Cengage Learning Inc./Gale	v27 - 5511039	07 1039 Materials:1039 Materials - Book...	-142.15
3/15/2022	Demmer Mem. Library		07 1039 Materials:1039 Materials - Book...	-119.36
			07 1039 Materials:1039 Materials - Book...	-34.13
			07 1039 Materials:1039 Materials - AV:A...	-17.99
			06 1038 Supplies:1038 Computer Hardw...	-15.98
3/15/2022	MicroMarketing Associates		06 1038 Supplies:1038 Postage	-163.88
			07 1039 Materials:1039 Materials - AV:A...	-25.79
			07 1039 Materials:1039 Materials - AV:A...	-225.79
3/15/2022	Northwoods River News	v30 - 5511039	07 1039 Materials:1039 Subscriptions:N...	-105.00
3/15/2022	Trees For Tomorrow		08 1040 Expenses:1040 Programming:YA	-75.81
			08 1040 Expenses:1040 Programming:R...	-75.81
3/15/2022	WVLS	v32 - 5511038	06 1038 Supplies:1038 Library	-151.93
3/15/2022 - 3/15/2022				-2,071.82
TOTAL INFLOWS				0.00
TOTAL OUTFLOWS				-2,071.82
NET TOTAL				-2,071.82

Special Account for Board - New

2/1/2022 through 3/15/2022

3/7/2022

Page 1

Date	Num	Description	Memo	Category	Amount
BALANCE 1/31/2022					7,561.45
2/7/2022	DEP	Amazon Refund	Returned adult book - TLGS	Misc. Merchant Credit:Amazon...	19.29
2/7/2022	Debit	Amazon	Computer hardware	Town of Three Lakes Expense	-6.99
2/7/2022	Debit	Amazon	Adult book	Town of Three Lakes Expense	-12.69
2/7/2022	Debit	Amazon	Adult books	Town of Three Lakes Expense	-91.68
2/7/2022	Debit	Amazon	Adult DVDs	Town of Three Lakes Expense	-50.88
2/7/2022	Debit	Discount School Supply	Story Hour programming	Town of Three Lakes Expense	-108.35
2/8/2022	DEP	Amazon Refund	Returned adult book - TLGS	Misc. Merchant Credit:Amazon...	19.29
2/8/2022	Debit	Amazon	Adult DVD	Town of Three Lakes Expense	-17.99
2/12/2022	Debit	USPS	Postage (stamps)	Town of Three Lakes Expense	-116.00
2/15/2022	3699	April Lammert	TLPLF - take & make kit	Grant and Project Expense	-28.25
2/15/2022	3700	Erica Brewster	Coffee cart	Donation Expense:Coffee Cart	-19.98
2/22/2022	Debit	Amazon	Juv books	Town of Three Lakes Expense	-34.13
2/22/2022	Debit	Amazon	Adult book	Town of Three Lakes Expense	-14.99
2/22/2022	Debit	Amazon	Adult DVD	Town of Three Lakes Expense	-44.94
2/22/2022	Debit	Amazon	Adult DVD	Town of Three Lakes Expense	-35.95
2/25/2022	DEP ...	Deposit		Copier Income	113.70
				Fines Income	100.85
				Donation Income:Misc.	26.00
			Renkes	Memorial Income	20.00
			1035: \$41.15; 1038: \$125.09; 1039: \$362...	Town of Three Lakes Income	529.19
3/15/2022	3701	Erica Brewster	WVLS - Legislative Day reimbursement	Grant and Project Expense	-23.99
3/15/2022	3702	April Lammert	TLPLF - take & make kit	Grant and Project Expense	-30.04
2/1/2022 - 3/15/2022					191.47
BALANCE 3/15/2022					7,752.92
TOTAL INFLOWS					828.32
TOTAL OUTFLOWS					-636.85
NET TOTAL					191.47

2022 March Budget Sheet

3/15/2022				
Account	2022 Budget	Spent	Balance	
01 Salaries 551 1001				
01 Director	\$ 55,536.00	\$ 8,544.00	\$ 46,992.00	15%
02 Technical Services	\$ 31,714.80	\$ 5,269.30	\$ 26,445.50	17%
03 Adult and Young Adult Librarian	\$ 30,628.00	\$ 4,766.25	\$ 25,861.75	16%
04 Childrens Librarian	\$ 13,925.60	\$ 2,075.45	\$ 11,850.15	15%
05 Outreach Coordinator	\$ 11,109.28	\$ 1,716.75	\$ 9,392.53	15%
06 Circulation Clerk	\$ 7,498.40	\$ 1,066.05	\$ 6,432.35	14%
07 Summer Asst.	\$ 972.00		\$ 972.00	0%
08 Custodial	\$ 4,954.56	\$ 363.26	\$ 4,591.30	7%
09 Misc Staff Salaries	\$ 1,498.43		\$ 1,498.43	
Total Salaries	\$ 157,837.07	\$ 23,801.06	\$ 134,036.01	
		15%		
02 Benefits				
Social Security 551 1005	\$ 11,959.90		\$ 11,959.90	
Health Insurance 551 1006	\$ 35,196.00	\$ 2,530.33	\$ 32,665.67	
Life Insurance 551 1006	\$ -	\$ 13.03	\$ (13.03)	
WRS 551 1009	\$ 8,384.22	\$ 1,319.26	\$ 7,064.96	
Total Benefits	\$ 55,540.12	\$ 3,862.62	\$ 51,677.50	
		7%		
03 Contractual Services 551 1015				
Equipment Contracts	\$ 2,607.00	\$ 126.73	\$ 2,480.27	
Professional Services	\$ 950.00	\$ 100.00	\$ 850.00	
Waltco Courier	\$ 425.00		\$ 425.00	
Total Contractual Services	\$ 3,982.00	\$ 226.73	\$ 3,755.27	
		6%		
04 Utilites				
Electric 551 1031	\$ 5,000.00	\$ 946.30	\$ 4,053.70	19%
Gas 551 1034	\$ 2,000.00	\$ 703.23	\$ 1,296.77	35%
Sewer and Water 551 1036	\$ 2,500.00	\$ 291.62	\$ 2,208.38	12%
Telephone 551 1020	\$ 1,500.00	\$ 407.98	\$ 1,092.02	27%
Total Utilites	\$ 11,000.00	\$ 2,349.13	\$ 8,650.87	
		21%		
05 Property Maintenance 550 1035				
Custodial Supplies	\$ 600.00	\$ 61.45	\$ 538.55	
Property Maintenance	\$ 3,000.00	\$ 1,832.36	\$ 1,167.64	
Security Systems	\$ 1,144.09	\$ 428.00	\$ 716.09	
Building Contingency	\$ -	\$ 239.63	\$ (239.63)	
Total Property Maintenance	\$ 4,744.09	\$ 2,561.44	\$ 2,182.65	
		54%		

3/15/2022					
Account	2022 Budget	Spent		Balance	
06 Supplies	551 1038				
Computer Hardware	\$ 2,300.00	\$ 246.75	\$ 2,053.25		
Library Supplies	\$ 1,000.00	\$ 765.40	\$ 234.60		
Office Supplies	\$ 1,000.00	\$ 124.93	\$ 875.07		
Petty Cash	\$ 150.00		\$ 150.00		
Postage	\$ 400.00	\$ 163.88	\$ 236.12		
Total Supplies	\$ 4,850.00	\$ 1,300.96	\$ 3,549.04		
			27%		
07 Materials - AV	551 1039				
Adult audiobook	\$ 2,700.00	\$ 464.18	\$ 2,235.82		
Adult music	\$ 100.00		\$ 100.00		
Adult video	\$ 1,130.00	\$ 67.90	\$ 1,062.10		
Juvenile audiobook	\$ 200.00	\$ 83.77	\$ 116.23		
Juvenile music	\$ 50.00		\$ 50.00		
Juvenile video	\$ 200.00		\$ 200.00		
YA audiobook	\$ 265.00		\$ 265.00		
Replacements-AV	\$ 125.00		\$ 125.00		
Total Materials - AV	\$ 4,770.00	\$ 615.85	\$ 4,154.15		
			13%		
07 Materials - Books	551 1039				
Adult books	\$ 12,000.00	\$ 2,969.84	\$ 9,030.16		
eBook consortium	\$ 771.84		\$ 771.84		
Juvenile/YA books	\$ 3,750.00	\$ 779.50	\$ 2,970.50		
Total Materials - Books	\$ 16,521.84	\$ 3,749.34	\$ 12,772.50		
			23%		
07 Materials - Subscriptions	551 1039				
Individual subscriptions	\$ 85.00	\$ 119.00	\$ (34.00)		
Newspapers	\$ 1,099.72	\$ 271.50	\$ 828.22		
Subscription Service	\$ 1,700.28	\$ 1,702.72	\$ (2.44)		
Total Subscriptions	\$ 2,885.00	\$ 2,093.22	\$ 791.78		
			73%		

3/15/2022					
Account	2022 Budget	Spent	Balance		
08 Expenses - Computer	551 1040				
Maintenance and Repair	\$ 500.00		\$	500.00	
Software subscription/licenses	\$ 1,000.00		\$	1,000.00	
Computer Contingency	\$ -		\$	-	
Total Computers	\$ 1,500.00	\$ -	\$	1,500.00	
				0%	
08 Expenses - Programming	551 1040				
Adult	\$ 700.00	\$ 85.20	\$	614.80	
Children / Story Hour	\$ 700.00	\$ 87.41	\$	612.59	
Movie license	\$ 223.00		\$	223.00	
Reading Programs	\$ 700.00	\$ 202.88	\$	497.12	
Young Adult	\$ 700.00	\$ 86.45	\$	613.55	
Total Programming	\$ 3,023.00	\$ 461.94	\$	2,561.06	
				15%	
08 Expenses - Publishing Fees	551 1040				
Job Posting	\$ 150.00		\$	150.00	
Publicity	\$ 150.00		\$	150.00	
Total Publishing Fees	\$ 300.00	\$ -	\$	300.00	
				0%	
08 Expenses - Staff Development	551 1040				
Staff Development	\$ 1,000.00		\$	1,000.00	
Mileage and Meals	\$ 1,500.00	\$ 88.00	\$	1,412.00	
Total Staff Development	\$ 2,500.00	\$ 88.00	\$	2,412.00	
				4%	
08 Expenses - WVLS	551 1040				
Internet	\$ 1,200.00	\$ 600.00	\$	600.00	
Network and Enterprise	\$ 1,770.00		\$	1,770.00	
V-Cat Maintenance	\$ 5,223.24		\$	5,223.24	
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00		\$	200.00	
Total WVLS	\$ 8,393.24	\$ 600.00	\$	7,793.24	
				7%	
Total 2022 Budget	\$ 277,846.36	\$ 41,710.29	\$	236,136.07	
Salary totals current through	2/23/2022			15%	

Demmer Staff Mini Grant

Edward U. Demmer Memorial Library
Three Lakes, Wisconsin

Date 3-1-22

Program Name: Canoe Night
Staff name: April Lammert
Date(s) of program: June 21st @ 6:00pm
Amount requested: \$200 (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?

John Welsh with Camp Honey Rock brings a trailer full of canoes. Participants get to use the canoe to paddle around Maple Lake. This has been well attended each year and last year we had a family that had never canoed before. It's a great family event

Library board use:	Source of funds:
Approved/Denied: _____	_____ Operational budget
Amount approved: _____	_____ Special account donations
	_____ Used book sale funds
Signature: _____	_____ Capital/Building maintenance
	_____ Forward to Foundation
	_____ Other (specify: _____)

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 <i>2/26/2022: 2.8% positive, trending down</i></p> <p>< 171 new cases in Oneida and Vilas counties combined over last 30 days² <i>2/4/2021 – 3/4/2022: 399 new cases (falling)</i></p> <p>≤ 30 active cases/day in Oneida and Vilas counties combined over last 30 days <i>2/4/2021 – 3/4/2022: avg. 530 active cases per day (falling)</i> <i>Current active cases: 118</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>3/4/2021: 62.3% Oneida, 61.7% Vilas fully vaccinated; 65.7% / 65.6% 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: library is open 6 days/week with no time limits or restrictions on numbers of persons in building; all individuals must be masked per library board emergency policy (August 2021). **Continue to monitor ongoing infection caseloads and adapt services as needed, without limiting hours as staffing allows.**

February 2022 actions taken:

- ✓ Resume in-person indoor youth programming as numbers of positive cases continue to fall.
- ✓ Continue to offer virtual options for adult programs.
- ✓ Continue to require masking.

March 2022

- ✓ Continue regular programming and services.
- Review status of masking requirement – consider moving to “masks optional” and return to normal operations

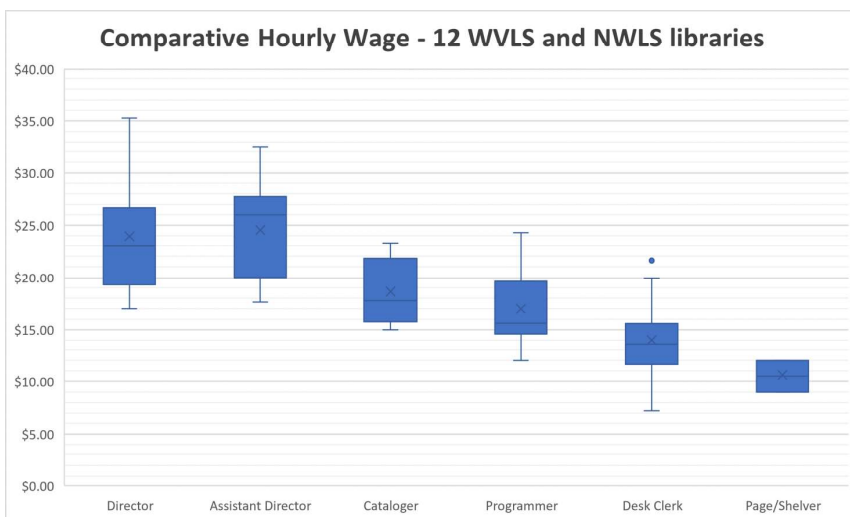
Method for gathering and calculating library comparables:

- Data source: self-report pay rates for 76 positions from 12 libraries in WVLS and NWLS.
 - Numbers are for 2020 – 2022 year salaries; Tomahawk library director interviewed 7 WVLS libraries for 2020/2021; additional self-reports were added/amended
 - To capture the maximum amount of data for each position if more than one position or a range was given by a library the high and low were counted as two separate entries (so some libraries may have more reported wages than actual positions)
- Caveat: library position job descriptions in WVLS/NWLS libraries often don't cleanly align with reported titles.
 - Many libraries have a "director who catalogs" or a "cataloger who also does children's programming" or "desk staff who do adult programming and catalog," etc.
 - Libraries could self-identify the category that seemed most appropriate for positions and pay, otherwise best guesses were made.
- Caveat: all annual salaries are reported as 1 FTE: assuming 40 hrs/wk, 52 weeks/year.
 - No accounting is made for part time, salaried, types of benefits, etc.

15 described as "Director"
 7 described as "Assistant Director"
 10 described as "Cataloging"
 16 described as "Programming"
 21 described as "Desk Clerk"
 7 described as "Page/Shelver"

Antigo – 6 positions
 Boulder Junction – 2 positions
 Eagle River – 4 positions
 Medford – 6 positions
 Mercer – 2 positions
 Merrill – 6 positions
 Minocqua – 5 positions
 Neillsville – 2 positions
 Rhinelander – 6 positions
 Rib Lake – 3 positions
 Three Lakes – 4 positions
 Tomahawk – 6 positions

Comparative Hourly Pay Rate by Job Role Data from 12 WVLS and NWLS Libraries – 2020-2022 numbers



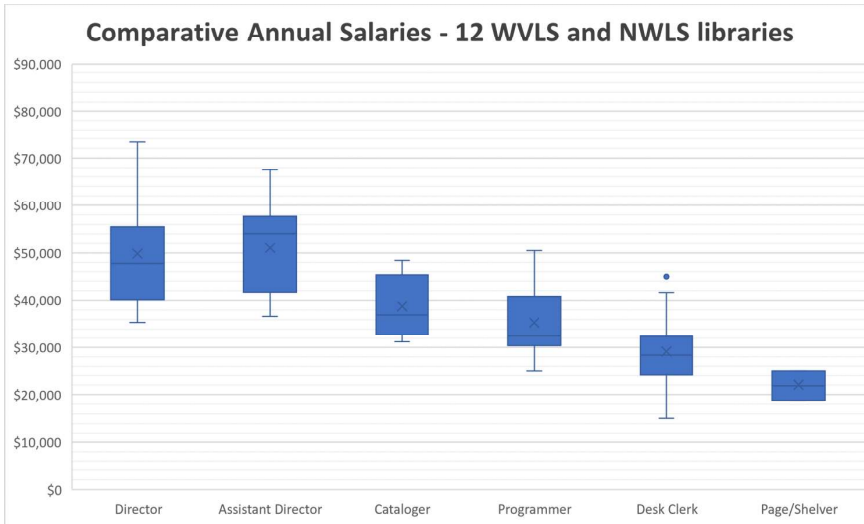
Position	Low	High	Median
Director	\$17.00	\$35.28	\$22.97
Assistant Director	\$17.63	\$32.44	\$26.00
Cataloging	\$15.00	\$23.31	\$17.78
Programming	\$12.00	\$24.31	\$15.63
Desk Clerk	\$7.25	\$21.61	\$13.64
Page/Shelver	\$9.00	\$12.00	\$10.50

How to read this "box and whisker" chart:

- The blue box represents the middle 50% of values.
- The "whiskers" extending from the box show the high and low value for each category.
- The blue line in the box indicates the median (halfway between the high value and the low value).
- The X in the box indicates the average (mean) of all values in the category.
- A blue dot on above or below a "whisker" indicates an outlier value that is more than 1.5 times beyond the blue box.

Comparative Annual Salary by Job Role

Data from 12 WVLS and NWLS Libraries – 2020-2022 numbers



Position	Low	High	Median
Director	\$35,360	\$73,382	\$47,778
Assistant Director	\$36,670	\$67,475	\$54,080
Cataloging	\$31,204	\$48,485	\$36,972
Programming	\$24,960	\$50,565	\$32,500
Desk Clerk	\$15,080	\$44,949	\$28,371
Page/Shelver	\$18,720	\$24,960	\$21,840

How to read this “box and whisker” chart:

- The blue box represents the middle 50% of values.
- The “whiskers” extending from the box show the high and low value for each category.
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- A blue dot on above or below a “whisker” indicates an outlier value that is more than 1.5 times beyond the blue box.

2/26/2022

Prepared by Erica Brewster, director@demmerlibrary.org

3

Method for gathering and calculating professional comparables:

- Data source: 122 pay rates for 76 job postings from [Indeed.com](https://www.indeed.com) or other publicly available data sources gathered on 2/22/2022.
 - Only postings containing a specific wage or wage range were included; low and high values for wages were included as separate entries to maximize data.
 - Effort was made to include postings from communities around Forest, Lincoln, Oneida, and Vilas counties
- Posting were generally categorized based on level of education, skill, task or management responsibility as might be comparable to those required by various positions within a library.
 - Caveat: lots of judgment was used to determine “comparable”
- Caveat: all annual salaries are reported as 1 FTE: assuming 40 hrs/wk, 52 weeks/year.
 - No accounting is made for part time, salaried, comparison of types of benefits, etc.

13 comparisons for “Director”
 10 comparisons for “Assistant Director”
 30 comparisons for “Cataloging”
 37 comparisons for “Programming”
 37 comparisons for “Desk Clerk”
 6 comparisons for “Page/Shelver”

Antigo – 4 postings
 Crandon – 2 postings
 Eagle River – 3 postings
 Lake Tomahawk – 1 posting
 Merrill – 2 postings
 Minocqua – 12 postings
 Phelps – 1 posting
 Rhinelander – 37 postings
 St. Germain – 1 posting
 Three Lakes – 12 postings
 Tomahawk – 1 posting

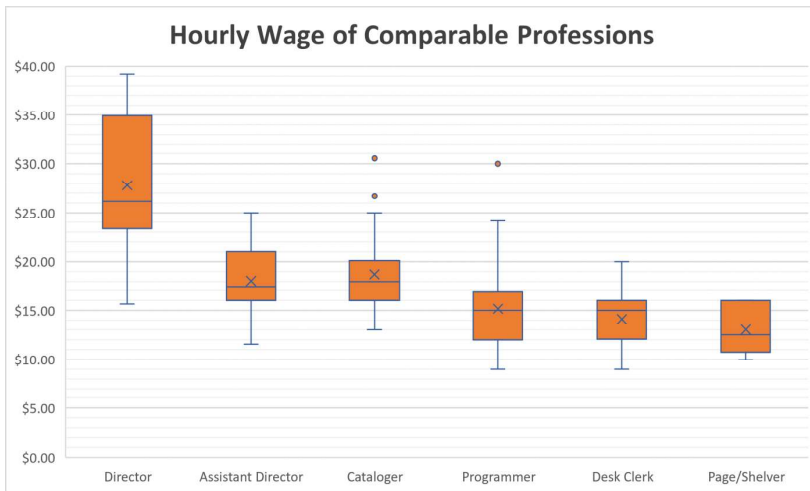
2/26/2022

Prepared by Erica Brewster, director@demmerlibrary.org

4

Hourly Wage for Comparable Professions

Source: Indeed.com, online job postings



Positions similar to:	Low	High	Median
Director	\$15.65	\$39.22	\$28.07
Assistant Director	\$11.54	\$25.00	\$17.50
Cataloging	\$13.00	\$30.53	\$18.00
Programming	\$9.00	\$30.00	\$15.00
Desk Clerk	\$9.00	\$20.00	\$15.00
Page/Shelver	\$10.00	\$16.00	\$12.50

- How to read this "box and whisker" chart:
- The blue box represents the middle 50% of values.
 - The "whiskers" extending from the box show the high and low value for each category.
 - The blue line in the box indicates the median (halfway between the high value and the low value).
 - The X in the box indicates the average (mean) of all values in the category.
 - The blue dot on "Desk Clerk" indicates an outlier value that is more than 1.5 times above the top of the blue box.

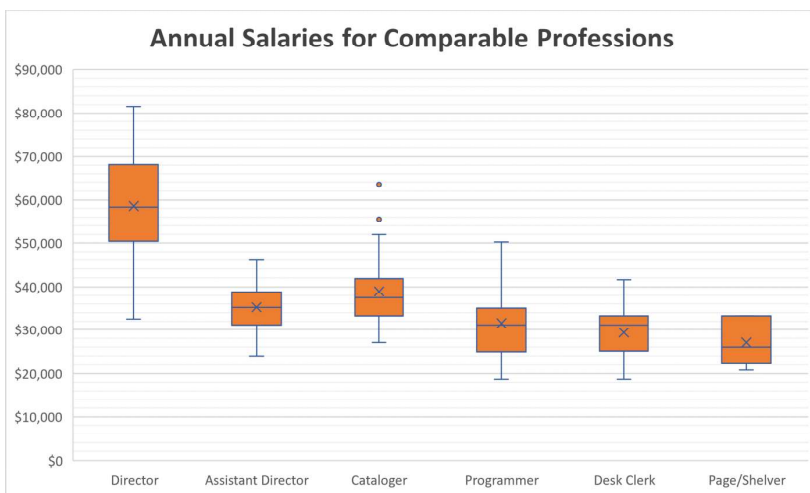
2/26/2022

Prepared by Erica Brewster, director@demmerlibrary.org

5

Annual Salary for Comparable Professions

Source: Indeed.com, online job postings



Positions similar to:	Low	High	Median
Director	\$32,542	\$81,572	\$58,378
Assistant Director	\$24,000	\$35,360	\$35,180
Cataloging	\$27,040	\$63,502	\$37,440
Programming	\$18,720	\$62,400	\$31,200
Desk Clerk	\$18,720	\$41,600	\$31,200
Page/Shelver	\$20,800	\$33,280	\$26,000

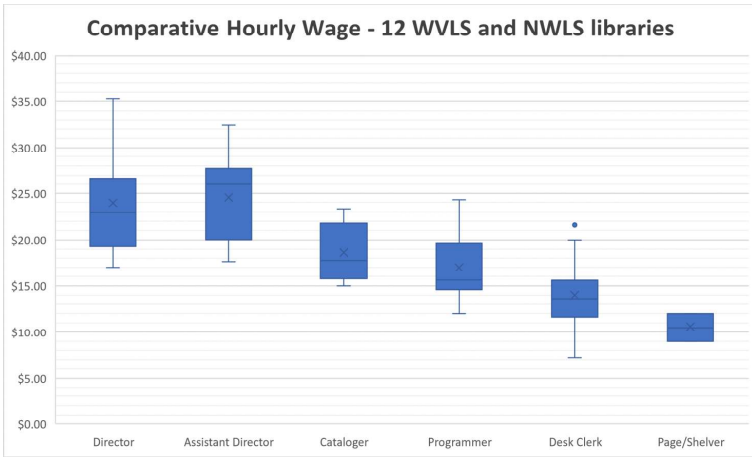
- How to read this "box and whisker" chart:
- The blue box represents the middle 50% of values.
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 - The blue line in the box indicates the median (halfway between the high value and the low value).
 - The X in the box indicates the average (mean) of all values in the category.
 - The blue dot on "Desk Clerk" indicates an outlier value that is more than 1.5 times above the top of the blue box.

2/26/2022

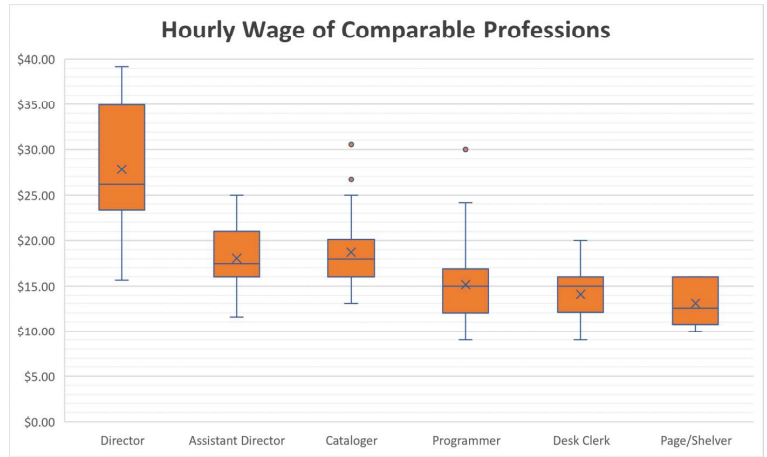
Prepared by Erica Brewster, director@demmerlibrary.org

6

Library pay comparables –
 12 WVLS and NWLS libraries
 2020 - 2022



Other profession comparables –
 Indeed.com postings and public postings
 February 2022

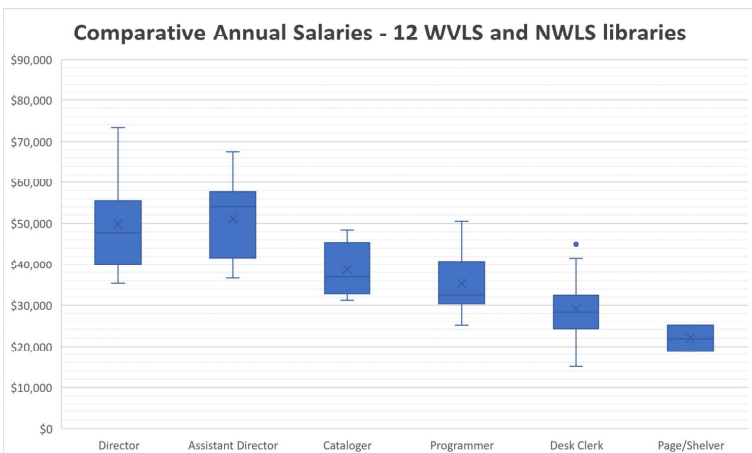


2/26/2022

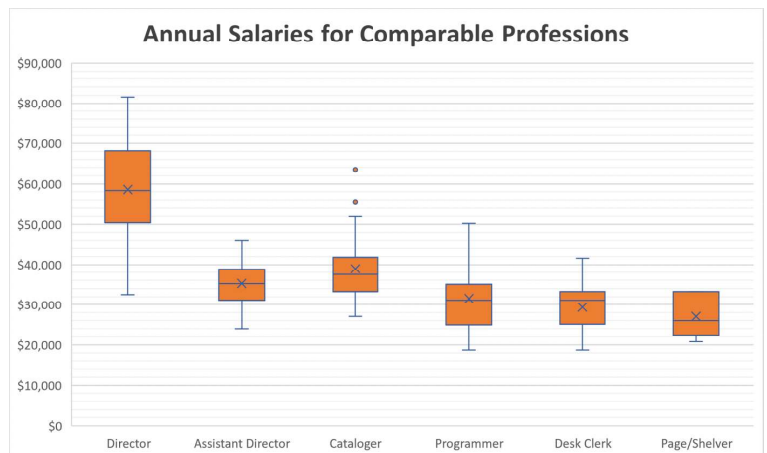
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7

Library pay comparables –
 12 WVLS and NWLS libraries
 2020 - 2022



Other profession comparables –
 Indeed.com postings and public postings
 February 2022



2/26/2022

Prepared by Erica Brewster, director@demmerlibrary.org

8

Library pay comparables –

12 WVLS and NWLS libraries
2020 - 2022

[Your library here]

Position	Low	High	Median	
Director	\$17.00	\$35.28	\$22.97	
Assistant Director	\$17.63	\$32.44	\$26.00	
Cataloging	\$15.00	\$23.31	\$17.78	
Programming	\$12.00	\$24.31	\$15.63	
Desk Clerk	\$7.25	\$21.61	\$13.64	
Page/Shelver	\$9.00	\$12.00	\$10.50	

[Your library here]

Position	Low	High	Median	
Director	\$35,360	\$73,382	\$47,778	
Assistant Director	\$36,670	\$67,475	\$54,080	
Cataloging	\$31,204	\$48,485	\$36,972	
Programming	\$24,960	\$50,565	\$32,500	
Desk Clerk	\$15,080	\$44,949	\$28,371	
Page/Shelver	\$18,720	\$24,960	\$21,840	

2/26/2022

Prepared by Erica Brewster, director@demmerlibrary.org

Other profession comparables –

Indeed.com and other public postings
February 2022

[Your library here]

Positions similar to:	Low	High	Median	
Director	\$15.65	\$39.22	\$28.07	
Assistant Director	\$11.54	\$25.00	\$17.50	
Cataloging	\$13.00	\$30.53	\$18.00	
Programming	\$9.00	\$30.00	\$15.00	
Desk Clerk	\$9.00	\$20.00	\$15.00	
Page/Shelver	\$10.00	\$16.00	\$12.50	

[Your library here]

Positions similar to:	Low	High	Median	
Director	\$32,542	\$81,572	\$58,378	
Assistant Director	\$24,000	\$35,360	\$35,180	
Cataloging	\$27,040	\$63,502	\$37,440	
Programming	\$18,720	\$62,400	\$31,200	
Desk Clerk	\$18,720	\$41,600	\$31,200	
Page/Shelver	\$20,800	\$33,280	\$26,000	

9

Position	Low	High	Median	Demmer
Director	\$17.00	\$35.28	\$22.97	\$26.70
Assistant Director	\$17.63	\$32.44	\$26.00	N/A
Cataloging	\$15.00	\$23.31	\$17.78	\$16.00
Programming	\$12.00	\$24.31	\$15.63	\$13.39 – \$15.50
Desk Clerk	\$7.25	\$21.61	\$13.64	\$10.30 – \$15.26
Page/Shelver	\$9.00	\$12.00	\$10.50	N/A

Positions similar to:	Low	High	Median	Demmer
Director	\$15.65	\$39.22	\$28.07	\$26.70
Assistant Director	\$11.54	\$25.00	\$17.50	N/A
Cataloging	\$13.00	\$30.53	\$18.00	\$16.00
Programming	\$9.00	\$30.00	\$15.00	\$13.39 – \$15.50
Desk Clerk	\$9.00	\$20.00	\$15.00	\$10.30 – \$15.26
Page/Shelver	\$10.00	\$16.00	\$12.50	N/A

Position	Low	High	Median	Demmer
Director	\$35,360	\$73,382	\$47,778	\$55,536
Assistant Director	\$36,670	\$67,475	\$54,080	N/A
Cataloging	\$31,204	\$48,485	\$36,972	\$33,280
Programming	\$24,960	\$50,565	\$32,500	\$27,851 – \$32,240
Desk Clerk	\$15,080	\$44,949	\$28,371	\$21,424 – \$31,741
Page/Shelver	\$18,720	\$24,960	\$21,840	N/A

Positions similar to:	Low	High	Median	Demmer
Director	\$32,542	\$81,572	\$58,378	\$55,536
Assistant Director	\$24,000	\$35,360	\$35,180	N/A
Cataloging	\$27,040	\$63,502	\$37,440	\$33,280
Programming	\$18,720	\$62,400	\$31,200	\$27,851 – \$32,240
Desk Clerk	\$18,720	\$41,600	\$31,200	\$21,424 – \$31,741
Page/Shelver	\$20,800	\$33,280	\$26,000	N/A

2/26/2022

Prepared by Erica Brewster, director@demmerlibrary.org

10

Effective Board Meetings and Trustee Participation

4

Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached [Sample Board Meeting Agenda](#).) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.) Also, be sure to avoid conflict of interest situations. (See [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) for more information.)

At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

In This Trustee Essential

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.)

More Legal Requirements

Wisconsin’s Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see [Trustee Essential #15: The Library Board and the Public Records Law](#) for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See [Trustee Essential #18: Library Board Appointments and Composition](#) for further details on the legally required process. [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) discusses certain impermissible appointments under Wisconsin’s “incompatibility doctrine,” such as the appointment of a library director to the library board.)

Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library*

Standards. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for other ideas.)

Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a “refresher” on certain issues? What issues?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Attached [Sample Board Meeting Agenda](#)
- Attached [Sample Annual Library Board Calendar](#)
- OWLS webpage on meetings at owlsnet.org/141/meetings (See especially the links on effective meetings.)
- *Robert’s Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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**Public Service Commission of Wisconsin
Office of Energy Innovation
Energy Innovation Grant Program
ATTACHMENT A - Application Cover Sheet**



SECTION I - Provide information summarizing the project proposal.			
Project Title:		Demmer Memorial (Three Lakes, WI) Library Solar Energy	
PSC Grant Request (\$):	Applicant Cost Share (\$):	Project Total (\$):	
\$41885	\$41315	\$83200	
Choose one Eligible Activity			
<input checked="" type="checkbox"/> Renewable Energy & Energy Storage	<input type="checkbox"/> Energy Efficiency & Demand Response	<input type="checkbox"/> Electric & RNG Vehicles & Infrastructure	<input type="checkbox"/> Comprehensive Energy Planning
Acknowledgement of ARRA Applicability. Check all that apply. (see Section 1.3 of Application Instructions)			
<input checked="" type="checkbox"/> Buy American: Project: Alteration, maintenance or repair of a public building or public work.			
<input checked="" type="checkbox"/> Davis Bacon and Related Acts: Use of laborers or mechanics employed by contractors and subcontractors.			
<input checked="" type="checkbox"/> Historic Preservation: Project involves historical (over 50 years old), archeological or cultural resources.			
<input checked="" type="checkbox"/> National Environmental Policy Act (NEPA): Project activity is NOT covered by the list shown in Section 1.3.3.			
SECTION II - Provide information for your organization, signatory, and primary contact for the project.			
Applicant Type:	<input type="checkbox"/> City	<input type="checkbox"/> Village	<input checked="" type="checkbox"/> Town <input type="checkbox"/> County
<input type="checkbox"/> Tribal Nation	<input type="checkbox"/> Manufacturer		<input type="checkbox"/> K-12 School District
<input type="checkbox"/> University of Wisconsin System	<input type="checkbox"/> Wisconsin Technical College System		<input type="checkbox"/> 501(c)(3) nonprofit
<input type="checkbox"/> Municipal Utility (water, wastewater, electric, natural gas)		<input type="checkbox"/> Hospital (public or nonprofit)	
Name (on W-9):	Town of Three Lakes – Edward U Demmer Memorial Library		
Address (on W-9):	6965 W School Street, Three Lakes, WI 54562		
County or Counties Served by Project:	Oneida County		
DUNS Number or CAGE Code:	025608688		
NAICS Code:			
Authorized Representative/Signatory (Person authorized to submit applications and sign contracts)		Primary Contact (if different from Authorized Representative)	
Name:	Erica Brewster	Name:	Larry Roth
Title:	Director – Edward U. Demmer Memorial Library	Title:	Project Coordinator
Phone:	715-546-3391	Phone:	715-522-0018
E-mail:	<u>Director@demmerlibrary.org</u>	E-mail:	<u>LarryWRoth@gmail.com</u>
Signature of the Authorized Representative	<i>Erica L. Brewster</i>		

Applicant: Edward U. Demmer Memorial Library
Project Title: Demmer Library Solar Energy Project

Summary of Project Budget				
Line	Description	PSC Grant Request	Applicant Cost Share	Total Project Cost
1	Personnel			\$0
2	Fringe			\$0
3	Equipment	\$41,885	\$30,435	\$72,320
4	Supplies			\$0
5	Travel			\$0
6	Contractual			\$0
7	Other		\$10,880	\$10,880
8	Indirect			\$0
Totals		\$41,885	\$41,315	\$83,200
% of Total		50%	50%	

Request is for a 22% grant for solar system costs (solar panels, inverters, and installation) and 100% grant for 3 Tesla Powerwall batteries. The "Other" line of the application is made up of a Solar for Good grant of \$8160 plus a Focus on Energy Rebate of \$2,720.

Executive Summary

Project Description

The Town of Three Lakes and the Edward Demmer Library upgraded and remodeled the library building in 2018-2019, greatly improving both services and the physical building (see 3.5 Reference Materials). The library has long been the heart of Three Lakes and a gathering place for both full time and seasonal residents. Remodeling plans in 2018 called for solar panels to be installed but funding limitations prevented installation at the time of construction. Installing solar PV and battery storage will provide an educational opportunity, lower annual utility costs, reduced requirements for fossil-fuel generated energy, and a source of power in case of utility-based power outages.

In addition, the battery storage and resiliency offered by this project will provide a critical function in fire detection and eliminate a potential water damage issue brought on by a power outage to the building.

Key Partners and Stakeholders

The town of Three Lakes has been severely impacted by two major fires in 2019 (hotel/restaurant and a second restaurant) and recovery has been slowed by a lack of development funding and the Covid-19 pandemic. As a result, the town is looking for a means to show it is ready to move forward with a project focused on the future.

The library is a hub of activity for the town with full time residents, seasonal residents and tourist visitors all relying on library services. As reliance on internet for daily activity increases, demand for the reliable, high speed internet available through public computers and Wi-Fi for personal devices and remote conferencing technology offered by the library continues to grow. Residents and visitors alike often make use of the libraries Wi-Fi internet access from outside the building (especially after business hours). A solar PV installation in combination with a newly remodeled building will demonstrate a desire to keep moving forward and creating our town's future.

The library board and town board will benefit from reduced ongoing utility bills. The system when installed will replace nearly 30% of the electrical energy demand. Financial savings are estimated to be over \$1800 per year at current rates being charged. Annual savings are expected to increase over time. Savings can be used by the town or the library for additional services to the public to improve access to information and learning.

Project Objectives and Metrics

Educational – This project will create learning opportunities for both students and adults (both residents and visitors). A prominent display area and online presentations will provide explanations of technologies involved and the growth of solar PV. The display planned is patterned after the display done by the T.B. Scott Free Library in Merrill, WI.

Financial – Annual savings are expected to be more than \$1800 per year at current utility rates. This represents ongoing savings for both the library and town budget and may provide support for installation of additional solar PV on other town buildings. Consideration is being given to applying for an Activity 3 grant in 2022.

Progressive outlook for Three Lakes – A remodel/reconstruction of both the Three lakes library and Town Hall/Police station was completed in 2018-2019. A great deal of attention was given toward energy efficiency including insulation, LED lighting, etc., resulting in a Focus on Energy rebate for materials and systems following construction.

In 2020 the town has made use of UW-Extension expertise to study how to revitalize the town overall. We view this project as one step toward defining the future of the library and the town as a whole.

Reference Materials List

1. Photos of remodeled library building
2. Space/content for public education display
3. Lowered utility cost projections/solar offset projections
4. Vendor/project manager response to Acknowledgement of ARRA Applicability, Application Cover Sheet

3.4 Application Narrative and Merit Review Criteria

3.4.1 Eligibility and Ability to Achieve Objectives

Eligibility: The Town of Three Lakes / Edward U. Demmer Memorial Library is eligible to implement this project as a town government entity under DUNS #: 025608688.

- ARRA Requirements** – the solar inverters in this project will be SMA Sunny Boy 7700 inverters which received ARRA approval in 2010 (which is when ARRA was enacted). The Tesla Powerwall units are made at the Tesla Gigafactory in Nevada. The solar modules used by the Solar For Good program in the past have been made in Jordan; we would be seeking a waiver from OEI to use these modules if that is an option under the Solar for Good program. If that is not possible, Hanwah QCells modules that are assembled in Georgia would be the second choice.
- David Bacon Wage Rate Requirements** – NorthwindRE, the proposed vendor for the project, has agreed to pay their employees on this project according to Davis Bacon requirements.
- National Environmental Policy Act Review** – NorthwindRE, the proposed vendor, and the Demmer Library staff are not aware of any negative environmental impacts from this project.
- State Historic Preservation** – The proposed installation site is not designated as a state historic site, so no additional review or approvals are necessary.

Ability to Achieve: The Edward U. Demmer Memorial Library administration completed a \$2.2 million renovation and expansion project using \$1.2 million in private donations and \$900,000 of tax levy funds in 2019. Board and staff successfully managed this project and are aware of the facility system and structure, and the new, upgraded systems are capable of seamlessly connecting with the solar PV and battery storage infrastructure. The library board will follow requirements for bidding and selection of a qualified contractor to complete the installation per the project specifications.

Library staff regularly provide educational programming, communication, and materials to the public. Information on this solar PV and battery backup system will be promoted along with information on renewable resources and other technological innovations.

3.4.2 Budget Justification and Cost Share

The overall project has two segments with a grand total cost of \$83,200. The Three Lakes Public Library Foundation Board has approved moving forward with the project at this cost level.

The first segment is the solar PV segment. This segment will result in the purchase and installation of solar panels, inverters, and a monitoring and demonstration system. This segment will cost a total of \$49,900 but this is offset by a donation from Solar for Good of \$8160 (covering the cost of the solar panels). In addition, we will be making use of the Focus on Energy Rebate of \$2720. Our request from OEI/PSC for this portion of the project is for 22% of the remaining cost. A total of \$8585 for this part of the project. This will leave a total cost for the library at \$30,435.

The second segment of the project will provide the library and town resiliency. The total cost for this segment is \$33,300 and will purchase and install 3 Tesla Powerwall 13.5 kWh batteries. Our request from OEI/PSC for this portion of the project is for 100% of this cost. A total of \$33,300 for this part of the project.

The request of funds from OEI/PSC is for \$8585 for segment one and \$33,300 for segment two. Both segments of the project are to be completed simultaneously. A grand total of \$41,885 is requested.

3.4.3 Savings and Payback

A reduction in the electric bill of roughly \$1841 per year has been estimated. This results in a simple payback of 17 years. Increases in the rates charged by our electric service provider will shorten the payback period.

3.4.4 Energy Savings and Environmental Impact

The estimated energy generated will total 18,469 kWh per year. The primary source of power in Wisconsin is coal fired plants. According to information provided by Focus on Energy, generating \$18,469 kWh locally could eliminate the equivalent of burning 14,388 pounds of coal annually.

Reducing coal fired plants will also reduce mercury released into the air. Mercury is a concern in our local lakes because the Wisconsin DNR has issued a warning about eating fish caught in our Three Lakes chain of lakes specifically because of high levels of mercury. See <https://dnr.wi.gov/fcsexternaladvqry/fishadvisorysrch.aspx>

3.4.5 Equity and Energy Justice

The Energy Innovation Grant Awards map for 2018 show no grants were provided to Oneida County. Four of the surrounding counties bordering on Oneida County received no awards either. Oneida County and Three Lakes are classified as rural, nonmetro not adjacent to a metro area, and is ranked at a 0 to -1 on the Natural Amenities Scale by the Economic Research Service, United States Department of Agriculture. Even small scale projects are unlikely in these areas without considerable amount of private funding.

3.4.6 Financial Leverage and Economic Impact

The expected savings in utility costs is expected to be \$87,357 over thirty years. Installation cost would be approximately \$2.19/watt; a savings over a similar model project done at T.B. Scott Free Library in Merrill, WI, which came in at \$2.85/watt.

This project will prioritize using local contractors and professionals for the design, installation, and any maintenance on the system. This not only re-invests in our local economy and professionals, it also increases local professional technical experience with PV and battery storage systems that will be applied to future projects, public or private.

While reducing the burden of tax levy funds is always a goal, any savings in utility costs could be redirected to further investments in energy efficiency in the library or the town and educational programming or materials.

New library programs that could be affected. Those programs being considered include:

- Develop a community partnership program to establish connections between community organizations for presenting programs, sharing resources and funding, cross-training volunteers/supporting community-wide volunteer recruitment, and/or implementing large-scale community-wide programs.
- Establish a volunteer management program to engage 30 community volunteers in 5 key program areas within the library.
- Establish a “story walk” or other outreach literacy programs. A story walk is a page-by-page walk through of a picture book mounted on posts (or sometimes in windows of businesses) – families are looking for outdoor activities, but this type of program will likely stay popular.

3.4.7 Existing Energy Planning and Efforts

When the library was remodeled, modern energy efficient fixtures and equipment were included in the design and construction. All light fixtures were updated to LED and high efficiency furnaces were incorporated into the HVAC systems. The library received \$4,000 in energy rebates from Focus on Energy for the materials used. In addition, the landscaping is designed and is further being developed to manage storm water runoff through permeable surfaces, native species landscaping, and rain gardens to reduce reliance on storm sewers. There are ongoing efforts to better understand and balance the new systems to increase overall efficiency and environmental impact, and all visitors to the library see these as a demonstration site.

Ideally, the town of Three Lakes can request an Activity 3 OEI/PSC grant in 2022 to buy an electric vehicle and charging stations. This would again fit well with our Forward Three Lakes initiative to reinvigorate and revitalize our town.

3.4.8 Energy Resiliency

Northern Wisconsin occasionally experiences power outages that can be quite difficult for the town’s residents. The library currently offers free WIFI internet access, and this can become especially important when portions of town lose power. Unfortunately, power lines are less likely to be placed underground in the built environment of the downtown area, which means that the relatively rare storm-related outages are increasingly impacting the local downtown area, including the library. Making use of the Powerwall technology will enable additional certainty to maintaining building functions and having internet access for residents.

The Demmer Library alarm systems rely on power to function (otherwise the system defaults to an “alarm system offline” notice). The fire suppression system is a dry system that relies on an air compressor to maintain pressure. A critical drop in pressure would result in a release of water through the system and could cause catastrophic flooding in the attic and ceiling areas. Power is necessary for keeping alarms functioning during a power outage to alert building maintenance or local authorities of a problem. Keeping the fire suppression system charged is essential preventing the system itself from causing damage to the building and its contents.

The library has been incorporated into town and county emergency planning as a heating/warming shelter. In addition, as people become more dependent on cell phones for communication (especially during storm outages) the ability to offer cell phone charging at the library will provide a valuable resiliency service.

3.4.9 Education and Awareness

One of the goals of this project, in support of the mission of the Demmer Library to connect people to the transformative power of knowledge by providing opportunities to explore, learn, create, and share, will be to demonstrate the functioning of the system to all visitors to the library and to provide opportunities for the public to gain a deeper understanding of how a modern solar system works.

1. Awareness: when a library visitor first enters the building, they will see a video kiosk continuously displaying the energy being generated in the main entry vestibule, and information will be displayed on the library website. Besides the visual of the solar panels on the south roof, this will serve as the initial awareness of the existence of the project. Other aspects of the project (stored energy in the battery backup) will be highlighted through the media and at times of specific need.
2. Learning: after initial contact with the system, information will be available in the vestibule and with library staff at the front desk with basic technical information on the array. The library also maintains a selection of solar/renewable energy materials in the adult and children's collection, and those resources will be promoted and highlighted.
3. Exploring and creating: opportunities for more in-depth learning will be offered through routine and special library programs. This may include programs targeting homeowners, local contractors, or business owners, and programs focused on youth and families for learning more technical or engaging aspects of renewable energy. Questions about efficiency and effectiveness of solar in far northern Wisconsin still exist, and this demonstration project would allow many in the local community to directly interact with the pros and cons of these systems.
4. Share: the Demmer Library will support those in the community that hope to take what they have learned from their connection to the library's solar project and apply it to their personal efforts or in further education and outreach beyond the Three Lakes community. The library will also collaborate with the Three Lakes K-12 school located two blocks south which has a solar-wise school project already installed and a Fab Lab for technical instruction.

3.4.10 Innovation

We have combined three different sources for funds to support the investment that the Three Lakes Public Library Foundation was willing to make. Adding energy storage to this project adds value to the community overall in resiliency and in educational opportunities.

In its strategic plan, the Demmer Library seeks to promote innovation and integrity in administration and programming. The Demmer Library Board of Trustees sees this as an opportunity to demonstrate new technology and use of renewable resources in a public facility with private applications. This coincides with efforts to use low-impact landscaping for stormwater control combined with native/pollinator-friendly plantings on the exterior of the building and high efficiency fixtures on the inside of the building.

Through this project, the Demmer Library is following in the footsteps of the project at the T.B. Scott Free Library in Merrill, Wisconsin, and hopes to communicate to other libraries and municipalities how they can also take advantage of renewable energy and power storage infrastructure in their communities.

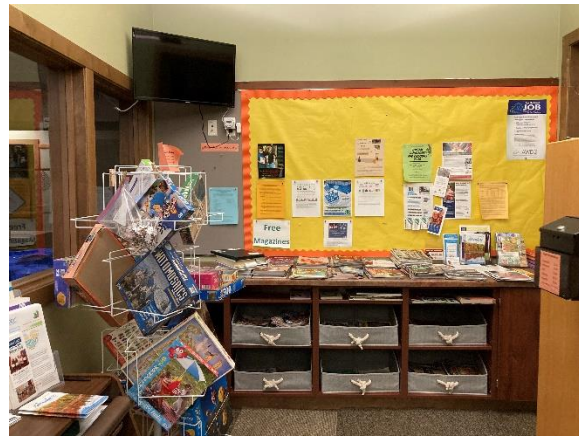
3.5 Reference Materials

3.5.1 Photos of remodeled library building



Features of remodeled building: LED lighting throughout, high efficiency furnaces and HVAC upgrades including zoned programmable thermostats, rainwater retention ponds for stormwater runoff management – landscaping to be completed with natives and pollinator-friendly species. All aspects of the public space are considered “educational” in nature; collections include special collections curated by the Three Lakes Waterfront Association (<http://tlwa.org/>) and those supporting Three Lakes as a Bird City.

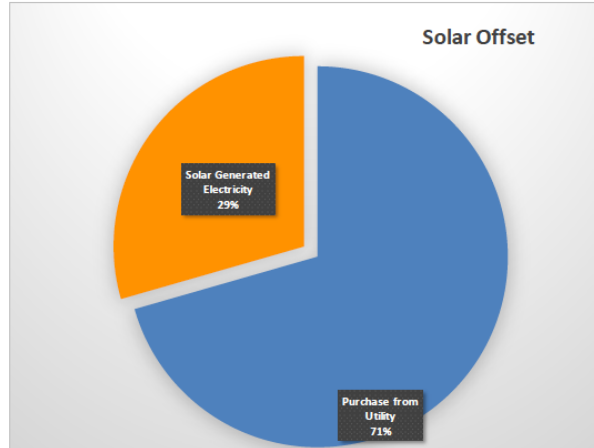
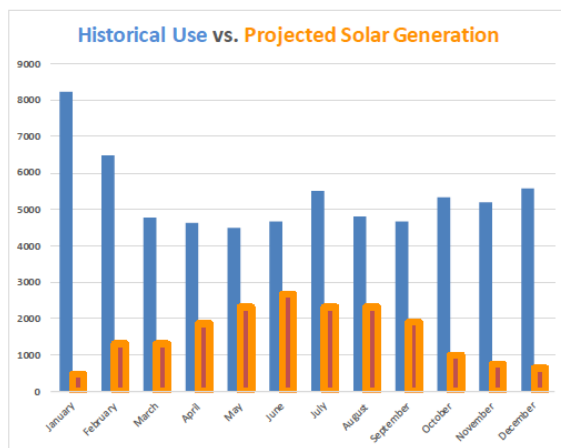
3.5.2 Space/content of proposed public education display



This project would include a foundation-funded educational display (not included in this grant budget) based on the display in the vestibule of the T.B. Scott Free Library in Merrill, WI. The Demmer Library's project display would also be located in the front vestibule entrance and similarly would display a slide show of the array plus information on energy output, etc.

3.5.3 Lowered utility cost/solar offset projections

Option II - 17.28kW Pitched Shingled Roof - Retro Fit (Portrait) Array						
	Asitumed Energy Generation	Acutal Past 12 Month Energy Consumption	Net Energy Usage With Solar	ESTIMATED Previous Energy Bill	ESTIMATED Energy Bill With Solar	Savings
January	487	8240	7,753	\$842.53	\$794.02	\$48.51
February	1302	6480	5,178	\$667.06	\$537.21	\$129.85
March	1302	4760	3,458	\$495.57	\$365.73	\$129.84
April	1886	4640	2,754	\$483.61	\$295.57	\$188.04
May	2324	4480	2,156	\$467.66	\$235.91	\$231.74
June	2668	4680	2,012	\$487.60	\$221.58	\$266.02
July	2306	5520	3,214	\$571.34	\$341.39	\$229.95
August	2340	4800	2,460	\$499.56	\$266.22	\$233.34
September	1903	4680	2,777	\$487.60	\$297.91	\$189.69
October	1008	5320	4,312	\$551.40	\$450.91	\$100.49
November	767	5201	4,434	\$539.54	\$463.02	\$76.52
December	663	5582	4,919	\$577.53	\$511.46	\$66.07
TOTAL	18957	64,383	45,426	\$6,670.99	\$4,780.93	\$1,890.05
This Solar Electric System Offsets			29.4%			
Assumptions						
Energy Rate	\$21.00 per month	Meter Fee Per Month	\$	21.00	Met Data Location	0



3.5.4 Vendor Response to Acknowledgement of ARRA Applicability from Attachment A

- ARRA Requirements – the solar inverters in this project will be SMA Sunny Boy 7700 inverters which received ARRA approval in 2010 (which is when ARRA was enacted). The Tesla Powerwall units are made at the Tesla Gigafactory in Nevada. The solar modules used by the Solar For Good program in the past have been made in Jordan; we would be seeking a waiver from OEI to use these modules if that is an option under the Solar for Good program. If that is not possible, Hanwah QCells modules that are assembled in Georgia would be the second choice.
- David Bacon Wage Rate Requirements – NorthwindRE, the proposed vendor for the project, has agreed to pay their employees on this project according to Davis Bacon requirements.
- National Environmental Policy Act Review – NorthwindRE, the proposed vendor, and the Demmer Library staff are not aware of any negative environmental impacts from this project.
- State Historic Preservation – The proposed installation site is not designated as a state historic site, so no additional review or approvals are necessary.

Demmer Library Solar Project

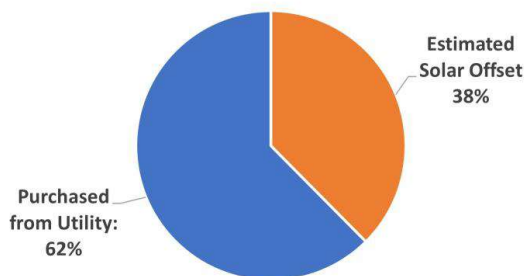
— 2022 project designs options —

Solar Project - purpose

Solar panels

- Reduce overall WPS electricity used by approximately 1/3 (+/- 33%) per year
- Reduce electricity bill by approx. \$1,300/year

Potential Solar Offset - 2021 usage



Power storage

- 3 Powerwall batteries, 13.5 kW storage each (40.5 kW storage total)
 - Average library use per day: 150 kW
- Select circuits connected to building batteries to provide emergency back-up to
 - Fire protection system (sprinkler and alarm panel)
 - Emergency lighting (bathrooms), heat
 - Security system
 - Emergency charging station
- Solar panels recharge batteries during daylight hours

Need for power resiliency

2016

- June 10: 22 hour power outage
 - Lost power 4:45 PM Friday
 - Power restored 2:45 PM Saturday

2017

- April 6: 2 hour area-wide power outage

2019

- February 25 - 8 hour power outage
 - winter storm on opening day
 - Lost one phase of power
- August 8 - storm
 - Brief loss of power, internet

2021

- July 27 - 28: 38 hours without power
 - Lost power 11:30 PM, July 26
 - Power restored 1:30 PM, July 18
- December 7: 2 hours without power
 - Town-wide power outage
- December 16: internet outage
 - Due to brief power outage, internet and fire systems went down; needed manual resetting

2022

- March 7: area wide power outage

Alternatives - Northwind Solar

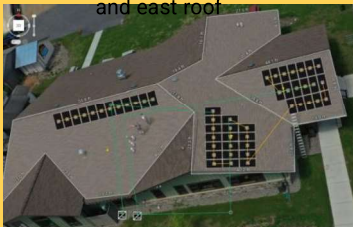
A

17.8 kW

17,632 kW/year

38% of 2021 energy use

Traditional mount, south and east roof



+ Net cost (minus rebates):	\$45,050
+ Energy storage cost:	\$33,300
- PSC Grant:	(\$41,885)
= Remaining project cost:	\$36,465

B

16 kW

17,000 kW/year

36% of 2021 energy use

Non-penetrating mount, south roof



+ Net cost (minus rebates):	\$55,000
+ Energy storage cost:	\$33,300
- PSC Grant:	(\$41,885)
= Remaining project cost:	\$46,415

C

16 kW

20,000 kW/year

42% of 2021 energy use

Ground mount between library and town office



+ Net cost (minus rebates):	\$88,000
+ Energy storage cost:	\$33,300
- PSC Grant:	(\$41,885)
= Remaining project cost:	\$79,415

MEMORANDUM OF UNDERSTANDING
Between The
EDWARD U. DEMMER MEMORIAL LIBRARY and ANDREW WYSS
Regarding
MARKETING AND BRAND DEVELOPMENT SERVICES

This Memorandum of Understanding for Marketing and Brand Development Services, effective **March 15, 2022**, is by and between Andrew Wyss (The Vendor), located at 4950 Royalwood Lane, Rhinelander, WI 54521, and the Edward U. Demmer Memorial Library (The Library) located at 6961 West School Street, PO Box 760, Three Lakes.

1. Marketing and Brand Development Services. The Vendor will perform services for The Library in connection with consultation, planning, construction, and delivery of creative and/or digital marketing and brand development services for The Library during the Term provided in the Statement of Work below.

In consideration of this mutual understanding, The Vendor and The Library agree to the following terms and conditions:

2. Statement of Work. The Vendor, in performance of this agreement to provide Marketing and Brand Development Services, will perform the following services to The Library.

- Plan and provide a product branding strategy for The Library
- Submit to The Library for its approval all elements of any materials to be produced or placed hereunder, including, but not limited to, all copy, layouts, slogans, website artworks, graphic materials, and photography.
- Assist The Library in choosing ongoing brand and marketing strategies for establishing long-term goal of creating a long-lasting visual identity that communicates the library's central place in the Three Lakes community.
- Develop label and logo designs for The Library's branded products in jpg, png, svg/eps formats with transparent background, large vector file, logo in square (200 x 200) and rectangular sizes (400 x 400).
- Recommend a standardized font style and size for use on all marketing tools.
- Create, standardize, and coordinate production of approved brand and marketing strategy on The Library's marketing services including its letterhead, service announcement (flyers), business card and newsletter templates.
- Create a "Welcome" brochure and informational brochure template (half fold, tri fold, Z fold, parallel fold, single open gate fold, double gate fold, roll fold, accordion fold, half then half fold, half then tri fold)
- Create a basic, branded "coming soon" website for The Library.

3. Terms of Service. This Memorandum of Understanding will commence on the Effective Date and will continue until December 31, 2022. The Vendor agrees that the services outlined under Statement of Work must be completed by December 31, 2022.

4. **Fees, Payments, and Expenses.** As compensation for the Marketing and Brand Development Services rendered pursuant to this Memorandum of Understanding, The Library agrees to pay The Vendor a flat fee of \$500.00 plus cost of materials/printing not to exceed \$100.00 All invoices will be paid by The Library to The Vendor within thirty (30) days of receipt.

5. **Confidentiality.** The parties agree to hold each other's Proprietary or Confidential information in strict confidence. Each party's Property or Confidential Information shall remain the sole and exclusive property of that party and may not be shared without written permission by the party owning the property.

I hereby acknowledge and accept the conditions of the Memorandum of Understanding between the Edward U. Demmer Memorial Library and The Vendor.

EDWARD U. DEMMER MEMORIAL LIBRARY

THE VENDOR

Name (Print) _____

Name (Print) _____

Name (Signed) _____

Name (Signed) _____

Position _____

Position _____

Effective Date _____

Effective Date _____