

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, September 20, 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
 - August 20, 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
 - 2022 budget review
- Old Business
 - Personnel Policy/handbook - update
 - 2023 draft budget - update
 - Director search committee – update
 - Demmer Library Trustees – Three Lakes Public Library Foundation: long-term funding strategic planning
- New Business
 - Update/discussion: resolution of ongoing building concerns
 - Fine-free for children's materials
- 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: October 18, 2022, 4:30 p.m., library lower level 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 August 16, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual), Steve Garbowicz (virtual), Kathleen Olkowski, Dan McKissak (virtual at 3:41pm.), Jeff Boehm (joined at 4:09pm), Patty Wallesverd (joined at 4:29pm)

Absent:

Other Attendees: Erica Brewster (director), April Lammert, Peter Kotarba, Candice Johnson, Erica Pertile
Ann Asbeck called the meeting to order at 3:33 p.m.

Agenda:

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

Approval of Minutes:

Motion by Steve, seconded by Kathleen, to approve the minutes of the July 19, 2022, regular meeting as presented. All Ayes, Motion carried. Motion by Kathleen, seconded by Steve to approve minutes the August 2, 2022, special meeting as presented. All Ayes, Motion carried

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: has not met.

Oneida County Library Board: will meet on September 15, 2022.

Staffing update:

Introduce Peter Kotarba, new technical services/accounting librarian. Peter will begin cataloging training in September and accounting training September/October. Introduction of Erica Pertile and Candice Johnson.

Director's Report:

- **Director's Report:** Most of this month was busy, busy, busy, busy. Went through Director recruiting. Ann pointed out a developing proposal to increase Story Hour programming by offering a weekly Story Hour class in the Three Lakes elementary school 4K classroom in addition to the Sugar Camp elementary school and at the Demmer Library. There is a meeting Friday about this. Forward Three Lakes is interested in doing more workshops on grant writing and volunteer onboarding. Dates TBD. Talked about circulation numbers coming back and reviewed numbers for internet and meeting room usage.
- **Building and Maintenance Report:** Reviewed incident with dehumidifier 7/19. Due to the lack of floor drain in small furnace room, a blockage in the unit caused water to back up undetected in the room until it seeped into the adjoining office space. Erica purchased a box fan, dehumidifier, and a water sensor to help with any future issues. Kathleen questioned why we didn't have a drain in there and asked if it is possible to put one in now. Will consult with plumber to see if adding a floor drain would be feasible.

Roof icing: 7/29, Josh, Brian Schubring, Jody Andres met and reviewed the status of the work to address ventilation. Greenfire was notified in January that there are still some issues with icing. Josh and Brian both agreed south end of building was going great. Greenfire didn't do anything to north end of building

as they wanted to take a “wait and see” approach to whether further work was required. Board agreed that if it’s helped solve problem in one place, it makes sense to open up the north end. Ann will author a letter to Greenfire requesting follow-up on work that hasn’t been completed. Also noted that when roof work is done it is the best opportunity to install outlets for heat tape should they be needed in the future.

Concrete: 7/29 Josh met with Jody Andres from Hoffman (the architect on the building project) with Brian Schubring (Winchester Builders, owner’s representative on the building project) and Jeff Boehm in attendance. The conclusion from Jody and Brian is that the concrete is failing because of the clay beneath it and not a good foundation under the sidewalk. Received an engineer re-design for end of ramp and top of sidewalk that would involve removing sidewalk and dirt, install a frost wall and have a new base tied into the library’s foundation. Ann will write a letter to Hoffman about the cost of installing per a redesigned spec; library may need to plan on covering this cost. No solid cost estimates received. Timing: suggested waiting until spring 2023 will avoid possible concerns about winter weather and frost before a contractor can be secured.

Duct work in IT room: duct in IT room still needs insulation replaced, preferably prior to winter. There is some question about the responsibility of for the duct work as it was installed per design specification, but insulation becomes saturated with condensation during coldest days in winter. Hoffman did give a design for a fix but the work still needs to be done. Greenfire had said they would do the work even though it wasn’t an error in installation on their part. Ann will include this in the letter to Hoffman.

Emergency exit signs: No update. Josh called Superior Electric but hasn’t had a follow up or contacted them again. Board agreed best to go with the company that did the installation and Erica noted there’s a small list of other minor electrical issues that could be dealt with at the same time if a time can be scheduled. Request Josh attempt following up again.

Security cameras: Found a time period where one camera was not recording but all are working again. During this incident noted that the main security computer is working slow. Not urgent but should be noted for future follow-up.

Backup generator: Jeff contacted Northern Generator and met on site. Requested a quote for a natural gas generator that would maintain fire suppression, IT, lights, and heating. Unfortunately, these services are three located in separate electrical panels. Not a viable option to move things to one panel. Next option would be a system that would run the entire building. The proposal ballpark figure for a minimum-sized generator was \$60,000 and a bigger one is \$67,000. Two locations were proposed: south side of the building, minimum 3 feet from building and 5 feet from any window, as close to the gas and power meter as possible. This would place it in the middle of the proposed landscaping area outside the children’s area. Next option would be off the southwest corner of the building in the area that is currently covered in landscaping rock. Unit would be substantial in size.

Diana questioned if town office complex has been looked at. Town office is already set up for a generator. Advised against one big unit for both buildings. Diana asked if Jeff would present this to the town so that the town could be asked to provide funds for this. Jeff and Josh will present the findings to the town board.

Ann asked about battery power back up. Northwind Solar had quoted the battery backup as part of their solar design and could do battery backup as a standalone. Jeff noted that the battery backup would run

into the same challenge of needing to supply power to the entire building as the priority services are not located in a single panel. No additional design work has been pursued since the solar project was tabled.

Landscaping: No update

New plaques are completed, just working on getting them set up.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 80-95 for July-August 2022 for payment from the town account. All ayes, motion carried.

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

A by Kathleen seconded by Patty to approve the budget from the Friends Account. All ayes, motion carried.

Reviewed public budget to date.

Old Business:

- Personnel Policy/handbook:

Ann, Patty, and Sue to talk in the future after staff gets to give feedback. Erica suggested board members meet with April, Peter, and Candice to discuss benefit clean up. Patty and Ann agreed.

- Operational non-lapsing account/financial policy review:

Reviewed the draft financial policy for the second time. Discussion about the non-lapsing funds and draft proposal for managing the balance in the account. Erica clarified that while this is a board policy, it is only a policy meant to serve as a guideline for the board and can be changed by the board at any time in the future should circumstances change. Board members wanted more time to consider the policy before taking a vote.

Motion by Kathleen, seconded by Jeff Boehm, to table the draft financial policy. All ayes, motion carried.

- 2023 draft budget:

Ann, Patty, and Erica met with town chair Jeff Bruss and town clerk Sue Harris on 8/3; reviewed and corrected some information about the non-lapsing account. Jeff Bruss and Sue reiterated their concern about unused health insurance funds rolling into a non-lapsing account. Erica's confusion was an apparently incorrect understanding that there was both an operational non lapsing account *and* a health non lapsing account designated specifically for funds left in the health insurance line item. This is not the case – the only two non-lapsing accounts are for all operational funds (including that budgeted for health insurance premiums) and the library's income from copier and fines.

There is currently \$19,210.94 in the operational non-lapsing account. Of that, Erica has asked that \$9,214.94 be designated revenue in the 2023 operational budget rather than, as Jeff Bruss suggested, the library make "cuts" to that amount in the operational budget and then overspend the budget by that amount.

Beyond that discussion Jeff Bruss did not suggest any changes to the library budget. They would like to see us as the library that we are not just going to have those funds sitting in our non-lapsing account. Erica would like to meet with and see a capital committee for the long term of the building.

- Director search committee - update:

Unfortunately, negotiations with the director candidate fell through. The position has been reposted with a closing date of September 1, 2022.

- DLBT – TLPLF long-term funding strategic planning:

Ann has discussed timeline for a meeting with foundation president Bob Werner, likely at the end of August, early September.

New Business:

- Discuss/approve – concrete for west ramp:

Ann is going to put this in the letter to Hoffman.

Future agenda items: Personnel handbook, 2023 budget

Comments from citizens:

Next Meeting: Regular meeting September 20, 2022, 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 Dan. All ayes, motion carried. The meeting adjourned at 5:27 PM.

Respectfully submitted: April Lammert, programming librarian; Erica Brewster, director

Library Board of Trustees - Director's Report

September 20, 2022

ADMINISTRATION:

Training and orientation for new cataloging/accounting librarian, revise staff schedule, website update, create process procedures for cash bank deposits, revise procedures for materials acquisition and preparing vouchers, revise 2023 draft budget – send to town; Lanae re: health insurance coverage for staff; liaise with Greenfire re: addressing building ventilation and IT room ductwork insulation; preparations for vacation leave

Office/clerical: timecards and leave time/benefits tracking; bank deposit; materials acquisition and accounting; donation/memorial acknowledgements and accounting; office and library supply orders; begin training new staff on town account accounting, invoices and mail checks; staff cross training for fines/copier/donation cash; prepare/mail letters to building architect and contractors; digitize/archive past library board meeting minutes.

LIBRARY SERVICES:

End of summer begins the changeover to fall services and programming. Traffic flow has eased but many people still being coming in for the Great Octopus Scavenger Hunt and the week-long end-of-summer used book sale. Lots of comments from individuals seeing the new building for the first time and even some new library cards as a result. Will be observing Banned Books Week with an informative display September 19 – 24.

Plans for in-classroom Story Hour with the Three Lakes 4K are happening. Demmer Library Story Hour begins Tuesday, Sept 13, 9:45 AM and continues weekly following the school district calendar. Classroom Story Hour at Three Lakes will be held Wednesdays at 2:30 PM beginning Sept 21; Sugar Camp on Thursdays at 2:25 PM beginning Oct 6. Many thanks to Ms. Candice, teachers and staff at the Three Lakes and Sugar Camp elementaries, and our library board and school administration bringing this pilot program.

COMMUNITY COLLABORATION:

8/25 - Forward Three Lakes Leadership Team

8/31 – meeting with Chamber and historical museum re: Oktoberfest involvement

WVLS: 9/1: V-cat meeting in Wausau, 9/8: WVLS ILS (Integrated Library System) review committee – select vendors for ILS demonstrations

PROGRAMS AND OUTREACH:

August:

- Children: Tie-Dye Day (45), Water Play Day (37), End of Summer Smores (24), Story Book Gardens (65)
- YA: D&D (1)
- Adult: Books the Other Channel (21); TLGS (19)
- All ages: Summer reading program (93), Great Octopus Hunt (134)

September:

- Children: Story Hour, Lego Club
- YA: D&D
- Adult: Books the Other Channel, TLGS, Wisconsin Waters with Scott Spoolman
- All ages: Memories Around the Fire

Respectfully submitted,

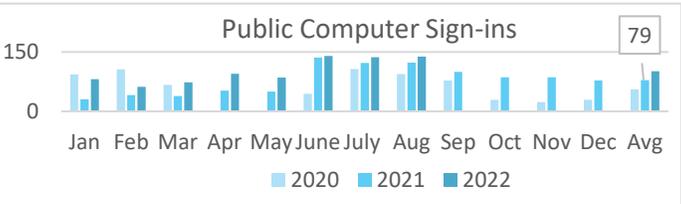
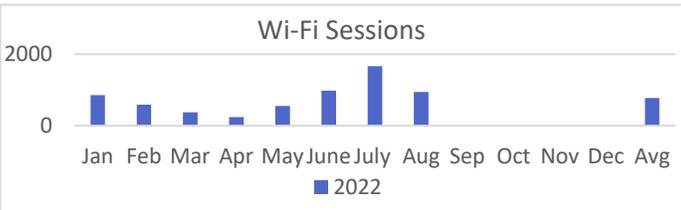
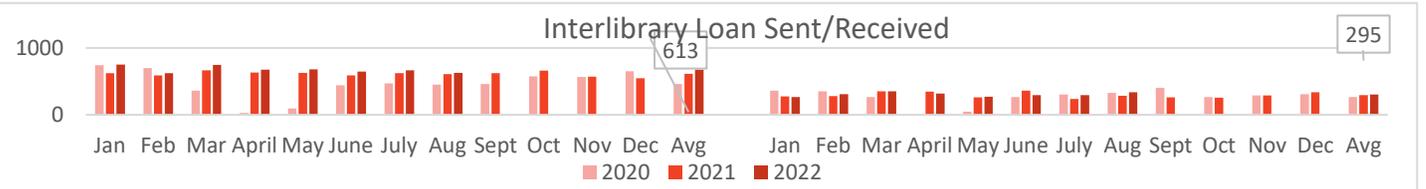
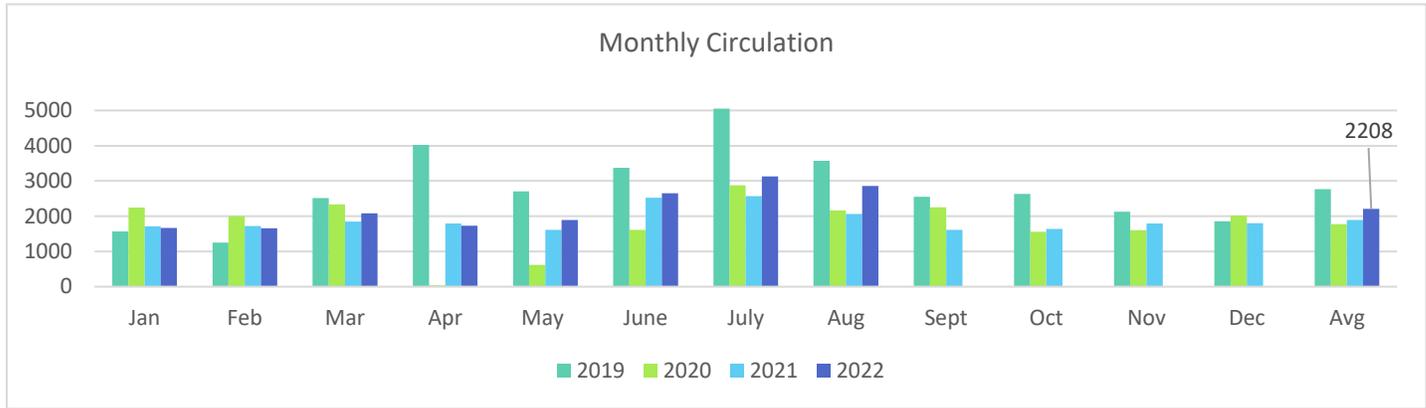
Erica Brewster – Director

Library Board of Trustees - Director's Report

September 20, 2022

Monthly and YTD Statistics

	Aug 2022	YTD 2022	Aug 2021	YTD 2021	Aug 2020	YTD 2020
Circulation	2,860	17,879	2,060	15,807	2,163	13,966
Interlibrary loan sent	606/23	5,200/212	607	5,022	452	3,290
Interlibrary loan received	337	2,444	284	2,396	329	1,922



Library Usage - Survey 2022

	March	June	October	December	Total 2022	Total 2021	Total 2020
Library Visits	254	332				12,402	13,117
Reference Transactions	92	82				2,769	1,430
Program Attendance	9 / 88 programs	1 / 8 programs	programs	programs	Avg/wk: programs	Avg/wk: 34 3 programs	Avg/wk: 62 3 programs

Library Board of Trustees - Director's Report

September 20, 2022



Donations received:

-

Memorials:

- \$350 in memory of Dee-Dee Mignin
- \$20 in memory of Audrey Schmalzer

Publicity of note:



Storybook Gardens is a collection of stories and mini gardens for reading, playing and exploring downtown Three Lakes. Each location includes a book, activity and paper punch to mark which gardens have been completed. —Photos By Kerry Griebnow

Storybook Gardens project expands throughout downtown Three Lakes

By Kerry Griebnow
Times Lakes Correspondent

Following their retirement, school teachers Beth Jacobson and Mari Lynn Carbowicz had a vision and strong desire to continue to promote literacy and at the same time promote the many attributes of the downtown Three Lakes area.

Their vision, which began pre-pandemic, has developed into the 12-space Storybook Gardens of Three Lakes.

Storybook Gardens is a collection of stories and mini-gardens for reading, playing and exploring downtown Three Lakes. "Mart Lynn and I are both very community-oriented, and wanted to get families and kids involved in coming to Three Lakes to promote the town and also the Edward U. Demmer Memorial Library with their summer reading program," said Jacobson. "We wanted folks to walk all over town to see what Three Lakes has to offer, what's here, what they might enjoy doing in Three Lakes."

Each space, or garden, has a Book House that contains a themed book and related activity associated with that theme in which families can participate.

Participants read the book

and complete the activity at each space and use a paper punch located at the garden to punch their Storybook Gardens map. Participants are challenged to complete all 12 garden activities and return their punched map to the Demmer library for a special surprise.

A map of garden locations throughout the downtown area is provided at each location at Demmer library.

The first six of the garden locations were completed in 2021, with another six book houses placed this summer, with an additional four or five gardens and book houses planned for next year.

Jacobson stated this has been very well received by the entire downtown community, with many local merchants sponsoring a garden space outside their business and taking care of the themed activity at their location.

Sitting benches and book houses are supplied at each location, and Three Lakes Lions Club member Ken Huebner has built each of the book houses for the project.

Much of the financial support for Storybook Gardens has come from the local parent teacher organization and Three Lakes Library Foundation, while Three Lakes junior high school art students have decorated each of the unique book houses.

Jacobson pointed out

these book houses are different from the more familiar neighborhood free library houses where books may be taken or exchanged. Books at each of the Storybook Gardens book houses are to remain at the site of the garden for others to use on site. "This really has become a community effort with the businesses sponsoring spaces, and it's really a fun activity for kids and families, and to help visitors learn more about the downtown Three Lakes area," said Jacobson.

More about Storybook Gardens of Three Lakes can be found at the Facebook page Storybook Gardens of Three Lakes or at the Demmer library.



Each space, or garden, has a 'Book House' that contains a themed book and related activity. Lions club member Ken Huebner built and donated the houses.

Demmer library plans clearance book sale

The Edward U. Demmer Memorial Library will open a week-long used book sale in the Maple Room.

The sale will begin Saturday, Aug. 27, at 9 a.m. and end Saturday, Sept. 3, at 2 p.m. A wide selection of adult fiction and nonfiction, youth, children's, hardcover, and paperback books will be available. In addition, a limited number of audiobooks, CDs, DVDs, and VHS tapes will be available.

Hard cover books cost \$2, trade paperbacks, \$1, plus

special bundle pricing on some items. Shoppers also may choose to fill-a-book-bag for only \$10, while book bag supplies last.

Books will be available for purchase in the basement with payments made upstairs at the front desk. Book sales at the library are managed by volunteers and proceeds help support special library programs and functions.

For more information, call the library at (715) 546-3391 or visit the Demmer library's Facebook page.

Used book sale going on now at Demmer library

The used book sale continues through Saturday, Sept. 3, at 2 p.m. in the Maple Room of the Edward U. Demmer Memorial Library.

A wide selection of adult fiction and nonfiction, youth, children's, hardcover, and paperback books are available, along with a limited number of audiobooks, CDs, DVDs, and VHS tapes.

Hard cover books cost \$2, trade paperbacks, \$1, plus special-bundle pricing on

some items. Shoppers also may choose to fill a book bag for only \$10, while book bag supplies last.

Books will be available for purchase in the basement with payments made upstairs at the front desk. Book sales at the library are managed by volunteers and proceeds help support special library programs and functions.

For more information, call the library at (715) 546-3391 or visit the Demmer library's Facebook page.

Hi there. Just wanted to thank all you lovely Demmer Library workers (especially Carolyn) for getting all the books I ordered while I was up there in August - very much appreciated. See you next year!

Renee Wesenberg
Lake Mills, Wisconsin

Edward U. Demmer Memorial Library

OCLB Director's Report

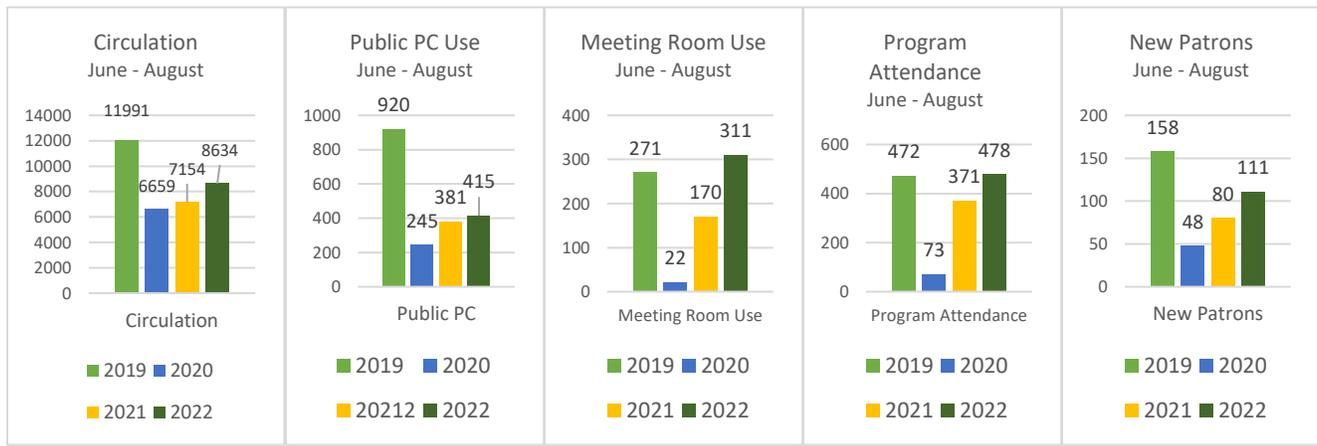
September 15, 2022

LIBRARY SERVICES:

Building services:

We are rebounding from the pandemic years. Summer Services stats (June, July, and August):

	Summer 2019	Summer 2020	Summer 2021	Summer 2022
Circulations	11,991	6,659	7,154	8,634
Public Computer uses	920	245	381	415
Meeting/study room use	271	22	170	311
Program attendance (in-person)	472	73	371	478
New patrons	158	48	80	111
Website visits	n/a	n/a	4,831	5,521



Used book sales: 4th of July book sale netted \$1,180 and end-of-summer week-long sale brought in \$585.50

Programming:

Story Hour has been offered at the library in Three Lakes since 1964 (nearly 60 years), and at Sugar Camp School since 1995 (over 25 years). In the fall of 2022, we will add an in-classroom Story Hour session with the Three Lakes Elementary 4K. Demmer Library Story Hour begins Tuesday, Sept 13, 9:45 AM and continues weekly following the school district calendar. Classroom Story Hour at Three Lakes will be held Wednesdays at 2:30 PM beginning Sept 21; Sugar Camp on Thursdays at 2:25 PM beginning Oct 6. Many thanks to Ms. Candice, teachers and staff at the Three Lakes and Sugar Camp elementaries, and our library board and school administration bringing this pilot program.

Fall programming for children, YA, and adults/general interest include: Lego Club (9/12 3:30 PM), Dungeons & Dragons (Saturdays 10 AM), Books the Other Channel book club (4th Tuesday 6:30 PM), Three Lakes Genealogical Society Members Helping Members (9/26 1 PM) and Ask your TLGS Genealogist (Thursdays 2 PM), Coffee and Kids (10/11, 10 AM), Memories around the Campfire (9/14 5:30 PM), and Wisconsin Waters: Ancient History of Lakes, Rivers, and Waterfalls (9/28, 4 PM, TLCFA)

Edward U. Demmer Memorial Library

OCLB Director's Report

September 15, 2022

ADMINISTRATION:

Staffing: New cataloger began 8/15. Peter is from Rhinelander and just completed his MLS. Technical Services and Accounting is a first step in his path of learning how a public library functions on the inside on his desired career path of library director.

Library director posting continues. A first round of interviews resulted in an offer to a very close match but fell through due to larger family considerations. A first interview with a second candidate took place on 9/9.

Personnel policy: Library board continues to work on revisions to the personnel handbook.

Building: Continued discussions with architect and contractor regarding concrete cracking on west entry ramp and finalizing ventilation fixes.

Banking and finance: Laona State Bank has opened a branch in Three Lakes. Waiting to potentially coordinate move of accounts with the Town of Three Lakes and/or the hiring of a new library director.

GRANTS AND PROJECTS:

Landscaping: landscaping on south side of the building is due to begin week of 9/19.

Library logo and branding: library logo/branding project is beginning.

Great Octopus Hunt: August scavenger hunt replaced the Gnome Hunt from 2020 and 2021. What began as a fun get-outside-and-explore activity during the pandemic is becoming an annual event that brings new people into the library as well as being a Demmer use favorite. Anybody finding the hidden objects (about 20 could be hidden at a time) can bring it into the library to ransom for an ice cream cone or a book. Participants can get one ice cream and one book each annually. In 2020 we registered 90 participants; 2021 was 72; 2022 had 134.

Story Book Gardens: Added 6 new garden spaces to the original five from 2021. 65 families/individuals completed the "passport" and returned their brochure to the library.

Story Stroll: new Story Stroll is in place at the Reiter Center in Three Lakes between Don Burnside Park and the entrance to the Three Eagle Trail off Michigan Street.



Respectfully submitted, Erica Brewster - Director

Library Board of Trustees – Building and Maintenance Report

September 20, 2022

BUILDING:

Attic/roof:

- Greenfire: working on scheduling follow-up for completing soffit ventilation work
- Outlet installation for heat tape

Ductwork in IT room:

- Greenfire: may have suggestions for contractor and method to do work.

SYSTEMS:

Emergency exit signs: still not repaired. Second follow-up visit from fire inspector on 5/16; will soon need to be reported to area fire chief.

INTERIOR:

Floor drain in small mechanical room: will need to review building plans; may be possible but “aftermarket” options may compromise waterproofing on exterior of building and may allow water to come in from the outside.

Plaques: most are in place; still considering options for permanent location for those for former librarians.

EXTERIOR:

Concrete: received response from Hoffman turning down responsibility for engineering shortcomings on west ramp. Identifying contractors, receiving quotes, and construction timeline still in the works.

Landscaping: scheduled to begin week of September 19, 2022

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Outlets for heat tape in southwest gutter
- Attic ventilation to east side of south gable roof over electrical/gas meters
- Replace failing concrete on west entrance
- Thermostat for staff offices/Tamarack Room is failing to communicate consistently with network
- Motion sensor light and flickering light in Tamarack Room
- Motion sensor light in Local History room (not sensitive enough)
- Fix tack wall in children’s area
- Add tack wall to Museum Visitor Center wall
- Knox box: fire department
- Lawrence Demmer plaque for vestibule

Ann Asbeck
President
Edward U. Demmer Library Board of Trustees
6961 W. School Street
PO Box 760
Three Lakes, WI 54562

August 26, 2022

To Ann Asbeck:

Hoffman Planning, Design and Construction, Inc. is in receipt of your letter dated August 22, 2022.

Our records indicate our company was contracted on July 25, 2017, to complete design of architectural, structural, mechanical, and electrical systems for your library project. Our agreement was to perform construction administration and limited oversight as defined by the contract for the owner selected and contracted constructor. Our records indicate that substantial completion of this project was February 22, 2019. Please refer to Article 3.1 of the contract to note that "Civil engineering will be under separate agreement between the Owner and engineer selected in consultation with Architect."

Beyond the date of substantial completion, Hoffman Planning, Design and Construction personnel have traveled to the site on no less than four separate occasions at your request to assist in resolving issues with your contracted constructor and your contracted civil engineer. We have additionally attended video conferences and calls at your request to assist in resolving issues with your contracted constructor and your contracted civil engineer. These efforts are uncompensated efforts and beyond the scope of our contract.

Concrete Areas

We disagree with the implication in the broad statement that Hoffman is responsible for design deficiencies in the concrete design. We feel it is important to understand the distinction of site concrete versus structural concrete. Structural concrete is the area of the project which is covered by our contractual obligations. These areas would include the extent of the ramp and entries which have structural foundations and footings. Our designs for structural concrete followed industry standards of care for design which we know to be more than adequate for your project conditions. We addressed with a standard of care the atypical subsurface conditions which were known prior design and documented as required under Article 5.5 of the contract. If there were additional atypical subsurface conditions that were not documented per the contract, it was your responsibility to notify us prior to the completion of design of these conditions.

Our records indicate a serious issue with the installation of the structural concrete by your contracted constructor for the initial installation of the ramps. We advised you of these deficiencies and the ramps were replaced by your constructor. At our July 29, 2022, site visit, we noted the condition of the structural concrete ramps to be typical for the age of the concrete and this type of installation except for one area that appears to be damaged by the movement of the adjacent site concrete.

Site concrete in this case is concrete without footings or foundations installed under the concrete slab. These areas of concrete are the responsibility of your contracted civil engineer to design and review. You may want to contact your civil engineer to determine any discrepancies in their design documents and the quality of the site concrete installation.

Ductwork Installation

We disagree with the implication that Hoffman is responsible for design deficiencies in the insulation. We have no record of any of our employees suggesting that you keep the door open as a solution. Our designs followed design criteria and data that are standard to our industry and based on the best-known data at the time of design completion. Our team practiced industry standards of care typical to these project conditions. Since the identification of the condition present after construction completion, we have continued to provide suggestions on remedies as a courtesy. The additional improvements that were discussed are considered beyond the needs of a functional system. The funds for these additional improvements should therefore be part of the project funds and not costs incurred or covered by Hoffman.

Summary

We can appreciate the situation the library is experiencing; however, we are not responsible for the issues you are experiencing. Based on the statements made in this letter, we will not be considering further responses to the two issues outlined in this letter. If issues arise with other aspects of your project, please feel free to contact me. We truly appreciated the opportunity to be part of your project and recognize it is unfortunate that you are struggling with the responsible parties to resolve these very important issues.

Sincerely,



Jody Andres

Hoffman Planning, Design & Construction, Inc.

Public Funds Voucher List

9/20/2022 through 9/20/2022

9/8/2022

Page 1

Date	Num	Description	Memo	Category	Amount
9/20/2022	1096	S Baker & Taylor		07 1039 Materials:Books:Juv-YA Books	-314.71
				07 1039 Materials:Books:Adult Books	-1,040.82
9/20/2022	1097	S Erica Brewster	Library Director-Facebook Ad Meetings	08 1040 Expenses:Publishing Fees:Job P...	-111.98
				08 1040 Expenses:Staff Development:Mil...	-139.76
9/20/2022	1098	Cengage Learning Inc / Gale	v. 98-inv. 78289400	07 1039 Materials:Books:Adult Books	-60.78
9/20/2022	1099	S Demmer Mem. Library		06 1038 Supplies:Postage	-77.42
				08 1040 Expenses:Programming:Reading...	-349.50
				07 1039 Materials:Books:Adult Books	-69.65
				07 1039 Materials:AV:AV Adult:Video	-224.86
				07 1039 Materials:Books:Juv-YA Books	-26.25
				05 1035 Property Maintenance:Custodial	-22.99
			COVID	05 1035 Property Maintenance:xBuilding ...	-58.96
				08 1040 Expenses:Staff Development	-315.00
				08 1040 Expenses:Programming:YA	-49.99
9/20/2022	1100	S April Lammert		07 1039 Materials:Subscriptions:Newspa...	-90.86
				08 1040 Expenses:Programming:Reading...	-22.16
9/20/2022	1101	MicroMarketing Associates	v.101--5511039	07 1039 Materials:AV:AV Adult:Audiobook	-324.35
9/20/2022 - 9/20/2022					-3,300.04
TOTAL INFLOWS					0.00
TOTAL OUTFLOWS					-3,300.04
NET TOTAL					-3,300.04

Special Account for Board - New

8/1/2022 through 9/20/2022

9/7/2022

Page 1

Date	Num	Description	Memo	Category	Amount
BALANCE 7/31/2022					8,931.88
8/1/2022	Debit	Fika	SRP prizes	Town of Three Lakes Expense	-12.00
8/1/2022	Debit	Roll20.net	YA programs	Town of Three Lakes Expense	-49.99
8/2/2022	Debit	Lick-A-Dee Splitz	Octopus hunt prizes	Town of Three Lakes Expense	-75.00
8/4/2022	DEP	Amazon	computer hardware - return	Misc. Merchant Credit:Amazon...	16.99
8/4/2022	Debit	Amazon	adult book, adult DVD	Town of Three Lakes Expense	-33.95
8/4/2022	Debit	Amazon	Adult books	Town of Three Lakes Expense	-24.68
8/4/2022	Debit	Amazon	Adult book	Town of Three Lakes Expense	-15.99
8/4/2022	Debit	Lick-A-Dee Splitz	Octopus hunt prizes	Town of Three Lakes Expense	-112.50
8/9/2022	Debit	Amazon	Adult book	Town of Three Lakes Expense	-14.99
8/10/2022	Debit	Mugs & Co.	Story Book Garden prizes	Grant and Project Expense	-50.00
8/11/2022	Debit	Amazon	children's books	Town of Three Lakes Expense	-31.24
8/15/2022	Debit	Amazon	Adult DVDs	Town of Three Lakes Expense	-55.43
8/15/2022	Debit	Amazon	Adult DVDs	Town of Three Lakes Expense	-111.92
8/15/2022	Debit	Amazon	Adult DVD	Town of Three Lakes Expense	-17.96
8/16/2022	3722	ODP Business Solutions	Office Depot - Coffee Cart	Donation Expense:Coffee Cart	-49.66
8/16/2022	3723	April Lammert	Story Book Gardens	Grant and Project Expense	-25.71
8/16/2022	3724	Feights Trophies	Plaques	Donation Expense	-484.57
8/16/2022	Debit	Lick-A-Dee Splitz	Octopus hunt prizes	Town of Three Lakes Expense	-93.75
8/16/2022	Debit	UWCC Registration	Staff development	Town of Three Lakes Expense	-315.00
8/19/2022	Debit	Amazon	custodial	Town of Three Lakes Expense	-22.99
8/19/2022	Debit	Amazon	COVID - face masks	Town of Three Lakes Expense	-58.96
8/25/2022	Debit	Lick-A-Dee Splitz	SRP Prizes	Town of Three Lakes Expense	-56.25
8/31/2022	DEP ...	Deposit		Copier Income	178.15
				Fines Income	125.99
			cash	Donation Income:Misc.	72.00
			Children's Museum annual pass	Donation Income:Friends of th...	128.87
			Cash	Memorial Income	20.00
			Sperry (100), Wallesverd (100), Rietz (15...	Memorial Income	350.00
			Schmalzer	Memorial Income	20.00
			1035: \$476.73; 1038: \$112.86; 1039: \$27...	Town of Three Lakes Income	864.93
8/31/2022	Debit	Postage	Postage cash withdrawal	Town of Three Lakes Expense	-77.42
9/1/2022	Debit	Amazon	Adult DVD	Town of Three Lakes Expense	-19.95
9/7/2022	DEP	Deposit	TLHS shared staffing agreement	Revenue Pass-through Income	2,800.00
9/20/2022	3725	Mari Lynn Garbowicz	Story Book Garden reimbursement	Donation Expense:TLPLF	-542.63
9/20/2022	3726	Beth Jacobson	Story Book Garden reimbursement	Donation Expense:TLPLF	-88.05
9/20/2022	3727	Baker & Taylor Books	Inv. 2036933468	Memorial Expense	-93.47

Special Account for Board - New

8/1/2022 through 9/20/2022

9/7/2022

Page 2

Date	Num	Description	Memo	Category	Amount
9/20/2022	3728	Baker & Taylor Books	Inv 2036949972 - replacement	Fines Expense	-16.10
9/20/2022	3729	Town Of Three Lakes	2022 TLHS revenue	Revenue Pass-through Expense	-2,800.00
8/1/2022 - 9/20/2022					-773.23
BALANCE 9/20/2022					8,158.65
TOTAL INFLOWS					4,576.93
TOTAL OUTFLOWS					-5,350.16
NET TOTAL					-773.23

Maintenance Account for Board

9/20/2022 through 9/20/2022

9/7/2022

Date	Num	Description	Memo	Category	Amount
BALANCE 9/19/2022					61,301.59
9/20/2022	1055	Town of Three Lakes	48210 Building Property L...	Demmer Trust Expense	-3,300.00
9/20/2022 - 9/20/2022					-3,300.00
BALANCE 9/20/2022					58,001.59
TOTAL INFLOWS					0.00
TOTAL OUTFLOWS					-3,300.00
NET TOTAL					-3,300.00

2022 September Budget Sheet

9/20/2022					
Account	2022 Budget	Spent	Balance		
01 Salaries 551 1001					
01 Director	\$ 55,536.00	\$ 36,312.00	\$ 19,224.00	65%	
02 Technical Services	\$ 31,714.80	\$ 8,964.80	\$ 22,750.00	28%	
03 Adult and Young Adult Librarian	\$ 30,628.00	\$ 21,475.75	\$ 9,152.25	70%	
04 Childrens Librarian	\$ 13,925.60	\$ 11,583.66	\$ 2,341.94	83%	
05 Outreach Coordinator	\$ 11,109.28	\$ 7,500.29	\$ 3,608.99	68%	
06 Circulation Clerk	\$ 7,498.40	\$ 5,165.25	\$ 2,333.15	69%	
07 Summer Asst.	\$ 972.00	\$ -	\$ 972.00	0%	
08 Custodial	\$ 4,954.56	\$ 1,691.24	\$ 3,263.32	34%	
09 Misc Staff Salaries	\$ 1,498.43		\$ 1,498.43		
Total Salaries	\$ 157,837.07	\$ 92,692.99	\$ 65,144.08		
		59%			
02 Benefits					
Social Security 551 1005	\$ 11,959.90	\$ 5,488.32	\$ 6,471.58		
Health Insurance 551 1006	\$ 35,196.00	\$ 4,353.36	\$ 30,842.64		
Life Insurance 551 1006	\$ -	\$ 43.30	\$ (43.30)		
Dental EBC 551 1008		\$ 317.79	\$ (317.79)		
WRS 551 1009	\$ 8,384.22	\$ 5,305.66	\$ 3,078.56		
Total Benefits	\$ 55,540.12	\$ 15,508.43	\$ 40,031.69		
		28%			
03 Contractual Services 551 1015					
Equipment Contracts	\$ 2,607.00	\$ 2,131.25	\$ 475.75		
Professional Services	\$ 425.00	\$ 150.00	\$ 275.00		
Waltco Courier	\$ 950.00	\$ 688.85	\$ 261.15		
Total Contractual Services	\$ 3,982.00	\$ 2,970.10	\$ 1,011.90		
		75%			
04 Utilites					
Electric 551 1031	\$ 5,000.00	\$ 3,878.68	\$ 1,121.32	78%	
Natural Gas 551 1034	\$ 2,000.00	\$ 1,645.83	\$ 354.17	82%	
Sewer and Water 551 1036	\$ 1,500.00	\$ 888.62	\$ 611.38	59%	
Telephone 551 1020	\$ 2,500.00	\$ 1,663.58	\$ 836.42	67%	
Total Utilites	\$ 11,000.00	\$ 8,076.71	\$ 2,923.29		
		73%			
05 Property Maintenance 550 1035					
Custodial Supplies	\$ 600.00	\$ 513.03	\$ 86.97		
Property Maintenance	\$ 3,000.00	\$ 3,674.51	\$ (674.51)		
Security Systems	\$ 1,144.09	\$ 721.00	\$ 423.09		
Building Contingency	\$ -	\$ 298.59	\$ (298.59)		
Total Property Maintenance	\$ 4,744.09	\$ 5,207.13	\$ (463.04)		
		110%			

9/20/2022					
Account	2022 Budget	Spent		Balance	
06 Supplies	551 1038				
Computer Hardware	\$ 2,300.00	\$ 338.21	\$ 1,961.79		
Library Supplies	\$ 1,000.00	\$ 1,462.33	\$ (462.33)		
Office Supplies	\$ 1,000.00	\$ 540.69	\$ 459.31		
Petty Cash	\$ 150.00		\$ 150.00		
Postage	\$ 400.00	\$ 407.64	\$ (7.64)		
Total Supplies	\$ 4,850.00	\$ 2,748.87	\$ 2,101.13		
			57%		
07 Materials - AV	551 1039				
Adult audiobook	\$ 2,700.00	\$ 1,954.68	\$ 745.32		
Adult music	\$ 100.00	\$ 53.18	\$ 46.82		
Adult video	\$ 1,130.00	\$ 800.72	\$ 329.28		
Juvenile audiobook	\$ 200.00	\$ 166.71	\$ 33.29		
Juvenile music	\$ 50.00	\$ 13.99	\$ 36.01		
Juvenile video	\$ 200.00	\$ 31.24	\$ 168.76		
YA audiobook	\$ 265.00	\$ -	\$ 265.00		
Replacements-AV	\$ 125.00	\$ -	\$ 125.00		
Total Materials - AV	\$ 4,770.00	\$ 3,020.52	\$ 1,749.48		
			63%		
07 Materials - Books	551 1039				
Adult books	\$ 12,000.00	\$ 9,914.21	\$ 2,085.79		
eBook consortium	\$ 771.84	\$ 771.84	\$ -		
Juvenile/YA books	\$ 3,750.00	\$ 3,168.57	\$ 581.43		
Total Materials - Books	\$ 16,521.84	\$ 13,854.62	\$ 2,667.22		
			84%		
07 Materials - Subscriptions	551 1039				
Individual subscriptions	\$ 85.00	\$ 119.00	\$ (34.00)		
Newspapers	\$ 1,099.72	\$ 881.59	\$ 218.13		
Subscription Service	\$ 1,700.28	\$ 1,702.72	\$ (2.44)		
Total Subscriptions	\$ 2,885.00	\$ 2,703.31	\$ 181.69		
			94%		

9/20/2022					
Account	2022 Budget	Spent		Balance	
08 Expenses - Computer	551 1040				
Maintenance and Repair	\$ 500.00	\$ -	\$ 500.00		
Software subscription/licenses	\$ 1,000.00	\$ 132.99	\$ 867.01		
Computer Contingency	\$ -	\$ -	\$ -		
Total Computers	\$ 1,500.00	\$ 132.99	\$ 1,367.01		
		9%			
08 Expenses - Programming	551 1040				
Adult	\$ 700.00	\$ 90.48	\$ 609.52		
Children / Story Hour	\$ 700.00	\$ 134.63	\$ 565.37		
Movie license	\$ 223.00	\$ -	\$ 223.00		
Reading Programs	\$ 700.00	\$ 1,090.34	\$ (390.34)		
Young Adult	\$ 700.00	\$ 372.11	\$ 327.89		
Total Programming	\$ 3,023.00	\$ 1,687.56	\$ 1,335.44		
		56%			
08 Expenses - Publishing Fees	551 1040				
Job Posting	\$ 150.00	\$ 822.39	\$ (672.39)		
Publicity	\$ 150.00	\$ 50.00	\$ 100.00		
Total Publishing Fees	\$ 300.00	\$ 872.39	\$ (572.39)		
		291%			
08 Expenses - Staff Development	551 1040				
Staff Development	\$ 1,000.00	\$ 496.61	\$ 503.39		
Mileage and Meals	\$ 1,500.00	\$ 371.45	\$ 1,128.55		
Total Staff Development	\$ 2,500.00	\$ 868.06	\$ 1,631.94		
		35%			
08 Expenses - WVLS	551 1040				
Internet	\$ 1,200.00	\$ 1,200.00	\$ -		
Network and Enterprise	\$ 1,770.00	\$ 1,770.00	\$ -		
V-Cat Maintenance	\$ 5,223.24	\$ 5,222.06	\$ 1.18		
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00	\$ 200.00	\$ -		
Total WVLS	\$ 8,393.24	\$ 8,392.06	\$ 1.18		
		100%			
Total 2022 Budget	\$ 277,846.36	\$ 158,735.74	\$ 119,110.62		
Salary totals current through	8/24/2022	57%			

BUDGET COMPARISON & 2023 BUDGET

EDUCATION & RECREATION		2020	2021	2021	2022	2022	2023
QB Fund #	Description	Actual	Actual	Budget Amended	YTD JUNE	Budget	Budget
	Library					\$ -	Proposed
5511001	Wages - Perm. Emp.	\$138,436.57	\$135,511.83	\$161,357.76	\$71,165.37	\$154,732.24	\$174,883.44
5511002	Vacation Pay	\$3,688.33	\$8,778.55	\$0.00	\$0.00	\$0.00	\$0.00
5511003	Sick Pay	\$594.82	\$9,347.01	\$0.00	\$0.00	\$0.00	\$0.00
5511004	Holiday Pay	\$4,155.28	\$3,173.85	\$0.00	\$0.00	\$0.00	\$0.00
5511005	Social Security & Med	\$11,328.79	\$12,299.92	\$12,419.23	\$5,488.32	\$11,837.02	\$13,378.57
5511006	Health/Life Insurance	\$15,583.00	\$9,875.99	\$9,974.62	\$3,398.73	\$35,196.00	\$23,457.14
5511008	EBC Dental	\$0.00	\$0.00	\$0.00	\$317.79	\$0.00	\$0.00
5511009	WRS	\$9,241.40	\$9,279.46	\$8,617.87	\$4,012.70	\$9,199.35	\$10,087.53
5511015	Contract Services	\$1,854.64	\$4,211.61	\$3,525.00	\$912.92	\$3,982.00	\$3,982.00
5511020	Telephone	\$2,436.14	\$2,509.09	\$2,500.00	\$1,230.65	\$2,500.00	\$2,520.00
5511031	Electric	\$5,018.56	\$4,943.80	\$6,000.00	\$2,781.33	\$5,000.00	\$5,640.00
5511034	Natural Gas	\$1,283.97	\$1,542.00	\$3,000.00	\$1,566.28	\$2,000.00	\$3,600.00
5511035	Bldg/Property Mainte	\$9,403.16	\$6,617.11	\$4,052.00	\$4,437.80	\$4,690.67	\$5,600.00
5511036	Sewer & Water	\$1,040.29	\$1,125.86	\$2,000.00	\$589.22	\$1,500.00	\$1,200.00
5511038	Supplies	\$9,803.95	\$4,051.63	\$6,050.00	\$2,229.40	\$4,850.00	\$4,850.00
5511039	Books	\$21,536.90	\$23,312.79	\$24,464.90	\$11,878.46	\$24,176.84	\$24,921.03
5511040	Expenses	\$15,380.33	\$12,550.14	\$16,310.41	\$7,614.45	\$15,716.24	\$12,910.79
5511000	Library	\$250,786.13	\$249,130.64	\$260,271.79	\$117,623.42	\$275,380.36	\$287,030.50
					43%		

2023 Proposed Library Revenue

	2023 Budget	% Change
Total Request	\$287,030.50	4.1%
Library Revenues		
Library Non-Lapsing Account	\$ 9,210.94	100%
Oneida County	\$ 48,108.00	4%
Lincoln County	\$ -	-100%
Forest County	\$ 4,065.39	58%
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 tax levy	\$219,346.17	-0.5%

Note: based on proposed changes to Story Hour program, will request additional funds from TL SD not shown here

late fees

Vanessa Beyer <vbeyer09@gmail.com>

Thu 8/25/2022 11:34 AM

To: EU Demmer Memorial Library <demmer@demmerlibrary.org>

To Whom it May Concern,

Hello! My name is Vanessa Beyer. I have been a resident of Three Lakes for a little over two years. I am a mother of 4, and I am very grateful to have a library right in town. We are faithful Story Time attendees during the school year. Overall, we love the library and we think reading is extremely important. Our kids love to check out books from the library.

However...

I have come close to stopping to use the library on more than one occasion because of late fees. Late fees are a very big hurdle for me when it comes to using the library. Two of my children have their own library cards, which means I am responsible for 3 accounts. I want my kids to be able to practice checking out their own books and grow in responsibility, but until they're more independent, I am the one ultimately in charge of their accounts. Additionally, from the very beginning of my time using Demmer Library, I have not received emails consistently telling me when my books are due. I have sometimes received emails alerting me that books are due soon, but other times I do not receive an email. In the absence of an email reminder, I think that nothing is due, and then I incur late fees. We have never lost a library book. But, we have returned books after their due date *many* times. As a busy homeschooling mom of 4, it's just a lot to keep track of. I am writing to plead with you to consider dropping late fees for children's books. If I did not have to worry about the fines I might incur, we would use the library *much* more! I would let my kids choose more books to check out, and we would have more books in our home to encourage reading. I am in full support of paying for lost or damaged books, but I would greatly benefit from knowing I don't have to worry about late fees.

Thank you for considering!

Sincerely,
Vanessa

Edward U. Demmer Memorial Library – Library Policies

C. Circulation Policy

Approved by Library Board: 04/2012, 07/2015, 11/2020
Last reviewed by Library Board: 11/2020

Purpose

The purpose of this circulation policy is to offer the materials of the Edward U. Demmer Memorial Library to as many people in as efficient a manner as possible. These policies are not meant to be restrictive, but rather a means by which fair treatment and the maximum use of publicly owned materials can be encouraged.

Registration

Eligible borrowers include:

- Residents of Oneida County.
- Residents of other Wisconsin counties and/or states who own property within Oneida County.
- Residents of any other municipality with which Wisconsin Valley Library Service has a reciprocal borrowing contract, and who have a valid library card from the library serving their permanent residence.
- Regular/seasonal visitors who provide a local mailing address and phone/cell phone number.
- Residents of area counties outside of WVLS who provide a permanent address and phone.

Obtaining a Library Card:

Adult Borrower's Card

Persons eighteen (18) years and older must show photo identification with name and current address to apply for an adult borrower's card. Acceptable forms of ID are a Driver's License or other government-issued ID.

Juvenile Borrower's Card

Persons under eighteen (18) years of age may apply for a borrower's card with parent or guardian's signature.

It is the Library's belief that the parent must assume responsibility for the selection of materials for his/her child. If a parent or guardian requests that the Library restricts access to the adult collection for his or her own child, the Library will not check out adult materials to the child, and/or allow physical access to the adult collection until the child reaches the age of eighteen (18) or until a parent deems otherwise. The child may be allowed to check out adult materials and/or access the adult collection if the child is accompanied by his/her parent or legal guardian. A signed restriction form with the parent or guardian's signature must be on file at the front desk for this policy to be in effect.

Edward U. Demmer Memorial Library – Library Policies

C. Circulation Policy

Approved by Library Board: 04/2012, 07/2015, 11/2020
Last reviewed by Library Board: 11/2020

Expiration and Deletion of Borrower Records

A borrower's card will expire annually to ensure patron contact information is up-to-date. A borrower's registration may be deleted from the system when it has not been used for five (5) years. The patron will be eligible to re-register, following the guidelines above.

Authorization of Use of Borrowers' Card

The Library will assume that anyone in possession of another person's Wisconsin Valley Library System card is authorized by that person to use it to check out and renew materials and to inspect any of their records.

Replacement Cards

A replacement cost of \$.50 (fifty cents) will be charged for lost or damaged borrowers' cards.

Loan of Materials

Circulation Time Periods

Loan periods are aligned with recommendations of the V-Cat Council of the Wisconsin Valley Library Service and loan periods of WVLS member libraries.

Item Type (all audiences unless otherwise indicated)	Loan Time	Renewals	Renewal Time
New/High Demand Books	14 days	2	14 days
Books	21 days	2	21 days
New/High Demand Audiobooks	21 days	2	21 days
Audiobooks	21 days	2	21 days
New/High Demand Videos	7 days	2	7 days
Non-series Videos	7 days	2	7 days
Series Videos (e.g., TV, multiple disc set)	14 days	2	14 days
Music CDs	14 days	2	14 days
Magazines	7 days	2	7 days
Kits	7 days	2	7 days
Equipment	By arrangement with library staff		
Interlibrary Loan (ILL) materials from outside WVLS (Wiscat)	Per the time specified by the loaning library		

Vacation Loans

Longer circulation periods are available on request for patrons wishing to take materials with them on vacation. Staff may limit this request if necessary.

Edward U. Demmer Memorial Library – Library Policies

C. Circulation Policy

Approved by Library Board: 04/2012, 07/2015, 11/2020
Last reviewed by Library Board: 11/2020

Renewal of Materials

Materials may be renewed twice provided there are no reserves on the item.

Interlibrary loan materials from outside of the WVLS system may be renewed if permission has been granted from the loaning library.

Overdue materials may be renewed. Fines will accrue from the date due to the date of renewal.

Borrowing Limits

Under special circumstances, Library staff may restrict the number of items checked out, such as new or high-demand items.

A borrower must be eighteen (18) years of age or older to check out equipment.

Equipment booking may be made one calendar month in advance.

There is no limit on the total number of library materials a patron may check out as long as the patron abides by the policies outlined above.

Overdue Materials and Fines

Fines

A grace period is granted to all materials returned within two days of the original due date after which a five-cent (\$.05) per day fine is charged for all overdue items. Once the two-day grace period has passed, fines will accrue back to the first day past the item's original due date.

Commented [EB1]: This is not a change, rather clarification of procedure.

Children's Material does not accrue fines. Lost and damaged material will be billed according to policy.

Commented [EB2]: Proposed new policy.

If an item is returned with its case and/or parts missing, the item will not be considered returned and will accumulate fines until the missing parts are returned in full.

No overdue charge will be made for the days when the Library is closed.

Maximum fine per item is the replacement cost of the item.

Patron access to materials will be restricted if the patron owes fines over \$3.00 for lost or damaged library materials, and/or he/she has library materials past due greater than sixty (60) days.

Edward U. Demmer Memorial Library – Library Policies

C. Circulation Policy

Approved by Library Board: 04/2012, 07/2015, 11/2020
Last reviewed by Library Board: 11/2020

Overdue Notices

A first notice will be sent when any library item is ten (10) days past the due date.

When an item is thirty (30) days overdue, a second notice will be sent.

When an item is forty-five (45) days overdue, a final notice will be sent.

After the final notice is sent, a bill stating the fine and replacement cost of each item will be sent.

Persons failing to return materials may be referred to the Three Lakes Police Department.

Lost or Damaged Items

Damaged items will be examined by the Library staff who will determine the appropriate fine. Full replacement cost will be required for any materials that are lost or damaged so badly they must be replaced. The Library does not accept materials purchased by the patron as a replacement for a lost or damaged item.

The borrower may keep any damaged materials on which he/she has paid the replacement cost.

A patron who finds and returns a lost item which has already been paid for will not be entitled to a refund.

Person failing to pay for damaged materials may be referred to the Three Lakes Police Department.

Interlibrary Loan (materials obtained outside the WVLS system)

Availability

If the library does not have a title or information readily available, the library staff will make every attempt to obtain it through various interlibrary loan channels.

Patrons who abuse the use of interlibrary loan by repeatedly damaging, not picking up, or not returning materials from another library may be denied the use of interlibrary loan.

Loan Periods

The period of time for which material may be borrowed on interlibrary loan is determined by the lending library.

Edward U. Demmer Memorial Library – Library Policies

C. Circulation Policy

Approved by Library Board: 04/2012, 07/2015, 11/2020
Last reviewed by Library Board: 11/2020

Interlibrary loan materials may be renewed if permission has been granted from the loaning library.

Fax Policy

Availability

The fax machine at the Edward U. Demmer Memorial Library is available for use by the staff. The staff will operate the fax machine for the public. Library business will receive priority when the library is busy.

Fees

A fee of \$2.00 for the first page sent, and \$1.00 for each additional page will be charged to the public and to staff members using the fax machine for personal use. No fee will be charged for the cover sheet. There will be no charge for faxes to a toll-free or local phone number.

A fee of \$1.00 per page will be charged to the public and to staff members receiving a personal fax.

Copier and Printer Policy

Availability

The copier and Internet printer at the Edward U. Demmer Memorial Library are available for use by the staff and public. The public may operate the copier or request the assistance of staff members. The needs of the library and its staff will receive priority when the library is busy.

Fees

A fee of twenty-five cents (\$0.25) per page for the copy machine or printers will be charged for black and white copies and fifty cents (\$0.50) per page for color copies.

The Friends of the Demmer Library, members of the library foundation, or library board of trustees may use the copier at no charge for organization business.

Due to the number of profit and non-profit organizations working within Three Lakes, the Library cannot offer free copies, and will charge these organizations the regular fee of twenty-five cents (\$0.25) or fifty cents (\$0.50) per page.

Scanning Policy

Availability

The scanner at the Edward U. Demmer Memorial Library is available for use by the staff and

Edward U. Demmer Memorial Library – Library Policies

C. Circulation Policy

Approved by Library Board: 04/2012, 07/2015, 11/2020
Last reviewed by Library Board: 11/2020

public. The public may operate the scanner or request the assistance of staff members. The needs of the library and its staff will receive priority when the library is busy.

Fees

The scanning function allows for scanning of document to be sent as a PDF file to an e-mail address. The public will not be charged for use of the scanning function alone. If a printout is made of a scanned document, fees for printing or copying will apply.