

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, February 21, 2023
4:30 p.m.
Library Tamarack 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
 - January 16, 2023 joint special meeting
 - January 17, 2023 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
- Old Business
 - Personnel Policy/handbook - update
 - Director search committee/library leadership transition planning
 - Banking – update signature cards of BMO cards with April's signature
 - 2023 candidate forum
 - Procedure for requesting funds from Library Foundation - update
 - Discuss status of Storybook Garden proposal on library grounds
- New Business
 - Review/approve 2022 annual report
 - Review/approve 2022 annual report statement of system effectiveness
 - Open House/ Transition Celebration (Feb. 13,2023) - debrief
- 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: March 21, 2023, 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 January 16, 2023
Edward U. Demmer Memorial Library and Three Lakes Public Library Foundation
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Rich Mahlerwein, Nancy Kimla, Bob Werner, Kathleen Weyenberg, Kathleen Olkowski, Dan McKissack, Rosie Obukowicz (3:42pm)

Absent: Jeff Boehm, Patty Wallesverd

Other Attendees: Erica Brewster, April Hansen

Ann Asbeck called the meeting to order at 3:31 p.m.

Agenda:

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

Brief Review of the 2020-2023 Demmer Library Strategic Plan:

Erica went through her PowerPoint "Getting on the Same Page" which talked about the roles of the Library Board, Friends of the Library and Three Lakes Public Library Foundation.

Review role of Trustees vs Foundation: "Getting on the Same Page" PowerPoint

Strategic coordination planning- Nancy K. would like to know what to do with memorials, fundraising, and a plan going forward. Discussion and brainstorm ensued about the questions that need to be answered going forward. Erica recorded ideas and questions. Need was expressed for developing a process to get items approved through library board and the TLPLF. Process was brainstormed. Library Board looking to develop and agree about a process going forward.

Comments from citizens:

Next Meeting: Regular meeting January 17, 2023, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Kathleen moved to adjourn, seconded by Rich. All ayes, motion carried. The meeting adjourned at 5:20 PM.

Respectfully submitted: April Hansen, acting director

Unapproved Minutes January 17, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Patty Wallesverd

Other Attendees: Erica Brewster, April Hansen

Ann Asbeck called the meeting to order at 4:30 p.m.

Agenda:

Motion by Jeff, seconded by Dianna, 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 December 20, 2022, regular meeting as corrected. All ayes, motion carried.

Correspondence: US Bank Wealth Management from the Demmer Trust sheet

Committee Reports:

Three Lakes Public Library Foundation: Met with the DLB yesterday. Going to set a meeting soon to set policies and recommendations.

Oneida County Library Board: The OCLB has not met since November. Meeting planned for February 9th.

Director's Report:

- **Director's Report:** Kathleen asked about JEDI program. Erica explained that she was asked to represent the library community in Justice, Equity, Diversity and Inclusion in the Northwoods. Kathleen asked about program numbers and donations. Ann reported on the StoryHour 4K program. The program is going well and the school district will be making their increase contribution toward StoryHour. Coffee and Kids will no longer be meeting after February to reconsider its purpose and format
- **Building and Maintenance Report:** Ann questioned about additional landscaping plan and if it was part of the original plan. Erica confirmed that the foundation approved \$50,000 and donor dollars gave about \$9,000 for a plan that included this additional landscaping.

Budget Review:

- Motion by Dianna, seconded by Kathleen, to approve vouchers 1-13 for December-January 2022/2023 for payment from the town account. Jeff asked about Brian Schubring payment. Clarified that it was for the tablet supports. All ayes, motion carried.
- Motion by Dan, seconded by Kathleen, to approve payment of bills from the special account. Kathleen asked about the Sugar Camp deposit that they are still paying for StoryHour. Erica advises that maybe not decreasing the Sugar Camp income. All ayes, motion carried.
- Review of Former Friends account.
- Review of Money Market Account

- Motion by Kathleen, seconded by Dianna to approve the Fine and Copier Quarterly report. All ayes, motion carried.
- Reviewed January 2023 budget sheet
- Reviewed 2022 end of year budget

Old Business:

- Personnel Policy/handbook:
Still waiting to schedule a meeting with Sue. Jeff Boehm stated that the Library Board may have its won handbook without approval from the town.
- Director search committee/library leadership transition planning:
April is serving as acting director; she has indicated that she would prefer to go back to her programming position. May want to consider setting a maximum fee to spend on advertising for job postings. Suggestion by Kathleen to put job posting on the door of the library. Ann mentioned wanting to talk to the school district about posting for the director position.
- Banking:
Motion by Dianna, seconded by Jeff to approve the moving of the Special Donation Checking Account from Nicolet Bank to Laona State Bank in Three Lakes. All Ayes, motion carried.

A decision needs to be made on who will be on the signature cards. Traditionally the president, and the treasurer and two library staff members. Motion by Dan, seconded by Kathleen to have signature cards signed by Ann, Kathleen, and April. All ayes, motion carried.

New Business:

- 2023 Library trustee appointments:
Library Board of Trustees Appointments sheet need be corrected with Kathleen and Dianna phone number changes. Also fix 2022 to 2023.
- Election of board officers for 2023
Motion by Dianna, seconded by Rich to keep current officers another year. All ayes, motion carried.
- Review/approve the 2023 holiday closed hours:

Closure Days—Staff to take 8 hours for Christmas EVE and 4 Hours for New Years EVE somewhere that week.

- Motion by Rich, seconded by Dianna to approve the proposed holiday closures as presented. All ayes, motion carried.
- Consideration of recommendations from joint Library Foundation and Demmer Trustee meeting:
There needs to be a clear policy process statement about what happens when a proposal for a major project comes before the library director, before the board and possibly before the Library Foundation. This will be on the next board meeting agenda. Dianna is willing to be part of an ad hoc committee to come up with a policy for projects going forward.
- Review/approve additional landscaping plan:
Motion by Dianna, seconded by Rich, to forward this design to the foundation for funding. Jeff asked about drainage from the roof. The drainage will need to connect to the French drain. Dianna will ask for more clarification at the next meeting. Ann would like clarification of cost and raised the questions if we would want to consider waiting for the total cost. All ayes, motion carried

- 2023 Candidate forum: Historically the library board has sponsored this. Last year it was held at the school. The election is April 4th. Wednesday, March 29th is a proposed date. Dianna has offered to do refreshments. The school was a good location for last year's forum. Dianna to check the school calendar for that date. Ann will find out who all the candidates are and gauge participation interest. Moving ahead informally.
- Review/approve additional security cameras:
Motion by Jeff, seconded by Rich to approve quote number 19890 which is the estimate for \$4,379.00 which was recommended by Erica. All ayes, motion carried.

Future agenda items: Dianna asked if Mari Lynn and Beth should come and present for the storybook garden. Agreement from the board to invite them to a future meeting.

Comments from citizens:

Next Meeting: Regular meeting February 21, 2023, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Kathleen moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6:06 PM.

Respectfully submitted: Erica Brewster, director; April Hansen, recording secretary

Library Board of Trustees - Director's Report

February 21, 2023

ADMINISTRATION:

Staff: Erica has put together a maintenance manual along with a schedule. Erica, Josh P., Tom Asbeck, April and Peter all did a read through of the building maintenance manual on 2-15-2023.

Administrative:

Bank account was opened at Laona State Bank and debit card was received. Annual Report has been finished. Rich, Ann, and April went through trustee orientation.

STAFF DEVELOPMENT:

April attended V-CAT and was introduced to participants. April has also attended OCLB, Northwoods JEDI and Three Lakes Community Foundation Leadership meetings as well.

Peter: Has completed his six month probation with a positive evaluation. Peter has completed an inventory of the library's barcoded items. Peter is working to make volunteer recruitment materials.

Candice: Planning Title I night and other parent outreach opportunities for the spring with the Three Lakes School District staff.

COMMUNITY COLLABORATION:

1/17,1/31, 2/7, 2/9, 2/14: Northwoods JEDIs JEDI Community of Practice, 2/16: Three Lakes Community Foundation Leadership meeting.

PROGRAMS AND OUTREACH:

January:

- Children: Story Hour (309), Lego Club (12), Polar Animal tracing sheets (18)
- YA: D&D (17) Pokemon Club (9)
- Adult: Books the Other Channel (10), TLGS (10), Crafternoon (8), Coffee and Kids (6), TLGS Beginners genealogy (2)

February:

- Children: Story Hour, Lego Club; Pokemon Club, Homeschool STEM Group meeting room use,
- YA: D&D, button maker
- Adult: Books the Other Channel, TLGS, TLGS Beginning Genealogy; Crafternoon;

Respectfully submitted,

April Hansen – Director

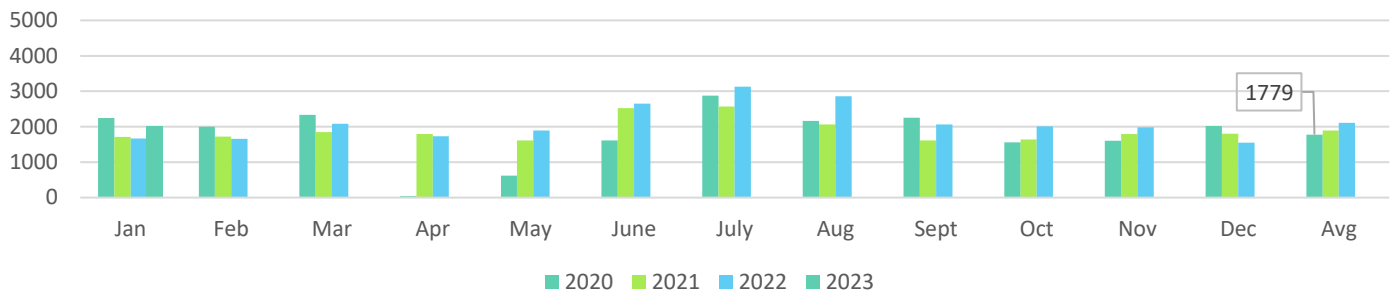
Library Board of Trustees - Director's Report

February 21, 2023

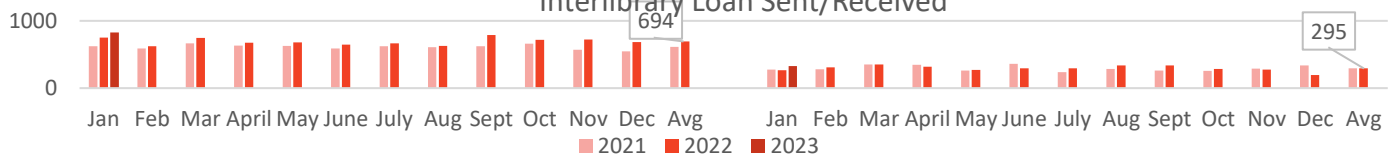
Monthly and YTD Statistics

	Jan 2023	YTD 2023	Jan 2022	YTD 2022	Jan 2021	YTD 2021
Circulation	2020	2020	1,665	1665	1715	1715
Interlibrary loan sent	799/26	799/26	721/30	721/30	621	621
Interlibrary loan received	329	329	266	266	274	274

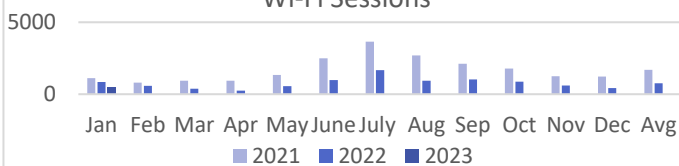
Monthly Circulation



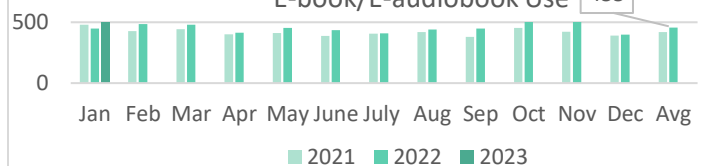
Interlibrary Loan Sent/Received



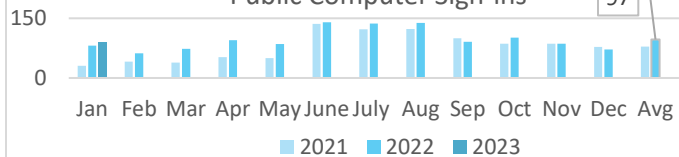
Wi-Fi Sessions



E-book/E-audiobook Use



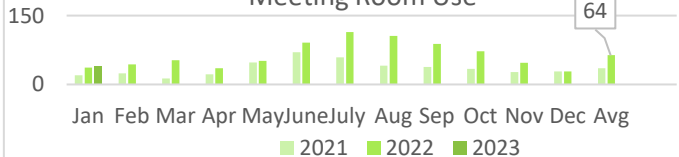
Public Computer Sign-ins



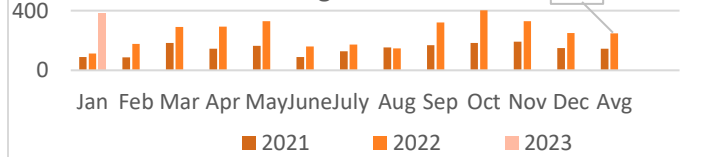
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

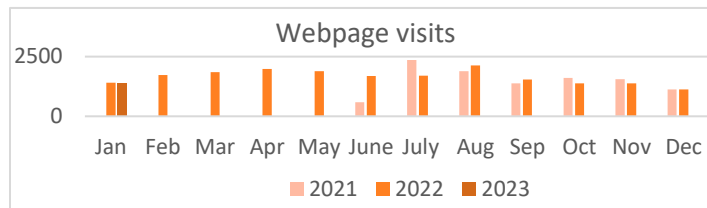


Library Usage - Survey 2022

	March	June	October	December	Total 2023	Total 2022	Total 2021
Library Visits						13793	12402
Reference Transactions						3211	2769
Program Attendance	programs	programs	programs	programs	6 programs	Avg/wk: 65 6 programs	Avg/wk: 34 3 programs

Library Board of Trustees - Director's Report

February 21, 2023



Donations received:

-

Memorials:

Publicity of note:

LIBRARY ANNOUNCES NEW ACTING DIRECTOR

By Christopher Oatman, News Correspondent
1/17/2023 2:10 PM



The current director of the Edward U. Demmer Memorial Library will leave her position soon and has begun training her replacement.

Erica Brewster, who became the library director in 2014, is currently training April Hansen, programming director, who will become the acting director beginning Feb. 15.

"I went and got married to another library director," Brewster said at the Jan. 7 town board meeting. "My husband, Dominic Frandrup, was in Antigo and is now the director for all eight Door County libraries. I will be joining him in Sturgeon Bay."

Brewster believes Hansen is perfectly well qualified and a great leader. Hansen has been at the Demmer library since 2018. She started as part time and became full time in 2019.

"I'm nervous because I love doing hands-on, so programing is my jam. I love working with the community and networking. I love a good collaboration," stated Hansen. "I'm going to miss some of that so I'm trying to figure out how I can balance the director's job and keep some of the things I loved in my old job too."

Hansen married her husband, Justin, last August. She has a son who attends Three Lakes High School and two stepdaughters who live in Wausau.

LIBRARY TO HOST BREWSTER FAREWELL; WELCOME HANSON

2/7/2023 1:35 PM



A special open house will be held at the Edward U. Demmer Memorial Library to say goodbye to Director Erica Brewster, as well as welcome April Hanson as the acting director.

The event is planned for Monday, Feb. 13, from 9 a.m. to 4:30 p.m. at the library and will include a short presentation from 1 to 1:30 p.m.

Brewster is stepping down after 8 1/2 years as director to join her husband, Dominic Frandrup, in Sturgeon Bay, where he is the director of Door County libraries.

According to Patricia Wallesverd, library board of trustees, during her time there, Brewster has been responsible for many innovations at the library — most importantly as one of the key players to make the new building happen.

"She helped get the information to the public in regards to community needs, fundraising and the importance of voting to pass the referendum for a new building. She was part of the Demmer Design and Construction Committee that chose the architects and developed the design," Wallesverd said. "She helped with the day-to-day construction decisions while continuing her duties as the library director. She oversaw the move to temporary housing and the move back to a new building. Her input into the new library made much happen."

Some of the improvements made during Brewster's stead included adding study rooms for private work and meeting spaces, making the building virtual reality-ready for video conferencing, and construction of the "Library."

She also spearheaded the local history room which is connected to the museum's visitor center and the creation of the Celebration Garden on the Huron Street side of the building.

"Erica saw the library and its staff through the Covid pandemic, keeping materials available to the public," Wallesverd added.

"I couldn't have done any of this without the dedicated staff who kept day-to-day services happening, or the Demmer Library Committee who first dared to dream, then the Three Lakes Public Library Foundation who made it a financial possibility, the voters and taxpayers of Three Lakes who said yes—repeatedly—to wanting a new library, and to the Design and Construction Committee who made the dream real," Brewster said.

April Hanson, formerly the adult and young adult librarian, will take over duties as acting director beginning Feb. 15. She has been with the Demmer library for five years and brings much enthusiasm to her new role.

She holds an associate's degree in Library and Information Services from Chippewa Valley Technical College.

Library Board of Trustees – Building and Maintenance Report

February 21, 2023

BUILDING:

Ductwork in IT room: Done

SYSTEMS:

Electrical: Light was checked on 2-15-2023 and the correct part has been ordered with 2-4 week delivery. April will call Josh when the part comes.

Phones: Phones are having to be reset once a week and are still calling Peter's phone and tying up the Historical Society line. April will have Jahn or a technician inspect when they come to install the cameras.

Security: Jahn believes they are waiting on 1 more item and managing some labor needs. Tentatively they have us on their schedule the week of Feb 20th but will confirm.

INTERIOR:

EXTERIOR:

Concrete: On hold until spring.

Landscaping: More progress in May

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- ☐ Failing LED fixture in main floor aisle.
- ☐ Replace failing concrete on west entrance
- ☐ 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
- ☐ Lawrence Demmer plaque for vestibule

Public Funds Voucher List

2/21/2023 through 2/21/2023

2/15/2023

Page 1

Date	Num	Description	Memo	Category	Amount
2/21/2023	1016	Backwoods BCD	v. 15:Inv. 1020	06 1038 Supplies:Library	-30.00
2/21/2023	1017	Bauer Spray Foam Insulation, ...	v. 16:Inv. r-520	05 1035 Property Maintenance:Property ...	-600.00
2/21/2023	1018	Cengage Learning Inc / Gale	v. 17:Inv. 79844600	07 1039 Materials:Books:Adult Books	-51.73
2/21/2023	1019	Candice Johnson	v. 18	08 1040 Expenses:Staff Development:Mi...	-48.25
2/21/2023	1021	...MicroMarketing Associates		07 1039 Materials:AV:AV Adult:Audiobook	-74.98
				07 1039 Materials:AV:AV Juv-YA:Audiob...	-13.99
2/21/2023	1026	EO Johnson	v. 19:INV1264503	03 1015 Contractual Services:Equipmen...	-116.31
2/21/2023	1027	April Lammert	v.23	07 1039 Materials:Subscriptions:Newsp...	-90.86
2/21/2023	1028	...Office Depot	Inv. 288527116001; Inv. 288583...	06 1038 Supplies:Office	-310.95
			Inv. 291189136001	05 1035 Property Maintenance:Property ...	-162.90
2/21/2023	1029	...Baker & Taylor	Inv.2037241273; Inv.203725513...	07 1039 Materials:Books:Juv-YA Books	-636.77
			Inv.2037241273; Inv.203725513...	07 1039 Materials:Books:Adult Books	-252.64
2/21/2023	1030	Erica Brewster	v.25	08 1040 Expenses:Staff Development:Mi...	-32.00
2/21/2023	1031	...Demmer Mem. Library		05 1035 Property Maintenance:Property ...	-116.42
				06 1038 Supplies:Computer Hardware	-163.17
				06 1038 Supplies:Library	-126.12
				07 1039 Materials:AV:AV Adult:Video	-19.96
2/21/2023 - 2/21/2023					-2,847.05
TOTAL INFLOWS					0.00
TOTAL OUTFLOWS					-2,847.05
NET TOTAL					-2,847.05

Special Account for Board - New

1/1/2023 through 2/21/2023

2/14/2023

Page 1

Date	Num	Description	Memo	Category	Amount
BALANCE 12/31/2022					12,682.26
1/3/2023	Debit	Amazon	Computer Hardware	Town of Three Lakes Expense	-44.18
1/4/2023	Debit	Amazon	Computer Hardware	Town of Three Lakes Expense	-89.00
1/4/2023	Debit	Amazon	Adult DVD	Town of Three Lakes Expense	-19.96
1/6/2023	Debit	Avco Vacuum	Property Maintenance	Town of Three Lakes Expense	-51.50
1/17/2023	3742	Baker & Taylor	INV 2037172445 Memorial	Memorial Expense:Books	-15.54
1/17/2023	3743	Town Of Three Lakes	Check from Town of Sugar Camp	Revenue Pass-through Expense	-1,000.00
1/17/2023	3744	...Town Of Three Lakes	2022 4th Quarter	Copier Transfer to Town	-665.27
			2022 4th Quarter	Fine Transfer to Town	-290.45
1/17/2023	3745	Town Of Three Lakes	Pass Through Expense-Forest County ch...	Revenue Pass-through Expense	-4,065.00
1/17/2023	Debit	BuyRegisterRolls	Library Supply	Town of Three Lakes Expense	-71.99
1/17/2023	DEP ...	Deposit	cash	Copier Income	150.31
			cash	Fines Income	58.00
			cash	Donation Income	61.00
1/17/2023	DEP	Deposit	Deposit Forest County	Revenue Pass-through Income	4,065.00
1/18/2023	Debit	Alphabet Signs	Library Supply	Town of Three Lakes Expense	-54.13
1/23/2023	3746	Demmer Memorial Library	To Open new account	[NEW Special Acct. Checking]	-5,000.00
1/25/2023	Debit	Amazon	Computer Supply	Town of Three Lakes Expense	-29.99
1/26/2023	Debit	Amazon	Property Maintenance	Town of Three Lakes Expense	-58.21
2/21/2023	3747	ODP Buisness Solutions	INV# 289031027001-Coffee Cart	Donation Expense:Coffee Cart	-27.74
2/21/2023	3748	Town Of Three Lakes	Check from School District of Three Lakes	Revenue Pass-through Expense	-8,500.00
1/1/2023 - 2/21/2023					-15,648.65
BALANCE 2/21/2023					-2,966.39
TOTAL INFLOWS					4,334.31
TOTAL OUTFLOWS					-19,982.96
NET TOTAL					-15,648.65

2023 February Budget Sheet

1/17/2023					
Account	2023 Budget	Spent	Balance		
01 Salaries 551 1001					
01 Director	\$ 52,000.00	\$ 5,340.00	\$ 46,660.00	10%	
02 Technical Services	\$ 34,599.76	\$ 2,512.69	\$ 32,087.07	7%	
03 Adult and Young Adult Librarian	\$ 34,599.76	\$ 3,232.00	\$ 31,367.76	9%	
04 Childrens Librarian	\$ 24,102.00	\$ 1,815.38	\$ 22,286.62	8%	
05 Outreach Coordinator	\$ 12,261.60	\$ 880.32	\$ 11,381.28	7%	
06 Circulation Clerk	\$ 10,920.00	\$ 951.00	\$ 9,969.00	9%	
07 Relief Librarian	\$ 1,296.00	\$ -	\$ 1,296.00	0%	
08 Custodial	\$ 5,104.32	\$ 227.00	\$ 4,877.32	4%	
09 Misc Staff Salaries	\$ -		\$ -		
Total Salaries	\$ 174,883.44	\$ 14,958.39	\$ 159,925.05		
		9%			
02 Benefits					
Social Security 551 1005	\$ 13,378.57	\$ -	\$ 13,378.57		
Health Insurance 551 1006	\$ 29,421.77	\$ 3,145.26	\$ 26,276.51		
Life Insurance 551 1006	\$ -	\$ 5.22	\$ (5.22)		
Dental EBC 551 1008		\$ -	\$ -		
WRS 551 1009	\$ 10,087.53	\$ 937.07	\$ 9,150.46		
Total Benefits	\$ 52,887.87	\$ 4,087.55	\$ 48,800.32		
		8%			
03 Contractual Services	551 1015				
Equipment Contracts	\$ 2,607.00	\$ 116.31	\$ 2,490.69		
Professional Services	\$ 425.00	\$ -	\$ 425.00		
Waltco Courier	\$ 950.00	\$ 347.76	\$ 602.24		
Total Contractual Services	\$ 3,982.00	\$ 464.07	\$ 3,517.93		
		12%			
04 Utilites					
Electric 551 1031	\$ 5,640.00	\$ 548.67	\$ 5,091.33	10%	
Natural Gas 551 1034	\$ 3,600.00	\$ 412.19	\$ 3,187.81	11%	
Sewer and Water 551 1036	\$ 1,200.00	\$ 297.10	\$ 902.90	25%	
Telephone 551 1020	\$ 2,520.00	\$ 213.16	\$ 2,306.84	8%	
Total Utilites	\$ 12,960.00	\$ 1,471.12	\$ 11,488.88		
		11%			
05 Property Maintenance	550 1035				
Custodial Supplies	\$ 600.00	\$ 3.99	\$ 596.01		
Property Maintenance	\$ 4,000.00	\$ 3,722.87	\$ 277.13		
Security Systems	\$ 1,000.00	\$ -	\$ 1,000.00		
Building Contingency	\$ -	\$ -	\$ -		
Total Property Maintenance	\$ 5,600.00	\$ 3,726.86	\$ 1,873.14		

1/17/2023			
Account	2023 Budget	Spent	Balance
		67%	

1/17/2023			
Account	2023 Budget	Spent	Balance
06 Supplies	551 1038		
Computer Hardware	\$ 2,800.00	\$ 202.97	\$ 2,597.03
Library Supplies	\$ 750.00	\$ 156.12	\$ 593.88
Office Supplies	\$ 750.00	\$ 310.95	\$ 439.05
Petty Cash	\$ 150.00	\$ -	\$ 150.00
Postage	\$ 400.00	\$ -	\$ 400.00
Total Supplies	\$ 4,850.00	\$ 670.04	\$ 4,179.96
		14%	
07 Materials - AV	551 1039		
Adult audiobook	\$ 2,700.00	\$ 230.76	\$ 2,469.24
Adult music	\$ 100.00	\$ -	\$ 100.00
Adult video	\$ 1,130.00	\$ 142.23	\$ 987.77
Juvenile audiobook	\$ 580.00	\$ 13.99	\$ 566.01
Juvenile music	\$ 60.00	\$ -	\$ 60.00
Juvenile video	\$ 200.00	\$ -	\$ 200.00
Total Materials - AV	\$ 4,770.00	\$ 386.98	\$ 4,383.02
		8%	
07 Materials - Books	551 1039		
Adult books	\$ 12,000.00	\$ 2,053.78	\$ 9,946.22
eBook consortium	\$ 762.60	\$ -	\$ 762.60
Juvenile/YA books	\$ 3,750.00	\$ 991.23	\$ 2,758.77
Total Materials - Books	\$ 16,512.60	\$ 3,045.01	\$ 13,467.59
		18%	
07 Materials - Subscriptions	551 1039		
Individual subscriptions	\$ 120.00	\$ -	\$ 120.00
Newspapers	\$ 1,690.00	\$ 214.17	\$ 1,475.83
Subscription Service	\$ 1,828.43	\$ 1,828.43	\$ -
Total Subscriptions	\$ 3,638.43	\$ 2,042.60	\$ 1,595.83
		56%	

1/17/2023			
Account	2023 Budget	Spent	Balance
08 Expenses - Computer	551 1040		
Maintenance and Repair	\$ 200.00	\$ -	\$ 200.00
Software subscription/licenses	\$ 200.00	\$ -	\$ 200.00
Computer Contingency	\$ -	\$ -	\$ -
Total Computers	\$ 400.00	\$ -	\$ 400.00
		0%	
08 Expenses - Programming	551 1040		
Adult	\$ 300.00	\$ -	\$ 300.00
Children / Story Hour	\$ 300.00	\$ 106.27	\$ 193.73
Movie license	\$ 223.00	\$ -	\$ 223.00
Reading Programs	\$ 800.00	\$ -	\$ 800.00
Young Adult	\$ 300.00	\$ -	\$ 300.00
Total Programming	\$ 1,923.00	\$ 106.27	\$ 1,816.73
		6%	
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	\$ 1,200.00	\$ 28.00	\$ 1,172.00
Mileage and Meals	\$ 800.00	\$ 80.25	\$ 719.75
Total Staff Development	\$ 2,000.00	\$ 108.25	\$ 1,891.75
		5%	
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	\$ 5,117.79	\$ -	\$ 5,117.79
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00	\$ -	\$ 200.00
Total WVLS	\$ 8,287.79	\$ 600.00	\$ 7,687.79
		7%	
Total 2023 Budget	\$ 292,995.13	\$ 31,667.14	\$ 261,327.99
Salary totals current through		11%	

Demmer Permanent Site

Proposal Information

- Storybook Gardens of Three Lakes would like to work with the Demmer Library and the Three Lakes Public Library Foundation to create a permanent Storybook Garden space. We would like to acknowledge the previous financial support from the foundation that has allowed Storybook Gardens to become a reality.
- We are interested in continuing to partner with the Demmer in connecting Storybook Gardens with their Summer Reading Program. This has proven to be a highly successful collaboration. We believe that this collaboration has helped build a stronger community and highlights what can be accomplished with teamwork.
- There has been much positive feedback from the community and visitors with regards to Storybook Gardens.
- Discussed ideas with Erica Brewster. She presented them to the Demmer Library Board of Trustees. They approved the installation of a permanent Storybook Garden on the northeast side adjacent to the library building.
- Discussed ideas with Candice. She is on board with an alphabet theme utilizing various ABC books. ABC books come in a wide range of topics and can target children both young and old. This theme is easily able to be adapted to the themes of the Summer Reading Program.
- Met with Mike, MK Landscaping, who created a 1st draft of what the space might look like. We wanted to use the same landscaper as the memorial space on the south side to provide continuity around the building.
- In our opinion, the Demmer Library is one of the main hubs of our community. With help from the Foundation and the Demmer Library, we envision implementing a project that promotes literacy and ties the community together.
- Storybook Gardens is asking the Foundation if they would be willing to provide the funds to create this space. Again, we appreciate the support that the Foundation has provided in the past.



Designed by Mike Krueger

715-479-3901

SURF BOOK GARDEN

- DINNER MANI (LMS) CARBON 2
BETH JACOBSON

2"x12" & 2"x4" LUMBER
TO CREATE PERGOLA

PIVARSTO
MATCH FRONT
PORCH!

EDWARD U. DENNETT
MEMORIAL LIBRARY

THREE LINES

1" DUNE
10' SENE
ACS-813

1 1/2" SENE
COVERINGS

RAMP

PORCH

STEPS

SIMPLE PLANTINGS
IN MULCH
BEDS

SIDE
WALK

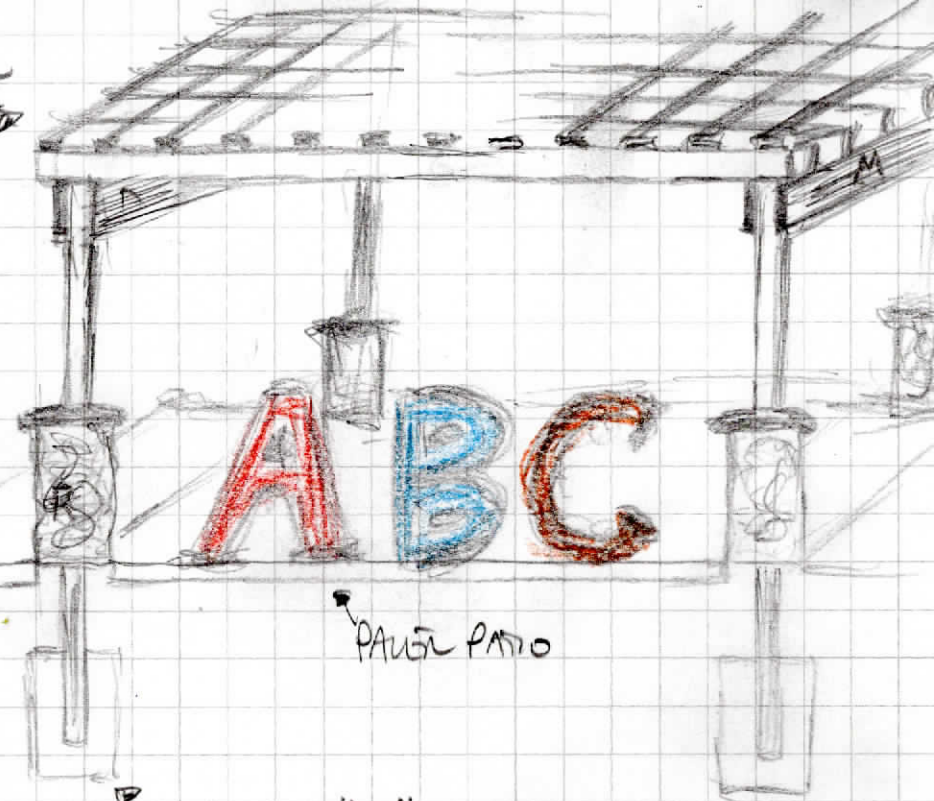
7" STEPPING
STONES FOR
TOP SCOTCH
TREE

(3) TREES SUGGESTED FOR BENCHES

PAVEN PATIO BRACKET OUT 4' ON TWO SIDES

BOTH MALL LIBRARIES INTERPRETATION TOOL

SIDEWALK



PAVEN PATIO

6"x6" or 8"x8" DIRECT
BURY POSTS 4' BELOW
GRADE IN CONCRETE

START & END ALPHABET WITH LETTERS
& REST CAN BE
SCATTERED TO BE
FOUND AS A GAME

-SIMPLE CLEAN
CONCRETE PAVEN
SUGGESTED FOR
SIDEWALK
CHALK TOOL



Wisconsin Department of Public Instruction

PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 01-23)

S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week			
19b. Number of winter weeks			
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year			
19f. Total hours per year for this location			

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19

Public Services During COVID-19

Electronic Library Cards issued during COVID-19

Reference Service During COVID-19

Outside Service During COVID-19

External Wi-Fi Access Added During COVID-19

External Wi-Fi Access Increased During COVID-19

Staff Re-Assigned During COVID-19

COVID-19 CLOSURES

Initial date closed due to COVID-19

First date reopened following initial COVID-19 closure

Additional building closure and reopening dates, please describe

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8a. Electronic Collections <i>Locally Owned or Leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
				Method for Counting ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Number of Registered Users		d. Overdue Fines	4. Reference Transactions		5. Library Visits
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method
					b. Annual Count
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
8. Website Visits	9. Electronic Collection Retrieval				
	a. Local	b. Other	c. Statewide	d. Total	
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs					
Total Attendance					

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

	First Name	Last Name	Street Address	City	ZIP+4	Email Address
1.	PRESIDENT					
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
No. of Library Board Members Include vacancies in this count						

V. LIBRARY OPERATING REVENUE

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

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

Municipality Type	Name	Amount
		Subtotal 1

2. County

a. Home County Appropriation for Library Services

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
		Subtotal 2b	

3. State Funds

a. Public Library System State Funds

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

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

Program or Project		Amount
Subtotal 4		

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

Name	Amount	Name	Amount
		Subtotal 5	

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

7. All Other Operating Income

8. Total Operating Income Add 1 through 7

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

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

VI. LIBRARY OPERATING EXPENDITURES

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

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

2. Employee Benefits Include maintenance, security, plant operations

3. Library Collection Expenditures

a. Print Materials

b. Electronic Materials

c. Audiovisual Materials

d. All Other Library Materials

Subtotal 3

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

Provider	Amount	Provider	Amount

Subtotal 4

5. Other Operating Expenditures

6. Total Operating Expenditures Add 1 through 5

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

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

1. Capital Income and Expenditures by Source of Income

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

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

IX. TRUST FUNDS

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

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

[illegible]

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

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>				
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County				
3. Circulation to Nonresidents Living in Another County in the Library System				
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System				
5. Circulation to All Other Wisconsin Residents			6. Circulation to Persons from Out of the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?		8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library				
Name of County		Circulation		
a.		f.		
b.		g.		
c.		h.		
d.		i.		
e.		j.		

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices?		2. Library type of Internet Connection <i>Mark all that apply</i> a. State TEACH line b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant ?
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile?			

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☐ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☐ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☐ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☐ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☐ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☐ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☐ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☐ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☐ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☐ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2022 the _____
Name of Public Library *Name of Public Library System / Service*

- ☐ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed



	COMMENTS	
--	-----------------	--

Statement of Library System Effectiveness

Annual Report 2022

Draft

The Demmer Library Board of Trustees agrees that the Wisconsin Valley Library Service (WVLS) provided effective leadership and adequately met the needs of the library in 2022. The library board believes that the public library system fulfilled its statutory responsibilities and effectively utilized the funding available to meet those responsibilities. WVLS continues to provide routine support for catalog and systems for circulating materials among member libraries and libraries in the state, broadband and wireless internet, email and internal file sharing, support for statistics and the annual report, as well as providing administrative and policy support for the Demmer Library director and board as needed.

In 2022 WVLS supported member libraries as they moved beyond the day-to-day thinking of the pandemic. The new Aspen discovery catalog successfully launched in early 2022 and user engagement with self-discovery has increased and the product has brought positive feedback. WVLS staff continue to work to improve the discovery results and to look into new integrations for that service. WVLS continues to be a solid backbone for all integrated services provided by the Demmer Memorial Library.