

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, March 28, 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
 - February 21, 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
 - 2023 candidate forum
 - Procedure for requesting funds from Library Foundation - update
 - Discuss status of current proposals on library grounds
 - Discuss whether to revisit September decision regarding policy change for fines for overdue materials
- New Business
 - Acquisition of an AED either by purchase or donation
 - Adjourn to executive session pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider staffing levels, individual staff contract(s), hiring of staff and or resignation/retirement of staff.
 - Reconvene in open session to act on any matter(s) that was/were discussed in closed session that requires Board action
- Comments from citizens

To join the meeting:

To join from a computer:

<https://bluejeans.com/7155463391>

To join from a phone:

+1.408.419.1715 or +1.408.915.6290

Meeting ID: 715 546 3391

Next Meeting: April 18, 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 February 21, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent:

Other Attendees: April Hansen, Vanessa Beyer

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

Agenda:

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

Approval of Minutes:

Motion by Dianna, seconded by Dan, to approve the minutes of the January 16, 2023, special meeting as presented. Jeff & Patty abstains. All ayes, motion carried. Two typos found. Invite and own. Motion by Kathleen, seconded by Dan to approve minutes of January 17, 2023, as amended. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The TLPLF did have a meeting that generated funds for the Transition Celebration.

Oneida County Library Board: Dianna, April, and Kathleen attended the Feb. 9th meeting. Kris Adams Wendt gave a report about the Library Legislative Day in Madison. Most libraries have completed their annual report. Directors share program ideas.

Director's Report:

- Director's Report: April reported that April, Peter, Josh, Erica and Tom A., went through the building manual. New bank account with Laona State Bank has been opened. Annual report is finished.
- Building and Maintenance Report: Duct work in IT is done. Flickering light replacement ordered. Josh will be called when the part arrives. Systems Technology installed three cameras and suggested an upgrade to the server. April will send an email to ST and find out about why we need an upgrade so soon and cost. Tack wall discussed. Patty updated about the Demmer plaque.

Budget Review:

- Motion by Dianna, seconded by Jeff, to approve vouchers 1016-1031 for January-February 2023 for payment from the town account. Question by Kathleen about dates of checks and debits. April will check and make sure she is inputting dates correctly. Question as to which account to use for Roger Bauer spray foam invoice. Currently in operational budget. Discussion. Dianna made a motion to approve the public voucher list, removing the \$600.00 Bauer invoice to be taken instead from the Demmer Property Maintenance account. The new amount from public funds will be \$2,312.05. Seconded by Rich. All ayes, motion carried.
- Motion by Jeff, seconded by Patty, to approve payment of bills from the special account. Kathleen asked about pass through income. April will amend the financial manual so that pass through income checks are deposited immediately. All ayes, motion carried.

- Reviewed January 2023 budget sheet-request for future changes to sheet to include percentage spent on each category and percentage of the year on the top of the sheet.

Old Business:

- Personnel Policy/handbook: The employee handbook was approved at the last town meeting. A change to the acknowledgement of receipt page previously approved by the library board, had not been changed because Sue was unaware of our change. Ann will discuss this with Sue to see what further action might be required by the Town Board. Jeff moves to approve the handbook as presented. Seconded by Rich. all ayes. Motion carried
- Director search committee/library leadership transition planning: Ann plans to meet with the search committee to discuss process moving forward. No new applicants.
- Banking: Motion by Patty, seconded by Dan for April to added to the BMO accounts. All ayes, Motion carried.
- 2023 Candidate forum: Ann put out feelers to determine candidate interest in the candidate forum. Only two people have responded. Suggestion to do a meet and greet at the library in the evening. Discussion. For this year only. Wednesday March 29th from 5pm-7pm. Rich asks about security for participants. Ann will inquire.
- Procedure for requesting funds from Library Foundation-update: Still in the information gathering stage. Ann, Dianna, and Nancy Kimla will meet to draft a procedure.
- Discuss status of Storybook Garden proposal on library grounds: Recap of the original motion of the proposal of the permanent Storybook Garden. Purpose of that motion was to approve the concept and allow an inquiry about possibility of funding from the Library Foundation. When it went to the foundation, Beth and Mari Lyn provided a detailed plan and budget. The foundation wanted to know if the board approved this plan. Discussion. Possibly add to next month's agenda for Mari Lyn and Beth to come do a presentation.

New Business:

- Review/approve 2022 annual report: Motion by Patty to approve 2022 annual report as presented seconded by Dianna, all ayes, motion carried.
- Review/approve 2022 annual report statement of system effectiveness: Motion by Rich to approve the 2022 annual report statement of system effectiveness, seconded by Patty. All ayes, motion carried.
- Open House/Transition Celebration (Feb 13,2023)-debrief

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: Joined by Vanessa Beyer a Three Lakes citizen and library patron requesting the library to go fine free for children's materials. The board agrees to put this issue on next month's agenda.

Next Meeting: Regular meeting to be determined with consideration TLSD Spring Break.

There being no further business, Rich moved to adjourn, seconded by Jeff . All ayes, motion carried. The meeting adjourned at 6:24 PM.

Respectfully submitted: April Hansen, Acting Director/recording secretary

Library Board of Trustees - Director's Report

March 28, 2023

ADMINISTRATION:

Paperwork has been started to get April on the BMO Bank accounts. Contact updates have been made to Per Mar and Wisconsin Public Service to remove Erica Brewster and add April Hansen and Peter Kotarba as necessary. Usage count week. Met with Andy Wyss Designs to discuss logo project. Publicity designed and implemented for candidate forum.

STAFF DEVELOPMENT:

Staff has determined a need for resources for vulnerable people. Study Room 2 has been designated as a location and staff is working on acquiring brochures for a number of community resources. Study Room also has a phone and computer for patron to use in addition to paper resources.

Candice is learning how to incorporate PBS kids resources and media into library programs and spaces. She is in the planning stages of a program/STEM feature.

Candice and April: Summer Reading planning that includes potential collaborations with the Three Lakes Foundation, Three Lakes Chamber, Three Lakes FAB Lab, Three Lake Women's Club and Three Lakes Story Book Gardens.

COMMUNITY COLLABORATION:

- Oneida County ADRC Living with Diabetes on Wednesdays
- Homeschool STEM Group in the Libratory once a month
- Northwoods JEDI
- Volunteer Fair planning with Ryan Bock, Three Lakes School District Dean of Students/Guidance Counselor and John Stauner of the Three Lakes Foundation. Talk of having a walking volunteer fair with students in May.
- Engaging People in Your Organization with HoneyRock camp's Rob Ribbe and the Leadership Team through Forward Three Lakes event scheduled for April.

PROGRAMS AND OUTREACH:

February:

- Children: Story Hour (309), Lego Club (12),
- YA: D&D (17) Pokemon Club (9)
- Adult: Books the Other Channel (8), TLGS (10), Crafternoon (9), Coffee and Kids (7), TLGS Beginners genealogy (4)

March:

- Children: Story Hour, Lego Club; Homeschool STEM Group meeting room use,
- YA: D&D
- Adult: Books the Other Channel, TLGS, TLGS Beginning Genealogy; Crafternoon;
- General Interest: How to Read Poetry

Respectfully submitted,

April Hansen – Director

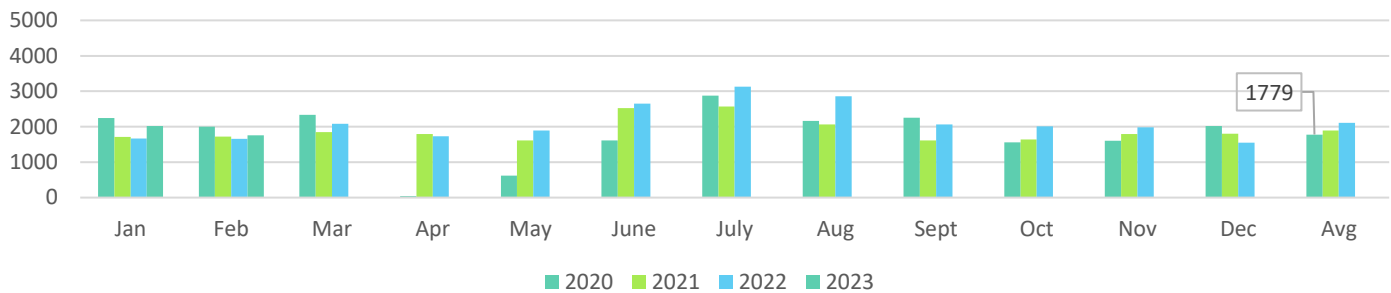
Library Board of Trustees - Director's Report

March 28, 2023

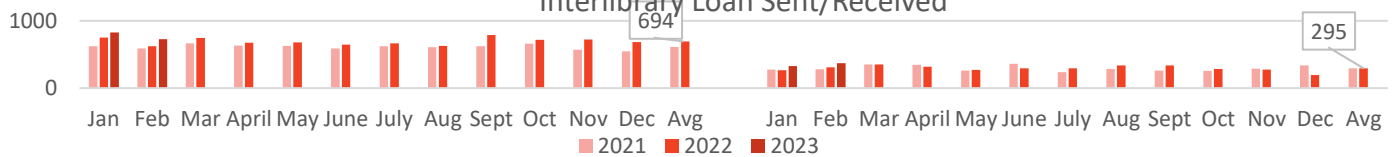
Monthly and YTD Statistics

	Feb 2023	YTD 2023	Feb 2022	YTD 2022	Feb 2021	YTD 2021
Circulation	1,757	3777	1,662	3,383	1,717	3,432
Interlibrary loan sent	700/28	1499/54	597/26	1,318/56	589	1,210
Interlibrary loan received	372	701	309	575	279	553

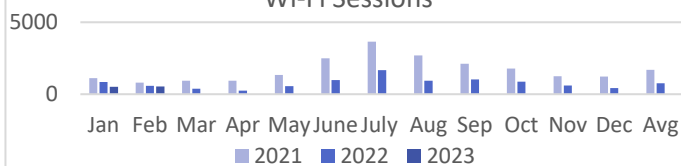
Monthly Circulation



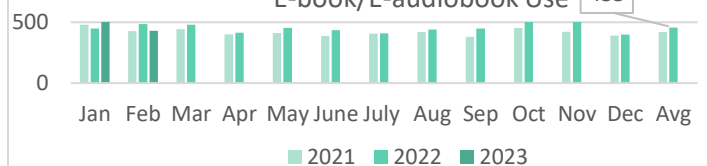
Interlibrary Loan Sent/Received



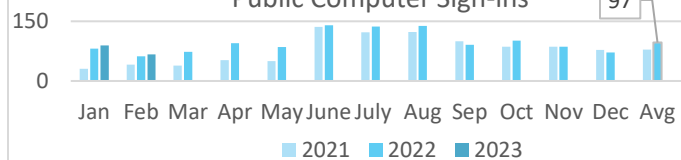
Wi-Fi Sessions



E-book/E-audiobook Use



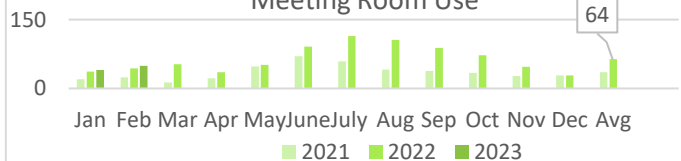
Public Computer Sign-ins



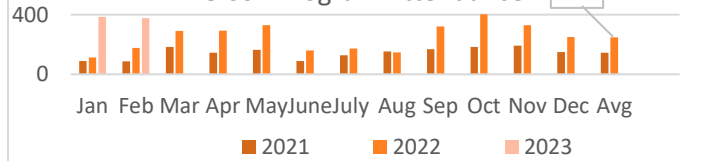
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

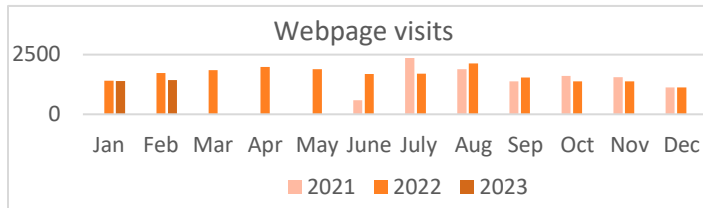


Library Usage - Survey 2022

	March	June	October	December	Total 2023	Total 2022	Total 2021
Library Visits	248						12402
Reference Transactions	17						2769
Program Attendance	Ave/week:42 2programs	programs	programs	programs	6 programs	Avg/wk:65 6 programs	Avg/week:34 3 programs

Library Board of Trustees - Director's Report

March 28, 2023



Donations received:

- Elizabeth Purtell: \$500

Memorials:

Womens Club for Mather: \$25

Publicity of note:

Library Board of Trustees – Building and Maintenance Report

March 28, 2023

BUILDING:

SYSTEMS:

Electrical: The blinking light should be repaired by the board meeting.

Phones: Phones lines are fine at the moment

Security: Email to Jahn about why we would need a new server. Jahn replied that he will have a technician look to see if there are some settings that can fix the issue. No time given.

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

3/28/2023 through 3/28/2023

3/21/2023

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Date	Num	Description	Memo	Category	Amount
3/28/2023	1034	...Baker & Taylor		07 1039 Materials:Books:Juv-YA Books	-239.47
				07 1039 Materials:Books:Adult Books	-904.10
3/28/2023	1035	Colby Community Library	v. 29:inv.22023	07 1039 Materials:Books:Juv-YA Books	-8.00
3/28/2023	1036	Cengage Learning Inc / Gale	v. 30:inv.80631578;inv.80649244...	07 1039 Materials:Books:Adult Books	-138.80
3/28/2023	1037	...Demmer Mem. Library	KioWare Kiosk System Software	06 1038 Supplies:Computer Hardware	-126.00
			Jostens	07 1039 Materials:Books:Adult Books	-78.49
			Amazon	07 1039 Materials:AV:AV Adult:Video	-96.81
3/28/2023	1039	Northern Janitorial	v. 33: Inv.735209	05 1035 Property Maintenance:Custodial	-126.65
3/28/2023	1040	Permar Security Services	v. 34: Inv.3012046	05 1035 Property Maintenance:Security ...	-620.93
3/28/2023	1041	Vicky Sherry	v. 35: Walmart; Dollar Tree; Hob...	08 1040 Expenses:Programming:Adult	-125.13
3/28/2023	1042	WVLS	v. 36: Inv.2023-2300	03 1015 Contractual Services:Waltco Co...	-362.94
3/28/2023	1043	...Candice Johnson	Dollar Tree	05 1035 Property Maintenance:Custodial	-3.75
			School Story Hour	08 1040 Expenses:Staff Development:Mi...	-37.92
			Story Hour Expense	08 1040 Expenses:Programming:Childre...	-90.67
3/28/2023	1044	...April Hansen	Salt	05 1035 Property Maintenance:Property ...	-13.70
			Newspapers	07 1039 Materials:Subscriptions:Newsp...	-51.92
3/28/2023 - 3/28/2023					-3,025.28
TOTAL INFLOWS					0.00
TOTAL OUTFLOWS					-3,025.28
NET TOTAL					-3,025.28

Special Account for Board - New
2/1/2023 through 3/28/2023

3/21/2023

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Date	Num	Description	Memo	Category	Amount
BALANCE 1/31/2023					5,576.89
2/10/2023	3742	Baker & Taylor	INV 2037172445 Memorial	Memorial Expense:Books	-15.54
2/10/2023	DEP	Deposit	Princh	Copier Income	112.24
2/16/2023	Debit	Paypal	Book for TLWFA	Donation Expense:Books	-30.33
2/17/2023	Debit	UW Stevens Point	Book for TLWFA	Donation Expense:Books	-21.95
2/21/2023	3747	ODP Buisness Solutions	INV# 289031027001-Coffee Cart	Donation Expense:Coffee Cart	-27.74
2/21/2023	Debit	Discount School Supply	Children Programming	Town of Three Lakes Expense	-109.55
2/22/2023	DEP	Deposit	Deposit Oneida County Check	Revenue Pass-through Income	48,108.00
2/22/2023	DEP	Deposit	Deposit SD of THree Lakes	Revenue Pass-through Income	8,500.00
2/28/2023	3748	Town Of Three Lakes	Check from School District of Three Lakes	Revenue Pass-through Expense	-8,500.00
3/28/2023	3749	Town Of Three Lakes	Check from Oneida County	Revenue Pass-through Expense	-48,108.00
2/1/2023 - 3/28/2023					-92.87
BALANCE 3/28/2023					5,484.02
TOTAL INFLOWS					56,720.24
TOTAL OUTFLOWS					-56,813.11
NET TOTAL					-92.87

3/21/2023

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Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 1/31/2023							5,000.00
2/15/2023	Laona Special ...	Debit	Kioware	Computer expense	Town of Three Lakes Expense	R	-126.00
2/21/2023	Laona Special ...	Debit	Jostens	Adult Book	Town of Three Lakes Expense	R	-78.49
2/22/2023	Laona Special ...	Debit	Amazon	Adult DVD's	Town of Three Lakes Expense	R	-96.81
2/24/2023	Laona Special ...	Debit	Bank-a Count	Check order	Misc. Merchant Charge:Bank Cha...	R	-50.21
2/1/2023 - 3/28/2023							-351.51
BALANCE 3/28/2023							4,648.49
TOTAL INFLOWS							0.00
TOTAL OUTFLOWS							-351.51
NET TOTAL							-351.51

2023 March Budget Sheet

3/28/2023				
Account	2023 Budget	Spent	Balance	
01 Salaries 551 1001				
01 Director	\$ 52,000.00	\$ 9,612.00	\$ 42,388.00	18%
02 Technical Services	\$ 34,599.76	\$ 5,281.46	\$ 29,318.30	15%
03 Adult and Young Adult Librarian	\$ 34,599.76	\$ 6,383.20	\$ 28,216.56	18%
04 Childrens Librarian	\$ 24,102.00	\$ 3,754.36	\$ 20,347.64	16%
05 Outreach Coordinator	\$ 12,261.60	\$ 1,854.96	\$ 10,406.64	15%
06 Circulation Clerk	\$ 10,920.00	\$ 1,997.50	\$ 8,922.50	18%
07 Relief Librarian	\$ 1,296.00	\$ -	\$ 1,296.00	0%
08 Custodial	\$ 5,104.32	\$ 417.19	\$ 4,687.13	8%
09 Misc Staff Salaries	\$ -		\$ -	
Total Salaries	\$ 174,883.44	\$ 29,300.67	\$ 145,582.77	
		17%		
02 Benefits				
Social Security 551 1005	\$ 13,378.57	\$ -	\$ 13,378.57	0%
Health Insurance 551 1006	\$ 29,421.77	\$ 5,598.85	\$ 23,822.92	19%
Life Insurance 551 1006	\$ -	\$ 22.67	\$ (22.67)	
Dental EBC 551 1008		\$ -	\$ -	
WRS 551 1009	\$ 10,087.53	\$ 1,828.24	\$ 8,259.29	18%
Total Benefits	\$ 52,887.87	\$ 7,449.76	\$ 45,438.11	
		14%		
03 Contractual Services	551 1015			
Equipment Contracts	\$ 2,607.00	\$ 116.31	\$ 2,490.69	4%
Professional Services	\$ 425.00	\$ -	\$ 425.00	0%
Waltco Courier	\$ 950.00	\$ 710.70	\$ 239.30	75%
Total Contractual Services	\$ 3,982.00	\$ 827.01	\$ 3,154.99	
		21%		
04 Utilites				
Electric 551 1031	\$ 5,640.00	\$ 1,097.32	\$ 4,542.68	19%
Natural Gas 551 1034	\$ 3,600.00	\$ 728.04	\$ 2,871.96	20%
Sewer and Water 551 1036	\$ 1,200.00	\$ 297.10	\$ 902.90	25%
Telephone 551 1020	\$ 2,520.00	\$ 435.29	\$ 2,084.71	17%
Total Utilites	\$ 12,960.00	\$ 2,557.75	\$ 10,402.25	
		20%		
05 Property Maintenance	550 1035			
Custodial Supplies	\$ 600.00	\$ 134.39	\$ 465.61	22%
Property Maintenance	\$ 4,000.00	\$ 3,254.85	\$ 745.15	81%
Security Systems	\$ 1,000.00	\$ 620.93	\$ 379.07	62%
Building Contingency	\$ -	\$ -	\$ -	
Total Property Maintenance	\$ 5,600.00	\$ 4,010.17	\$ 1,589.83	

3/28/2023		Spent	Balance	
Account	2023 Budget			
		72%		

3/28/2023				
Account	2023 Budget	Spent	Balance	
06 Supplies	551 1038			
Computer Hardware	\$ 2,800.00	\$ 328.97	\$ 2,471.03	12%
Library Supplies	\$ 750.00	\$ 156.12	\$ 593.88	21%
Office Supplies	\$ 750.00	\$ 310.95	\$ 439.05	41%
Petty Cash	\$ 150.00	\$ -	\$ 150.00	0%
Postage	\$ 400.00	\$ -	\$ 400.00	0%
Total Supplies	\$ 4,850.00	\$ 796.04	\$ 4,053.96	
		16%		
07 Materials - AV	551 1039			
Adult audiobook	\$ 2,700.00	\$ 230.76	\$ 2,469.24	9%
Adult music	\$ 100.00	\$ -	\$ 100.00	0%
Adult video	\$ 1,130.00	\$ 239.04	\$ 890.96	21%
Juvenile audiobook	\$ 580.00	\$ 13.99	\$ 566.01	2%
Juvenile music	\$ 60.00	\$ -	\$ 60.00	0%
Juvenile video	\$ 200.00	\$ -	\$ 200.00	0%
Total Materials - AV	\$ 4,770.00	\$ 483.79	\$ 4,286.21	
		10%		
07 Materials - Books	551 1039			
Adult books	\$ 12,000.00	\$ 3,175.17	\$ 8,824.83	26%
eBook consortium	\$ 762.60	\$ -	\$ 762.60	0%
Juvenile/YA books	\$ 3,750.00	\$ 1,238.70	\$ 2,511.30	33%
Total Materials - Books	\$ 16,512.60	\$ 4,413.87	\$ 12,098.73	
		27%		
07 Materials - Subscriptions	551 1039			
Individual subscriptions	\$ 120.00	\$ 65.00	\$ 55.00	54%
Newspapers	\$ 1,690.00	\$ 266.09	\$ 1,423.91	16%
Subscription Service	\$ 1,828.43	\$ 1,828.43	\$ -	100%
Total Subscriptions	\$ 3,638.43	\$ 2,159.52	\$ 1,478.91	
		59%		

3/28/2023					
Account	2023 Budget	Spent		Balance	
08 Expenses - Computer	551 1040				
Maintenance and Repair	\$ 200.00	\$ -	\$ 200.00	0%	
Software subscription/licenses	\$ 200.00	\$ -	\$ 200.00	0%	
Computer Contingency	\$ -	\$ -	\$ -		
Total Computers	\$ 400.00	\$ -	\$ 400.00		
		0%			
08 Expenses - Programming	551 1040				
Adult	\$ 300.00	\$ 125.13	\$ 174.87	42%	
Children / Story Hour	\$ 300.00	\$ 196.94	\$ 103.06	66%	
Movie license	\$ 223.00	\$ -	\$ 223.00	0%	
Reading Programs	\$ 800.00	\$ -	\$ 800.00	0%	
Young Adult	\$ 300.00	\$ -	\$ 300.00	0%	
Total Programming	\$ 1,923.00	\$ 322.07	\$ 1,600.93	17%	
		17%			
08 Expenses - Publishing Fees	551 1040				
Job Posting	\$ 150.00	\$ -	\$ 150.00	0%	
Publicity	\$ 150.00	\$ -	\$ 150.00	0%	
Total Publishing Fees	\$ 300.00	\$ -	\$ 300.00		
		0%			
08 Expenses - Staff Development	551 1040				
Staff Development	\$ 1,200.00	\$ 28.00	\$ 1,172.00	2%	
Mileage and Meals	\$ 800.00	\$ 119.90	\$ 680.10	15%	
Total Staff Development	\$ 2,000.00	\$ 147.90	\$ 1,852.10		
		7%			
08 Expenses - WVLS	551 1040				
Internet	\$ 1,200.00	\$ 600.00	\$ 600.00	50%	
Network and Enterprise	\$ 1,770.00	\$ -	\$ 1,770.00	0%	
V-Cat Maintenance	\$ 5,117.79	\$ -	\$ 5,117.79	0%	
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00	\$ -	\$ 200.00	0%	
Total WVLS	\$ 8,287.79	\$ 600.00	\$ 7,687.79		
		7%			
Total 2023 Budget	\$ 292,995.13	\$ 53,068.55	\$ 239,926.58		
Salary totals current through 2/22/2023		18%			