Agenda-Amended

Edward U. Demmer Memorial Library Board of Trustees Tuesday, May 16, 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
 - April 18, 2023, regular meeting
 - April 26, 2023, special 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
 - 2023 budget review
 - Revised Quarterly Account review and report to town.
- Old Business
 - Update on current proposals for library grounds
 - Update on water damage and repairs
 - Report on evaluation of 4K Story Hour pilot
- New Business
 - Discussion on the handling of designated donations and memorial funds sent to the Demmer Library
- Comments from citizens

Next Meeting: June 20, 2023, 4:30 p.m., library lower level and/or via virtual attendance

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

Unapproved Minutes April 18, 2023 Edward U. Demmer Memorial Library Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (arrived at 4:45), Kathleen Olkowski, Jeff Boehm (left at 5:20), Dan McKissack, Patty Wallesverd, Rich Mahlerwein

Absent:

Other Attendees: April Hansen, Linnea Ebann, Peter Kotarba

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

Agenda:

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

Approval of Minutes:

Motion by Rich, seconded by Patty to approve the amended minutes of the March 28, 2023. Discussion. Minutes further amended. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Have not met.

Oneida County Library Board: Have not met.

Director's Report:

- <u>Director's Report:</u> Most discussion of the Directors report was about ice dams causing water damage from the leaking roof..
- <u>Building and Maintenance Report</u>: Insurance adjuster will be here Thursday at 10:00 am. Ann summarized the Roof Building report. Discussion.

Budget Review:

- Motion by Patty, seconded by Dianna, to approve vouchers for March-April 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Rich, seconded by Patty, to approve payment of bills from the Nicolet regular special account.
 All ayes, motion carried.
- Motion by Dan, seconded by Rich to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.
- Motion by Patty, seconded by Rich, to approve Quarterly Reports. All ayes, motion carried.
- Reviewed April 2023 budget sheet.

Old Business:

- <u>2023 Candidate forum debrief:</u> Held. 5 out of 7 candidates came. Not a great flow but good interaction. This format let questions and discussions happen that wouldn't have been in the usual candidate forum.
- <u>Procedure for requesting funds from Library Foundation-update</u>: The Director and Board President are in process of making a form to reflect the flow charts. In a related matter, Nancy Kimla, Dianna and Ann

- will discuss how "memorials" are currently delt with by the Library Director and the Foundation Board in order to clarify the process and suggest possible changes. This may mean updating the brochure about memorials and gifts to the library. Jeff Boehm suggested adding a donation option specific to repaying the town debt for the library building
- <u>Discuss status of current proposals on library grounds</u>: Conceptual presentation of the Museum space landscaping. Concerns about the drainage and the French drain. Linnea to talk to Bill Hayes about French Drain. Peter/April will talk to Tom Asbeck. Foundation has said they will cover all maintenance costs for Foundation funded projects going forward. Linnea will come back to the board with the questions from the flow chart answered so that project may be considered for may be approved at the procedure second stage Detailed plan approval.
- Consider request for additional funding to complete the Celebration Garden Project: Linnea presented on plans and funds. Discussion. Linnea stated that Lighting has a lifetime guarantee and servicing. Clarification on the amounts of money available.
- Acquisition of an AED either by purchase or donation: Ann sent a note to Chief Lea about where they will put the town AED. No answer yet. AED training and CPR training with Dilya St. Louis is the first step to AED purchase.

New Business:

- <u>Update on ice issue/resolving recent damage; future prevention</u>: Need a discussion about handling a situation with big expenditures.
- Review/approve Technical Services/Library Accounts Manager job description:
- Review/approve Technical Services/Library Accounts Manager job compensation:
- Review/approve Technical Services/Library Accounts Manager job posting: Motion by Patty, seconded by Dan, to approve Technical Services/Library Accounts Manager job posting, compensation, and job description.

Future agenda items:

Comments from citizens:

<u>Next Meeting:</u> Regular meeting May 16, 2023, 4:30 pm in the lower level of the library and/or via video/teleconference

There being no further business Rich moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 6:14 PM.

Respectfully submitted: April Hansen, Acting Director/recording secretary

Unapproved Minutes April 26, 2023 Edward U. Demmer Memorial Library Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Kathleen Olkowski, Dan McKissack, Patty Wallesverd, Rich

Mahlerwein

Absent: Jeff Boehm

Other Attendees: Peter Kotarba

Ann Asbeck called the meeting to order at 4:33 p.m.

Agenda:

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

Old Business:

- <u>Consideration of and decisions regarding approvals for the Celebration Garden Project</u>: Discussion on Celebration Garden path to completion. Discussion on the need for a memorial donation form.
 - Motion by Rich, seconded by Dianna to forego Procedure for Projects Seeking Library
 Foundation Funding for remainder of Celebration Garden Project, keeping original \$50,000
 budget, with the library director being primary contact for remainder of project. All ayes, motion
 carried.

<u>Next Meeting:</u> Regular meeting May 16, 2023, 4:30 pm in the lower level of the library and/or via video/teleconference

There being no further business Rich moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 6:14 PM.

Respectfully submitted: Peter Kotarba, Library Director

Library Board of Trustees - Director's Report

May 16, 2023

ADMINISTRATION:

- Staff participated in AED/CPR Training by Delia St Louis of Healthy Hearts, Healthy Minds
- Received Grade 1 Public Librarian Certificate through Wisconsin DPI
- Cross county reimbursement requests have been made to Forest, Langlade, Lincoln, and Oneida counties.

COMMUNITY COLLBORATION:

- Oneida County ADRC Living with Diabetes class ended
- Homeschool STEM Group in the Libratory once a month
- Student Volunteer Fair May 25th
- Donated box of book sale books to Three Lakes School District's Reading Roundup
- Donated box of book sale books to Mothers' Day Book Swap at the Brew Station

PROGRAMS AND OUTREACH:

April:

- Children: Story Hour, Lego Club
- YA: D&D, Pokemon Club, Young Authors' Festival
- Adult: Books the Other Channel, TLGS, TLGS Beginning Genealogy; Crafternoon;
- General Interest: All Ages Poetry Contest, National Library Week; Women's Club presentation

May:

- Children: Story Hour, Lego Club
- YA: D&D, Pokemon Club
- Adult: Books the Other Channel, TLGS, TLGS Beginning Genealogy; Crafternoon;
- General Interest: Kentucky Derby passive and active programs

Technical Services Librarian/Library Accounts Manager Update

- Position posted to Demmer webpage, UW-Miilwaukee SOIS job board, UW-Madison iSchool job board, WVLS job board, WLA membership board, Chippewa Valley Technical College job board, and Wispublib.

Respectfully submitted,

Peter Kotarba – Director

Library Board of Trustees - Director's Report

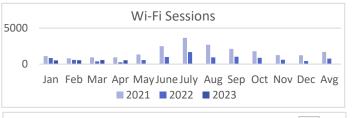
May 16, 2023

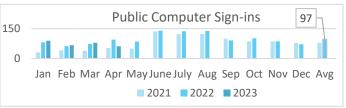
Monthly and YTD Statistics

	April 2023	YTD 2023	April 2022	YTD 2022	April 2021	YTD 2021
Circulation	1,683	7,481	1,732	7,141	1,792	7,068
Interlibrary loan sent	677/32	2,968	652/22	2,683/109	634	2,576
Interlibrary loan received	324	1,351	317	1,243	348	1,254















Library Usage - Survey 2022

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

Library Board of Trustees - Director's Report

May 16, 2023



Donations received:

Memorials:

- Grotenhuis \$200

Publicity of note:



DEMMER WELCOMES KOTARBA AS DIRECTOR

Wednesday, May 3, 2023 6:44 PM

The Edward U. Demmer Memorial Library Board of Trustees and staff have announced that Peter Kotarba has accepted the position of director for the **Demmer library** in Three Lakes. The search for a director

Library Board of Trustees – Building and Maintenance Report

Public Funds Voucher List

5/16/2023 through 5/16/2023

F	11	6	10	n	2	2
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Date	Num	Description	Memo	Category	Amount
5/16/2023	1055	Cengage Learning Inc / Gale	v.47: Inv. 81039621, Inv. 811258	. 07 1039 Materials:Books:Adult Books	-95.97
5/16/2023	1056	DEMCO	v.48: Inv. 7303475	06 1038 Supplies:Library	-478.39
5/16/2023	1057	Demmer Mem. Library	Amazon	05 1035 Property Maintenance:Custodial	-23.75
			Amazon	07 1039 Materials:Books:Adult Books	-10.74
			Amazon	07 1039 Materials:Books:Juv-YA Books	-8.99
			Amazon	07 1039 Materials:AV:AV Adult:Video	-99.42
			Amazon	07 1039 Materials:AV:AV Juv-YA:Video	-45.47
			Amazon	08 1040 Expenses:Programming:Readin	-94.95
5/16/2023	1058	EO Johnson	v.50: INV1317529	03 1015 Contractual Services:Equipmen	-162.73
5/16/2023	1060	Candice Johnson	Story Hour	08 1040 Expenses:Staff Development:Mi	-50.57
			Dollar General, Walmart	08 1040 Expenses:Programming:Childre	-16.33
5/16/2023	1061	MicroMarketing Associates	Inv. 919059; 919242; 919186; 92.	07 1039 Materials:AV:AV Adult:Audiobook	-294.35
			Inv. 919060	07 1039 Materials:AV:AV Juv-YA:Audiob	-51.79
5/16/2023	1062	Three Lakes Hardware	v.54: Transaction B20169763	05 1035 Property Maintenance: Property	-24.99
5/16/2023	1063	WVLS	Inv. 2023-2365	06 1038 Supplies:Library	-48.83
			Inv. 2023-2355	08 1040 Expenses:WVLS:V-Cat Mainten	-5,117.79
			Inv. 2023-2380	08 1040 Expenses:Staff Development	-30.00
5/16/2023	1065	April Hansen	Kwik Trip	07 1039 Materials:Subscriptions:Newsp	-123.31
			Laura Wipperman	08 1040 Expenses:Programming:Adult	-80.00
			Dollar Tree, Dollar General	08 1040 Expenses:Programming:YA	-19.01
5/16/2023	1066	Baker & Taylor		07 1039 Materials:AV:AV Adult:Audiobook	-26.55
				07 1039 Materials:Books:Adult Books	-827.43
				07 1039 Materials:Books:Juv-YA Books	-250.13
5/16/2023 - 5/	16/2023				-7,981.49
				TOTAL INFLOWS	0.00
				TOTAL OUTFLOWS	-7,981.49

NET TOTAL

-7,981.49

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Special Account for Board - New 4/1/2023 through 5/16/2023

1

Date Num Description Memo Category A	000		17 17 20 20			
BALANCE 3/31/2023 4/18/2023 3750Town Of Three Lakes 1st Quarter 2023 Copier Transfer to Town 1st Quarter 2023 Fine Transfer to Town 4/1/2023 - 5/16/2023 BALANCE 5/16/2023 TOTAL INFLOWS TOTAL OUTFLOWS					0.1	
4/18/2023 3750Town Of Three Lakes 1st Quarter 2023 Copier Transfer to Town 1st Quarter 2023 Fine Transfer to Town 4/1/2023 - 5/16/2023 BALANCE 5/16/2023 TOTAL INFLOWS TOTAL OUTFLOWS	Date	Num Des	escription	Memo	Category	Amount
1st Quarter 2023 Fine Transfer to Town 4/1/2023 - 5/16/2023 BALANCE 5/16/2023 TOTAL INFLOWS TOTAL OUTFLOWS	BALANCE 3/31/	2023				5,428.60
4/1/2023 - 5/16/2023 BALANCE 5/16/2023 TOTAL INFLOWS TOTAL OUTFLOWS	4/18/2023	3750Town Of Three	e Lakes 1st Quart	er 2023	Copier Transfer to Town	-262.55
BALANCE 5/16/2023 TOTAL INFLOWS TOTAL OUTFLOWS			1st Quart	er 2023	Fine Transfer to Town	-58.00
TOTAL INFLOWS TOTAL OUTFLOWS	4/1/2023 - 5/1	5/2023				-320.5
TOTAL OUTFLOWS	BALANCE 5/16/	2023				5,108.0
					TOTAL INFLOWS	0.00
NET TOTAL					TOTAL OUTFLOWS	-320.5
					NET TOTAL	-320.55

Laona Bank for Board 4/1/2023 through 5/16/2023

10/2023			-1/1/	2020 till odgir 0/10/2020			Page
Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/3	1/2023						7,633.13
4/5/2023	Laona Speci	Debit Am	azon	Custodial Supplies	Town of Three Lakes Expense		-23.75
4/5/2023	Laona Speci	Debit Am	azon	Adult DVD	Town of Three Lakes Expense		-99.42
4/5/2023	Laona Speci	Debit Am	azon	Juv DVD	Town of Three Lakes Expense		-45.47
4/11/2023	Laona Speci	4001 Bak	ker & Taylor Books	Inv#2037735294	Donation Expense:Books	R	-24.26
4/13/2023	Laona Speci	Debit Dej	a Brew Three Lakes	Donation-Staff	Donation Expense:Coffee Cart		-55.92
4/17/2023	Laona Speci	Debit Am	azon	Juv Book (PBS)	Town of Three Lakes Expense		-8.99
4/17/2023	Laona Speci	Debit Am	azon	Adult Book	Town of Three Lakes Expense		-10.74
4/17/2023	Laona Speci	Debit Am	azon	Adult Book-Memorial	Memorial Expense:Books		-9.99
4/18/2023	Laona Speci	400 Tov	vn Of Three Lakes	1st Quarter 2023 Fines and Copie	erSplit	R	-277.09
4/18/2023	Laona Speci	Debit Am	azon	Summer Reading	Town of Three Lakes Expense		-18.99
4/24/2023	Laona Speci	Debit Am	azon	Summer Reading	Town of Three Lakes Expense		-75.96
4/28/2023	Laona Speci	DE Dep	oosit		Split	R	871.78
5/10/2023	Laona Speci	4003 Bak	ker & Taylor Books	Inv. 2037457317	Memorial Expense:Books		-93.14
4/1/2023 - 5	/16/2023						128.06
BALANCE 5/1	6/2023						7,761.19
					TOTAL INFLOWS		871.78
					TOTAL OUTFLOWS		-743.72
					NET TOTAL		128.06

20	23 Ma	y Budg	et S	Sheet			
5/16/2023							
Account	2	2023 Budget		Spent		Balance	
01 Salaries 551 1001							
01 Director	\$	52,000.00	\$	14,044.20	\$	37,955.80	27%
02 Technical Services	\$	34,599.76	\$	10,652.67	\$	23,947.09	31%
03 Adult and Young Adult Librarian	\$	34,599.76	\$	12,827.00	\$	21,772.76	37%
04 Childrens Librarian	\$	24,102.00	\$	7,539.63	\$	16,562.37	31%
05 Outreach Coordinator	\$	12,261.60	\$	3,395.52	\$	8,866.08	28%
06 Circulation Clerk	\$	10,920.00	\$	4,079.00	\$	6,841.00	37%
07 Relief Librarian	\$	1,296.00	\$	-	\$	1,296.00	0%
08 Custodial	\$	5,104.32	\$	834.37	\$	4,269.95	16%
09 Misc Staff Salaries	\$	-			\$	-	
Total Salaries	\$	174,883.44	\$	53,372.39	\$	121,511.05	
				31%			
02 Benefits							
Social Security 551 1005	\$	13,378.57	\$	3,267.37	\$	10,111.20	24%
Health Insurance 551 1006	\$	29,421.77	\$	10,506.03	\$	18,915.74	36%
Life Insurance 551 1006	\$		\$	37.01	\$	(37.01)	
Dental EBC 551 1008	7		\$	-	\$	-	
WRS 551 1009	\$	10,087.53	\$	3,295.20		6,792.33	33%
Total Benefits	\$	52,887.87	\$	17,105.61	\$	35,782.26	
	·	,	T	32%			
03 Contractual Services	551 1015						
Equipment Contracts	\$	2,607.00	Ş	279.04	Ş	2,327.96	11%
Professional Services	\$	425.00	\$	-	\$	425.00	0%
Waltco Courier	\$	950.00	\$	710.70	\$	239.30	75%
Total Contractual Services	\$	3,982.00	\$	989.74	\$	2,992.26	
	•			25%	•	·	
04 Utilites							
Electric 551 1031	\$	5,640.00	\$	2,048.45	\$	3,591.55	36%
Natural Gas 551 1034	\$	3,600.00	\$	1,358.79	\$	2,241.21	38%
Sewer and Water 551 1036	\$	1,200.00	\$	595.62	\$	604.38	50%
Telephone 551 1020	\$	2,520.00	\$	855.13	\$	1,664.87	34%
Total Utilites	\$	12,960.00	\$	4,857.99	\$	8,102.01	3 170
Total Comics	<u> </u>		Ψ	37%	<u> </u>	0,202.02	
05 Property Maintenance	550 1035						
Custodial Supplies	\$	600.00	\$	158.14	\$	441.86	26%
Property Maintenance	\$	4,000.00	\$	3,599.84	\$	400.16	90%
Security Systems	\$	1,000.00	\$	4,999.93	-	(3,999.93)	500%
Building Contingency	\$	-,555.00	\$	· -	· \$	-	220,0
Total Property Maintenance	\$	5,600.00	\$	8,757.91	\$	(3,157.91)	156%
The state of the s	T	-,555.65	· •	2,. 37.31	~	(0,207.32)	130/0

5/16/2023							
Account	2	2023 Budget		Spent		Balance	
06 Supplies	551 1038						
Computer Hardware	\$	2,800.00	\$	328.97	\$	2,471.03	12%
Library Supplies	\$	750.00	\$	683.34	\$	66.66	91%
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	\$	1,323.26	\$	3,526.74	
				27%			
07 Materials - AV	551 1039						
Adult audiobook	\$	2,700.00	\$	677.53	\$	2,022.47	25%
Adult music	\$	100.00	\$	-	\$	100.00	0%
Adult video	\$	1,130.00	\$	402.28	\$	727.72	36%
Juvenile audiobook	\$	580.00	\$	65.78	\$	514.22	11%
Juvenile music	\$	60.00	\$	-	\$	60.00	0%
Juvenile video	\$	200.00	\$	60.09	\$	139.91	30%
Total Materials - AV	\$	4,770.00	\$	1,205.68	\$	3,564.32	
			Ì	25%			
07 Materials - Books	551 1039						
Adult books	\$	12,000.00	\$	5,117.86	\$	6,882.14	43%
eBook consortium	\$	762.60	\$	762.60	\$	-	100%
Juvenile/YA books	\$	3,750.00	\$	1,795.66	\$	1,954.34	48%
Total Materials - Books	\$	16,512.60	\$	7,676.12	\$	8,836.48	
				46%			
07 Materials - Subscriptions	551 1039						
Individual subscriptions	\$	120.00	\$	65.00	Ş	55.00	54%
Newspapers	\$	1,690.00	\$	532.18	\$	1,157.82	31%
Subscription Service	\$	1,828.43	\$	1,828.43	\$	-	100%
Total Subscriptions	\$	3,638.43	\$	2,425.61	\$	1,212.82	
				67%			

5/16/2023						
Account		2023 Budget	Spent		Balance	
08 Expenses - Computer	551 10)40				
Maintenance and Repair	\$	200.00	\$ -	\$	200.00	0%
Software subscription/licenses	\$	200.00	\$ 48.00	\$	152.00	24%
Computer Contingency	\$	-	\$ -	\$	-	
Total Computers	\$	400.00	\$ 48.00	\$	352.00	
			12%			
08 Expenses - Programming	551 10)40				
Adult	\$	300.00	\$ 276.54	\$	23.46	92%
Children / Story Hour	\$	300.00	\$ 223.26	\$	76.74	74%
Movie license	\$	223.00	\$ -	\$	223.00	0%
Reading Programs	\$	800.00	\$ 112.93	\$	687.07	14%
Young Adult	\$	300.00	\$ 19.01	\$	280.99	6%
Total Programming	\$	1,923.00	\$ 631.74	\$	1,291.26	33%
			33%			
08 Expenses - Publishing Fees	551 10)40				
Job Posting	Ş	150.00	\$ -	Ş	150.00	0%
Publicity	\$	150.00	\$ -	\$	150.00	0%
Total Publishing Fees	\$	300.00	\$ -	\$	300.00	
			0%			
08 Expenses - Staff Developme	r 551 10)40				
Staff Development	\$	1,200.00	\$ 58.00	\$	1,142.00	5%
Mileage and Meals	\$	800.00	\$ 221.04	\$	578.96	28%
Total Staff Development	\$	2,000.00	\$ 279.04	\$	1,720.96	
			14%			
08 Expenses - WVLS	551 10)40				
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	\$	-	100%
Wiscat (DPI) & WorldCat (WILS)	\$	200.00	\$ -	\$	200.00	0%
Total WVLS	\$	8,287.79	\$ 5,717.79	\$	2,570.00	
			69%			
Total 2023 Budget	\$	292,995.13	\$ 104,390.88	\$	188,604.25	
Salary totals current through		4/19/2023	36%			
,		, ,				