

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, June 20, 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
    - May 16, 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
    - 2023 budget review
    - Discuss expectations and requirements for 2024 capital and operating budgets due July 12<sup>th</sup>
  - Old Business
    - Add board of trustees' treasurer as signer to Laona State Bank account
    - Review 4K Story Hour Agreement for 2023/2024
  - New Business
    - Library financial policy update/revision (private donation section)
    - Memorial and donation in materials collection policy update/revision
    - Potential time change to accommodate for town board meeting time change
    - Discuss updated agreement with Three Lakes Historical Society regarding liaison position
  - Comments from citizens
- Next Meeting: July 18, 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

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 May 16, 2023  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Kathleen Olkowski, Jeff Boehm, Patty Wallesverd, Rich Mahlerwein

Absent: Dan McKissack

Other Attendees: Peter Kotarba

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

**Agenda:**

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

**Approval of Minutes:**

Motion by Kathleen, seconded by Rich to amend the minutes of April 18, 2023. Discussion

Motion by Rich, seconded by Dianna to approve the minutes of April 18, 2023, as corrected. 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:**

- Director's Report: Request by Kathleen to add attendance numbers to next report. Suggestion by Ann to add job posting to main page of Demmer Webpage. Idea from Dianna to get library in news once a month. Discussion on generating interest among students in volunteering and working in the library.
- Building and Maintenance Report: Greenfire intends to repair damage caused by ice dams, when their schedule allows. Suggestion by Kathleen to establish a timeline with Greenfire for wall repair. Discussion of deep cleaning; dusting and window washing are needed. Better to wait until after the wall repair. Can look for quotes now.

Patty asked about the budget for Lawrence Demmer Plaque. Motion by Jeff to allow president to collaborate with Patty to approve the cost of the plaque. Second Rich. No Ayes. All Nay. Does not pass

Motion by Jeff to approve spending up to \$1,000 for the plaque of Lawrence Demmer, Seconded by Dianna. All ayes, motion carried.

Discussion on hiring Brian Shubring to install tack wall

**Budget Review:**

- Motion by Dianna, seconded by Rich, to approve vouchers for April-May 2023 for payment from the town account. Discussion. All ayes, motion carried.

- Motion by Kathleen, seconded by Rich, to approve payment of bills from the Nicolet regular special account. All ayes, motion carried.
- Motion by Rich, seconded by Kathleen to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.

#### **Old Business:**

- Update on current proposals for library grounds: Celebration Garden is in the completion phase. The museum space proposal needs more detail before being presented to the board. Storybook garden stage two received by director, director is working with Beth and Mary Lynn to revise the proposed design.
- Update on water damage and repairs: Covered in Building Report
- Report on evaluation of 4K Story Hour Pilot: Ann, Peter, and the children's librarian, Candice, met with the Three Lakes School District superintendent for an end of year discussion on the pilot 4k story hour. The pilot was a great success from both the school and library's perspective and will continue in the 2023-2024 school year. Some changes in scheduling will be made, and attendance numbers are expected to be lower next year.

#### **New Business:**

- Discussing on the handling of designated donations and memorial funds sent to the Demmer Library: Update by Ann on the handling of future donations and memorial funds. Funds with specific designations will be received by the library director to be put in the correct account. Then, the library director will decide the appropriate use of those funds. Undesignated funds will either go to the library's donation/memorial account or be sent to the TLPLF, according to the library director's judgement. A formal policy will be drafted by Ann and Dianna for future board approval.

Discussion on designations to be included on memorial/donation form, specifically library programming and payment towards Town debt on library building. Jeff will draft a statement informing donors of the debt owed by the Town of Three Lakes on the library building

#### **Future agenda items:**

Memorial and Donation policy update/revision

Update library's financial policy

#### **Comments from citizens:**

**Next Meeting: Regular meeting June 20, 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 Jeff. 5 aye, 1 nay motion carried. The meeting adjourned at 5:43 PM.

Respectfully submitted: Peter Kotarba, Library Director

## **Library Board of Trustees - Director's Report**

**June 20, 2023**

### **ADMINISTRATION:**

- Began mentorship with Heidi O'Hare of Tomahawk Public Library, through WVLS
- WVLS Director orientation
- All cross county reimbursement requests have confirmed deliveries.
- Historical Society is drafting an updated agreement for wage payment for April Hansen's work.
- Nicolet Bank account is closed. Funds transferred to Laona State Bank.
- Closing inactive BMO account, transferring funds to Laona State Bank account
- 12,000+ inactive patron accounts throughout WVLS; will begin removing fines from inactive accounts for deletion.

### **COMMUNITY COLLABORATION:**

- Homeschool STEM Group in the Libratory once a month
- Student Volunteer Fair May 25<sup>th</sup> -Showcase of library went well. Adopt-a-shelf program started.
- Strong Bodies will use the Maple Room again this summer.

### **PROGRAMS AND OUTREACH:**

May:

- Children: Lego Club **10**; Story Hour (library) **111**, Story Hour (TL Elementary) **113**, Story Hour (Sugar Camp) **95**; Tracing/Coloring **30**;
- YA: D&D, Pokemon Club **4**
- Adult: Books the Other Channel **14**, TLGS, TLGS Beginning Genealogy; Crafternoon **5**;
- General Interest: Mocktails and Benedictine (Kentucky Derby) **21**; Kentucky Derby Horse Vote **55**

June:

- Children: PBS Kids; Summer Reading Kick Off; Racecars and Lemonade
- YA: D&D
- Adult: Plant Swap; Strong Bodies; TLGS; BTOC;
- General Interest: Community CPR/AED Training

### **Technical Services Librarian/Library Accounts Manager Update**

- Hired Katie Kirby! Started June 12<sup>th</sup>. Training started with a focus on circulation duties, catching technical services and accounting roles as they come up.

Respectfully submitted,

Peter Kotarba – Director

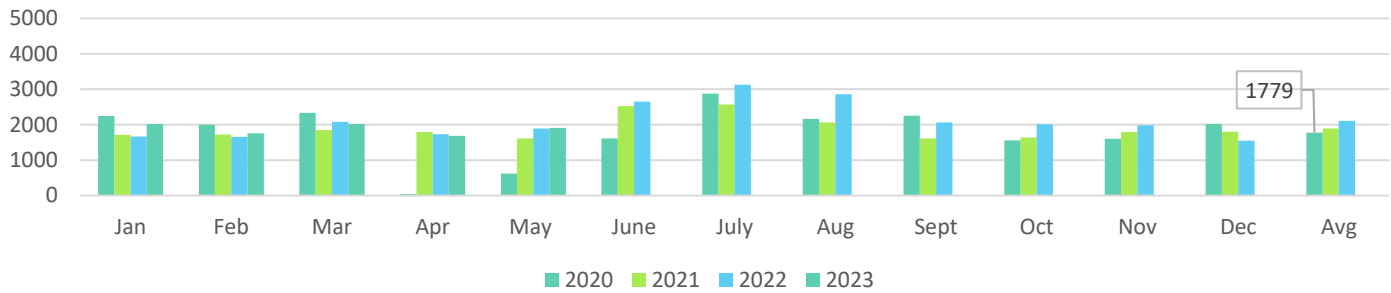
## Library Board of Trustees - Director's Report

June 20, 2023

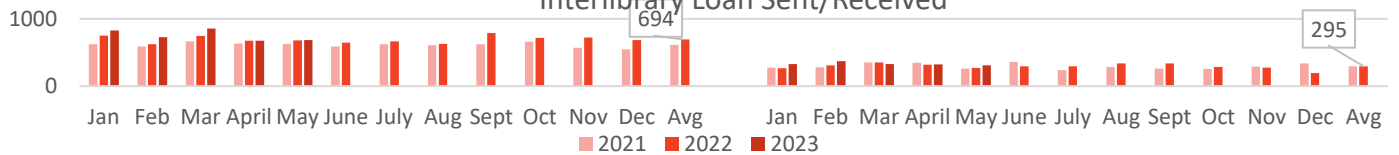
### Monthly and YTD Statistics

	May 2023	YTD 2023	May 2022	YTD 2022	May 2021	YTD 2021
<b>Circulation</b>	1908	9,508	1892	9,162	1,612	8,680
<b>Interlibrary loan sent</b>	684/18	3,771	661/20	3,344/129	629	3,205
<b>Interlibrary loan received</b>	324	1,659	273	1,516	259	1,513

Monthly Circulation



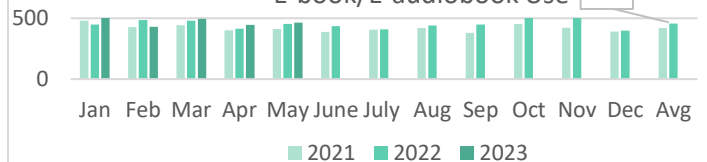
Interlibrary Loan Sent/Received



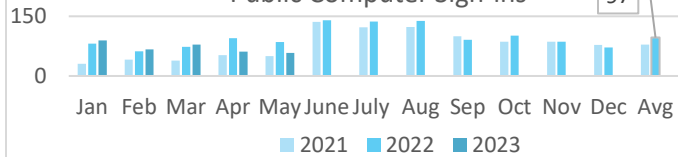
Wi-Fi Sessions



E-book/E-audiobook Use



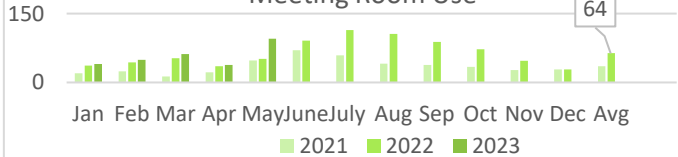
Public Computer Sign-ins



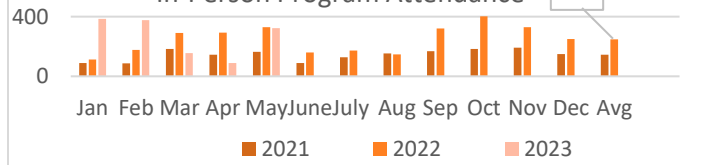
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

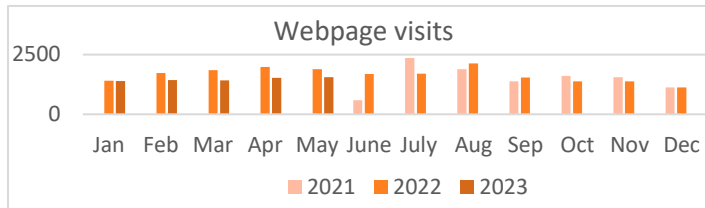


### Library Usage - Survey 2022

	March	June	October	December	Total 2023	Total 2022	Total 2021
<b>Library Visits</b>	248						12402
<b>Reference Transactions</b>	17						2769
<b>Program Attendance</b>	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

June 20, 2023



### Donations received:

- Three Lakes Waterfront Association **\$76.54**

### Memorials:

- Kelly and Jerry Bacus **\$50**
- Toni Dries **\$100**
- Andrea Vigue **\$100**
- Sharon Lovely **\$25**
- John F. Godfreed **\$600**
- Theodore and Peggy Maltby **\$100**
- Three Lakes Women's Club **\$50**

Publicity of note:

## **Library Board of Trustees – Building and Maintenance Report**

**June 20, 2023**

### **BUILDING:**

**SYSTEMS:** All systems running smoothly, no report

**INTERIOR:** Carpet peeling in a couple places throughout the library, glue will be purchased to tack each repair.

### **EXTERIOR:**

**Landscaping:** More plants are in, as well as the first empty bookcase. Base landscaping for celebration garden is complete.

### **MAINTENANCE AND OTHER CONCERNS/PROJECTS:**

- ☐ 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
- ☐ Pocket door to Local History Room out of alignment

## Public Funds Voucher List

6/20/2023 through 6/20/2023

6/14/2023

Page 1

Date	Num	Description	Memo	Category	Amount
6/20/2023	1067	...Baker & Taylor	Inv.0003281554;2037517197;20...	07 1039 Materials:Books:Adult Books	-878.66
			Inv.2037503602;2037517197;20...	07 1039 Materials:Books:Juv-YA Books	-684.61
6/20/2023	1068	Bureau Veritas National Elevat...	v.58: Inv. RI 23013781: Lift Inspe...	03 1015 Contractual Services:Equipmen...	-88.00
6/20/2023	1069	Cengage Learning Inc / Gale	v.59: Inv.81131407	07 1039 Materials:Books:Adult Books	-52.48
6/20/2023	1070	...Demmer Mem. Library	Elevator Permit	05 1035 Property Maintenance:Property ...	-51.00
			Postage	06 1038 Supplies:Postage	-144.37
			Adult DVD	07 1039 Materials:AV:AV Adult:Video	-93.83
				08 1040 Expenses:Programming:Adult	-31.45
				08 1040 Expenses:Programming:Readin...	-152.77
6/20/2023	1071	...April Hansen	Kwik Trip, Trigs	07 1039 Materials:Subscriptions:Newsp...	-90.86
				08 1040 Expenses:Programming:Adult	-25.47
				08 1040 Expenses:Programming:Readin...	-4.00
6/20/2023	1072	Candice Johnson	v.62: milage	08 1040 Expenses:Staff Development:Mi...	-113.45
6/20/2023	1073	MicroMarketing Associates	v.63: Inv.924280	07 1039 Materials:AV:AV Adult:Audiobook	-76.74
6/20/2023	1074	Raymond Geddes Co., Inc	v.64: Inv.849976	08 1040 Expenses:Programming:Readin...	-165.76
6/20/2023	1075	Rhineland District Library	v.65: Inv. 2023-07	07 1039 Materials:AV:AV Adult:Video	-25.00
6/20/2023	1076	Rita A Strathmann	v.66: Crafternoon Reimbursement	08 1040 Expenses:Programming:Adult	-25.20
6/20/2023	1077	U.S. Postal Service	v.67: P.O. Box Service Fee	06 1038 Supplies:Postage	-146.00
6/20/2023	1078	...WVLS		03 1015 Contractual Services:Waltco Co...	-370.58
				08 1040 Expenses:WVLS:Network And ...	-1,770.00
<b>6/20/2023 - 6/20/2023</b>					<b>-4,990.23</b>
<b>TOTAL INFLOWS</b>					<b>0.00</b>
<b>TOTAL OUTFLOWS</b>					<b>-4,990.23</b>
<b>NET TOTAL</b>					<b>-4,990.23</b>



## 2023 June Budget Sheet

6/20/2023				
Account	2023 Budget	Spent	Balance	
<b>01 Salaries 551 1001</b>				
01 Director	\$ 52,000.00	\$ 19,612.25	\$ 32,387.75	38%
02 Technical Services	\$ 34,599.76	\$ 10,652.67	\$ 23,947.09	31%
03 Adult and Young Adult Librarian	\$ 34,599.76	\$ 17,084.33	\$ 17,515.43	49%
04 Childrens Librarian	\$ 24,102.00	\$ 10,397.90	\$ 13,704.10	43%
05 Outreach Coordinator	\$ 12,261.60	\$ 4,716.00	\$ 7,545.60	38%
06 Circulation Clerk	\$ 10,920.00	\$ 5,702.50	\$ 5,217.50	52%
07 Relief Librarian	\$ 1,296.00	\$ -	\$ 1,296.00	0%
08 Custodial	\$ 5,104.32	\$ 1,190.20	\$ 3,914.12	23%
09 Misc Staff Salaries	\$ -		\$ -	
<b>Total Salaries</b>	<b>\$ 174,883.44</b>	<b>\$ 69,355.85</b>	<b>\$ 105,527.59</b>	
		40%		
<b>02 Benefits</b>				
Social Security 551 1005	\$ 13,378.57	\$ 3,267.37	\$ 10,111.20	24%
Health Insurance 551 1006	\$ 29,421.77	\$ 12,959.62	\$ 16,462.15	44%
Life Insurance 551 1006	\$ -	\$ 32.26	\$ (32.26)	
Dental EBC 551 1008		\$ -	\$ -	
WRS 551 1009	\$ 10,087.53	\$ 4,247.48	\$ 5,840.05	42%
<b>Total Benefits</b>	<b>\$ 52,887.87</b>	<b>\$ 20,506.73</b>	<b>\$ 32,381.14</b>	
		39%		
<b>03 Contractual Services</b>	<b>551 1015</b>			
Equipment Contracts	\$ 2,607.00	\$ 367.04	\$ 2,239.96	14%
Professional Services	\$ 425.00	\$ -	\$ 425.00	0%
Waltco Courier	\$ 950.00	\$ 1,081.28	\$ (131.28)	114%
<b>Total Contractual Services</b>	<b>\$ 3,982.00</b>	<b>\$ 1,448.32</b>	<b>\$ 2,533.68</b>	
		36%		
<b>04 Utilites</b>				
Electric 551 1031	\$ 5,640.00	\$ 2,579.95	\$ 3,060.05	46%
Natural Gas 551 1034	\$ 3,600.00	\$ 1,532.29	\$ 2,067.71	43%
Sewer and Water 551 1036	\$ 1,200.00	\$ 595.62	\$ 604.38	50%
Telephone 551 1020	\$ 2,520.00	\$ 1,084.17	\$ 1,435.83	43%
<b>Total Utilites</b>	<b>\$ 12,960.00</b>	<b>\$ 5,792.03</b>	<b>\$ 7,167.97</b>	
		45%		
<b>05 Property Maintenance</b>	<b>550 1035</b>			
Custodial Supplies	\$ 600.00	\$ 309.72	\$ 290.28	52%
Property Maintenance	\$ 4,000.00	\$ 3,650.84	\$ 349.16	91%
Security Systems	\$ 1,000.00	\$ 4,999.93	\$ (3,999.93)	500%
Building Contingency	\$ -	\$ -	\$ -	
<b>Total Property Maintenance</b>	<b>\$ 5,600.00</b>	<b>\$ 8,960.49</b>	<b>\$ (3,360.49)</b>	160%

6/20/2023				
Account	2023 Budget	Spent	Balance	

6/20/2023				
Account	2023 Budget	Spent	Balance	
06 Supplies	551 1038			
Computer Hardware	\$ 2,800.00	\$ 328.97	\$ 2,471.03	12%
Library Supplies	\$ 750.00	\$ 683.34	\$ 66.66	91%
Office Supplies	\$ 750.00	\$ 310.95	\$ 439.05	41%
Petty Cash	\$ 150.00	\$ -	\$ 150.00	0%
Postage	\$ 400.00	\$ 290.37	\$ 109.63	73%
Total Supplies	\$ 4,850.00	\$ 1,613.63	\$ 3,236.37	
		33%		
07 Materials - AV	551 1039			
Adult audiobook	\$ 2,700.00	\$ 754.27	\$ 1,945.73	28%
Adult music	\$ 100.00	\$ -	\$ 100.00	0%
Adult video	\$ 1,130.00	\$ 521.11	\$ 608.89	46%
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	\$ 1,401.25	\$ 3,368.75	
		29%		
07 Materials - Books	551 1039			
Adult books	\$ 12,000.00	\$ 6,049.00	\$ 5,951.00	50%
eBook consortium	\$ 762.60	\$ 762.60	\$ -	100%
Juvenile/YA books	\$ 3,750.00	\$ 2,480.27	\$ 1,269.73	66%
Total Materials - Books	\$ 16,512.60	\$ 9,291.87	\$ 7,220.73	
		56%		
07 Materials - Subscriptions	551 1039			
Individual subscriptions	\$ 120.00	\$ 65.00	\$ 55.00	54%
Newspapers	\$ 1,690.00	\$ 623.04	\$ 1,066.96	37%
Subscription Service	\$ 1,828.43	\$ 1,828.43	\$ -	100%
Total Subscriptions	\$ 3,638.43	\$ 2,516.47	\$ 1,121.96	
		69%		

6/20/2023					
Account	2023 Budget	Spent		Balance	
<b>08 Expenses - Computer</b>	<b>551 1040</b>				
Maintenance and Repair	\$ 200.00	\$ -	\$ 200.00	0%	
Software subscription/licenses	\$ 200.00	\$ 48.00	\$ 152.00	24%	
Computer Contingency	\$ -	\$ -	\$ -		
<b>Total Computers</b>	<b>\$ 400.00</b>	<b>\$ 48.00</b>	<b>\$ 352.00</b>		
		12%			
<b>08 Expenses - Programming</b>	<b>551 1040</b>				
Adult	\$ 300.00	\$ 358.66	\$ (58.66)	120%	
Children / Story Hour	\$ 300.00	\$ 223.26	\$ 76.74	74%	
Movie license	\$ 223.00	\$ -	\$ 223.00	0%	
Reading Programs	\$ 800.00	\$ 435.46	\$ 364.54	54%	
Young Adult	\$ 300.00	\$ 19.01	\$ 280.99	6%	
<b>Total Programming</b>	<b>\$ 1,923.00</b>	<b>\$ 1,036.39</b>	<b>\$ 886.61</b>	54%	
		54%			
<b>08 Expenses - Publishing Fees</b>	<b>551 1040</b>				
Job Posting	\$ 150.00	\$ -	\$ 150.00	0%	
Publicity	\$ 150.00	\$ -	\$ 150.00	0%	
<b>Total Publishing Fees</b>	<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ 300.00</b>		
		0%			
<b>08 Expenses - Staff Development</b>	<b>551 1040</b>				
Staff Development	\$ 1,200.00	\$ 58.00	\$ 1,142.00	5%	
Mileage and Meals	\$ 800.00	\$ 334.49	\$ 465.51	42%	
<b>Total Staff Development</b>	<b>\$ 2,000.00</b>	<b>\$ 392.49</b>	<b>\$ 1,607.51</b>		
		20%			
<b>08 Expenses - WVLS</b>	<b>551 1040</b>				
Internet	\$ 1,200.00	\$ 600.00	\$ 600.00	50%	
Network and Enterprise	\$ 1,770.00	\$ 1,770.00	\$ -	100%	
V-Cat Maintenance	\$ 5,117.79	\$ 5,117.79	\$ -	100%	
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00	\$ -	\$ 200.00	0%	
<b>Total WVLS</b>	<b>\$ 8,287.79</b>	<b>\$ 7,487.79</b>	<b>\$ 800.00</b>		
		90%			
<b>Total 2023 Budget</b>	<b>\$ 292,995.13</b>	<b>\$ 129,851.31</b>	<b>\$ 163,143.82</b>		
Salary totals current through 5/31/2023		44%			



June 13, 2023

**Key points of agreement regarding Demmer Library providing Story Hour for Three Lakes School District [TLSD] as a program for 2023-24 school year**

**(to include planning, preparation and evaluation from August 2023 through June 2024)**

Based on conversations between TLSD Superintendent Teri Maney and Demmer Library Board President Ann Asbeck, this document serves to identify key points of agreement regarding a collaboration between the Demmer Library and TLSD for the school year 2023-2024. Although mutual support (in concept and in funding) by the Demmer Library Story Hour and TLSD has formally existed since the 1960s as a program offered at the library, this program has expanded the Story Hour (based on a pilot in 2022-2023) to include Story Hours in the TLSD 4K classrooms at the request of TLSD staff. As a result, prior staffing and funding arrangements were reconsidered and updated to not only accommodate the needs of 2023-2024, but to also establishment a foundation for such collaboration to continue in the future.

**Schedule:**

When school is in session:

At the Demmer Library - Tuesday mornings in accordance with past practice

In 4K classrooms -once a week at both Three Lakes Elementary School [TL] and Sugar Camp Elementary School [SC] with library and school staff determining the times for a set schedule

Notify of need to cancel sessions as soon as possible

**Participants (other than staff):**

At Demmer Library: open to the public

At TL Elementary: open only to those enrolled in TLSD 4K at TL

At SC Elementary: open to those enrolled in TLSD 4K at SC as well as the public

**Staff roles for 4K Story Hours:**

**Demmer Children's Librarian:** [Candice Johnson for 2023-24]

Primary facilitator – to include planning, implementing, data collection for Demmer evaluation of program

Primary session designer - Candice will plan for story hour to be done at Demmer Library and then make minor adjustments for school sessions as needed

Participate in additional sessions with TLSD students/families/staff (other grade levels, parent/staff sessions, staff professional development) with approval of library director

**TLSD staff:** [4 K classroom teachers and aides at both schools]

Attend story hour sessions and assist as requested

Collaborate in session planning and overall program planning

Assist in gathering data for pilot evaluation; participate in evaluation process with additional TLSD staff

**Evaluations of the program: Jan 2024, June 2024:**

To include documentation of:

#children participating in sessions - by school, student/ public

# parents/ adults participating

#sessions in 4K classrooms for each school during the school year

# other sessions with children taking place at school

# sessions with just parents/ staff - nature of session ( planning, PD, community outreach, etc)

To include considerations of:

Successes/ areas needing reconsideration or improvement

Should program continue? Suggested changes?

Limit # of children participating each school

Who may participate at each school- limit to 4k or open to public?

**TLSD funding:**

Invoice for \$8500 from Demmer library to TLSD in January 2024 for program for 2023-2024 school year

TLSD funding will provide for expenses for Demmer Library Story Hour services to include:

On site time for Demmer Children's Librarian at schools (set up, take down, story hour time with children)

Planning adjustments for school sessions

Materials preparation for school sessions

Supplies purchased for school sessions

Library staff travel to school sites

Any additional sessions with students (other grade levels, parent/staff sessions, staff professional development) with approval of library director

If program continues in future school years: \$8500 (one invoice in January each year); may be renegotiated if determined to be necessary by Demmer Library or TLSD

## **Edward U. Demmer Memorial Library – Library Policies**

### **Donation Policy**

#### **Background**

The Edward U. Demmer Memorial Library values donors. Private donations have an important role in extending and enriching the service and environment of the library. As authorized by Wisconsin State Statute 43.58, all monies allocated to a public library by a municipality during a fiscal year, through private donation, grants or other revenue, are held and controlled by the Library Board of Trustees in perpetuity, not returned to a general fund or otherwise managed by other governing bodies. It is by this authority that the Edward U. Demmer Memorial Library Board of Trustees has established this policy to set guidelines for receiving and managing donations. All donations, designated and undesignated, are subject to the terms of this policy.

#### **Designated Donations**

*Designated donations* are given for a specific purpose. These restricted donations may include memorials, celebrations, recognitions, requested items or books, and programming. Donations may also be directed to the physical needs of the library building or to other requested financial needs. Depending on the wishes of the donor, the Board of Trustees may work in cooperation with the Three Lakes Public Library Foundation to accept bequests, endowments, real estate, stocks or other large donations.

#### **Undesignated Donations**

*Undesignated donations* are given with no specific purpose in mind. These non-restricted donations are usually monetary. The Library Director is authorized to manage these donations, on behalf of the Board of Trustees, according to the donation procedure.

#### **Policy**

The Edward U. Demmer Memorial Library may accept private donations from individuals or organizations. These supplemental donations cannot be counted on as reliable revenue, may come with donor restrictions, and are not factored into routine operational budgets.

The Edward U. Demmer Memorial Library Board of Trustees has direct control over these donations which are currently held in a separate bank account that is managed by the Treasurer of the Board of Trustees and the Demmer Library Director. Management of this account is reported at monthly Board meetings.

The Edward U. Demmer Memorial Library Director has the authority to manage the process of accepting donations on behalf of the Board of Trustees. The Library Director shall consistently follow the steps outlined in the donation procedure, the Financial Policy and the Collection Development Policy when handling all donations, both designated and undesignated.



The Mission Statement of the Edward U. Demmer Memorial Library must always be considered when decisions are made by the Library Director and the Board of Trustees in regard to handling donations, large and small.

Donations or request for specific items may be refused if our Mission Statement is compromised. Donations may also be refused if expenditure of Demmer Library funds would be necessary to make the donation usable or if the donation would result in ongoing operational costs to the library, such as staffing or maintenance. Any such donation requires Demmer Library Board of Trustees approval.

Donations of art, personal property, other objects or collections may be accepted if such items have a use within the library or if sale of such items can benefit the Demmer Library's mission. Acceptance of these items does not guarantee display within the Demmer Library. The Edward U. Demmer Memorial Library does not assign monetary values to these donations, and the appraisal of these donations for tax purposes is the responsibility of the donor.

The Edward U. Demmer Memorial Library appreciates purposeful donations and the thoughtfulness of its donors. The Demmer Library will furnish appropriate acknowledgement for donations, when requested. Programs and services made possible by donated funds will include recognition of such benefactors in supporting literature.

Naming Recognition for large sums of monies received for Demmer Library spaces are subject to approval of the Demmer Library Board of Trustees.

The Edward U. Demmer Memorial Library shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.



## **PROCEDURE FOR ACCEPTING AND MANAGING PRIVATE DONATIONS FOR DEMMER LIBRARY**

**DRAFT Document prepared for consideration by the Board of Trustees JUNE 2023**

### **State Authorization to Accept and Manage Private Donations**

As authorized by Wisconsin State Statute 43.58, the Edward U. Demmer Memorial Library may accept private donations from individuals or organizations. Private donations are held and controlled by the Library Board of Trustees in perpetuity, not returned to a general fund or otherwise managed by other governing bodies. It is by this authority that the Edward U. Demmer Memorial Library Board of Trustees has established donation policy [to be specified] to set guidelines for receiving and managing donations. All donations, designated and undesignated, are subject to the terms of this policy.

### **Assignment of Responsibility for Internal Control and Management of Private Donations**

The Edward U. Demmer Memorial Library Board of Trustees has direct control over these donations which are currently held in a separate bank account that is managed by the Treasurer of the Board of Trustees and the Demmer Library Director. Management of this account is reported at monthly Board meetings.

The Edward U. Demmer Memorial Library Director has the authority to manage the process of accepting donations on behalf of the Board of Trustees. The Library Director shall consistently follow the steps outlined in the donation procedure, the Financial Policy and the Collection Development Policy when handling all donations, both designated and undesignated.

These supplemental donations cannot be counted on as reliable revenue, may come with donor restrictions [hereafter referred to as designations], and are not factored into routine operational budgets.

### **Process of Soliciting Private Donations**

Potential donors shall be made aware of opportunities for making private donations of materials, monies and services through library social media (website and Facebook), a printed brochure and donation form and as part of community presentations and conversations about the Demmer Library. Donations may be made directly to the library using the donation form provided by the Library Director or indirectly by completing the online donation form for the Three Lakes Library Foundation. In all cases, the Library Director shall be made aware of all donations offered and direct the process for accepting and use of the donations.

### **Factors for consideration in determining use of private donations**

The Mission Statement of the Edward U. Demmer Memorial Library must always be considered when decisions are made by the Library Director and the Board of Trustees in regard to handling donations, large and small.

Donations or request for specific items may be refused if our Mission Statement is compromised. Donations may also be refused if expenditure of Demmer Library funds would be necessary to make the donation usable or if the donation would result in unreasonable or not clearly defined ongoing operational costs to the library, such as staffing or maintenance.

### ***Designated and Undesignated Donations***

**Designated Donations** (designation options provided on the printed donation form or indicated by the donor in the comment box of the Foundation online form)

*Designated donations* are given for a specific purpose as indicated by the donor. Such designations may include memorials, celebrations, recognitions, requested items or books, and program funding. Donations may also be directed to the physical needs of the library building or to other library- requested financial needs. The Library Director is authorized to manage these donations, on behalf of the Board of Trustees, according to the donation procedure.

### **Undesignated Donations**

*Undesignated donations* are given with no specific purpose in mind. These non-restricted donations are usually monetary. The Library Director is authorized to manage these donations, on behalf of the Board of Trustees, according to the donation procedure.

Depending on the wishes of the donor, the Library Director and the Library Board of Trustees may work in cooperation with the Three Lakes Public Library Foundation to accept bequests, endowments, real estate, stocks or other large donations.

### **Summary of the Procedural Flow of Donation Solicitation, Acceptance and Use Management**

The Library Director has the primary role in facilitating the private donation processes.

All requests for information about making a donation should be directed to the Library Director. The Director will be responsible for assuring that private donation information is accurate, accessible and updated as needed.

The Director will inform the donor of appropriate donation forms (including the online Foundation form) and explain the options for donating (directly to the Library or indirectly through the Foundation) and designated/undesignated options. Completed forms will be submitted to the Library Director.

The Director will determine when Library Board consideration and action may be necessary in accepting and managing particular donations. A request for use of private donation funds must be indicated on project proposal forms or mini-grant proposal forms. Requests for Library Board approved use of Foundation funds must come from the Library Board and not be made directly to the Foundation.

The Director will determine whether library staff or a separate project manager is required and establishing the roles and responsibilities for fiscal processes using the donation funding.

The Director will determine the appropriate acknowledgement/ thank you for the donation and establish responsibility for creating and sending/publishing this.