

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, July 11, 2023*
4:00 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
 - June 20, 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
 - Presentation of 2024 proposed operational budget
- Old Business
 - Update on Building and Maintenance account (Demmer Trust Account)
- New Business
 - Approve current accounts report to be sent to Town Board.
 - Approve holiday pay for full-time employees
- 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: August 15, 2023, 4:00 p.m., library lower level and/or via virtual attendance

*Meeting in lieu of July 18th meeting

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 June 20, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual), Kathleen Olkowski, Jeff Boehm (left at 5:20), Patty Wallesverd, Rich Mahlerwein,

Absent: Dan McKissack

Other Attendees: Peter Kotarba, April Hansen (virtual)

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

Agenda:

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

Approval of Minutes:

Motion by Patty, seconded by Rich to approve the minutes of May 16, 2023, as corrected. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Annual meeting took place in June. Regular meeting followed, in which the foundation discussed adding outdoor seating for the library. Two concrete picnic tables ordered.

Oneida County Library Board: Discussion on financial reporting of OCLB.

Director's Report:

- **Director's Report:** Presented report as included in monthly board packet, which included monthly statistics, new hire Katie Kirby as technical services librarian, plan to remove small fines from inactive patron accounts. Discussion of special accounts: closing BMO donation account, transferring funds to Laona State Bank; assessing CD rates for building and maintenance account, leaving funds at BMO.
- **Building and Maintenance Report:** No progress on Lawrence Demmer plaque. Motion by Patty to get a quote from Brian Schubring on tack wall, seconded by Rich. All ayes, motion carries.

Budget Review:

- Motion by Rich, seconded by Patty, to approve vouchers for May-June 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Patty, seconded by Kathleen to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.
- **2023 Budget Review:**
- **2024 Capital and Operating Budgets:**
- **Discussion of expectations for 2024 budget due July 12th:** Discussion on scheduling the next board meeting at 4:00 on July 11th (in lieu of regular July 18 meeting), to accommodate the July 12th deadline. An invitation will be made to Clerk Harris to attend this meeting to explain 2024 budget. Discussion of revenue received by library and its inclusion in next budget. Update any changes for 2024 budget.

Old Business:

- Add Kathleen Olkowski as signer to Laona State Bank account: Motion by Rich to add Kathleen Olkowski as signer to Laona State Bank account, seconded by Ann. All ayes, motion carries.
- Review 4K Story Hour Agreement for 2023/2024: Update by Ann. Only change from previous year is omission of the “pilot” characterization. Sugar Camp elementary school will not receive an invoice from the Demmer Library for this service, as long as their story hour remains open to the public and the Three Lakes School District continues its decision to pay this on behalf of the Town of Sugar Camp.

New Business:

- Library Financial Policy Update/Revision (Private Donation Section): Discussion of draft Donation Policy. New policy will inform creation of new donation procedure and intends to clarify the role of the Library Director in handling donations and memorials. Patty moves to accept policy as amended, seconded by Rich. All ayes, motion carries

Discussion on Procedure for Accepting and Managing Private Donations for Demmer Library. Suggestion by Patty and Rich to turn procedure to step-by-step format to be presented at August Board meeting. Kathleen recommends creating an internal procedure for staff to follow, and that can inform donors of how gifts are handled.

Discussion on brochure and donation form. Suggestion by Jeff to mirror content between brochure and form. Clarification by Ann that a donor selecting the designation to Town of Three Lakes payment for the town’s library building loan would require the donor to make the donation at the town office. Discussion on Town’s obligation and library’s obligation for payment of loan. Recommendation to keep town loan designation in donation brochure and form, and work with Town of Three Lakes to publish this info on town publications.

- Memorial and Donation in Materials Collection Policy Update/Revision: no revision made
- Potential Time Change to Accommodate for Town Board Meeting Time Change: Town board meetings are now at 5:30 pm. Discussion on moving Library Board of Trustees meeting to an earlier time. Discussion on moving day of week for board meeting. Motion by Kathleen to move Library Board of Trustees meeting to 4:00pm each third Tuesday of the month, seconded by Patty. All ayes, motion carried.
- Discuss Updated Agreement with Three Lakes Historical Society Regarding Liaison Position: Board approves agreement. Some duties of liaison removed from 2023.

Future agenda items:

Comments from citizens:

Next Meeting: Special meeting on July 12, 2023 (in lieu of Regular meeting July 18, 2023), 4:00 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 6:28 PM.

Respectfully submitted: Peter Kotarba, Library Director

Library Board of Trustees - Director's Report

July 11, 2023

ADMINISTRATION:

- Closing inactive BMO account, transferring funds to Laona State Bank account
- \$30,000 from Building and Maintenance (Demmer Trust) account placed in a 13 month CD at 5.1%

COMMUNITY COLLABORATION:

- Friends of the Library 4th of July Booksale- \$993.75
- Summer residents/ summer visitors continue to use the library for remote work.
- AED Received – Cabinet will be installed soon

PROGRAMS AND OUTREACH:

June:

- Children: PBS Kids Cohort Program **9**; Summer Reading Kick-Off **92**, Racecars and Lemonade **71**
- YA: D&D **4**
- Adult: Books the Other Channel, TLGS, CPR & AED Community Training **10**
- General Interest: Plant Swap **28**

July:

- Children: Cupcake Decorating, STEM Day, Water Day!
- YA: D&D, Fab Lab Camp
- Adult: TLGS, BTOC, Genealogy Workshop, Immersion Excursion-Chapel in the Pines,
- General Interest: Community CPR/AED Training

Respectfully submitted,

Peter Kotarba – Director

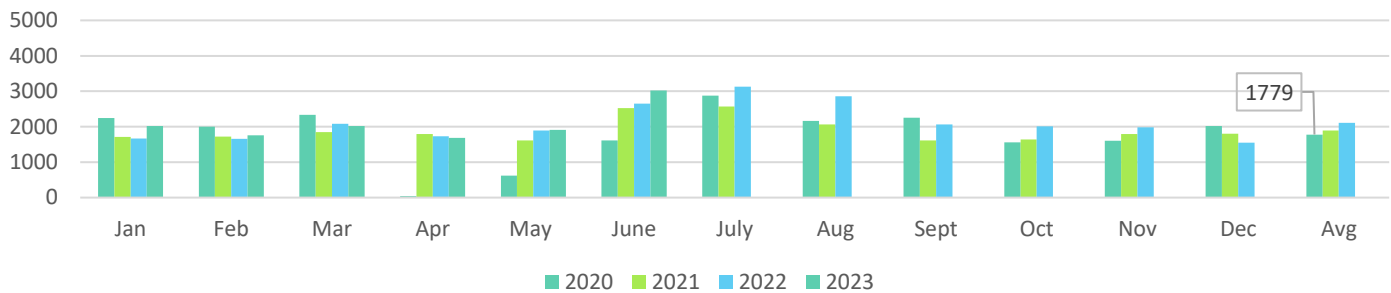
Library Board of Trustees - Director's Report

July 11, 2023

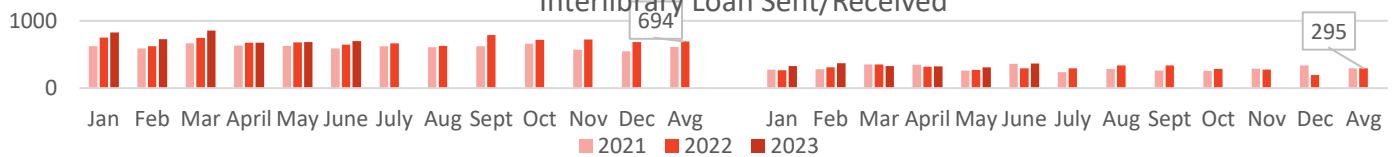
Monthly and YTD Statistics

	June 2023	YTD 2023	June 2022	YTD 2022	June 2021	YTD 2021
Circulation	3,021	1,870	2,649	11,835	2,520	11,200
Interlibrary loan sent	699/20	4,470/157	621/24	3,965/153	589	3,794
Interlibrary loan received	364	2,023	295	1,811	360	1,873

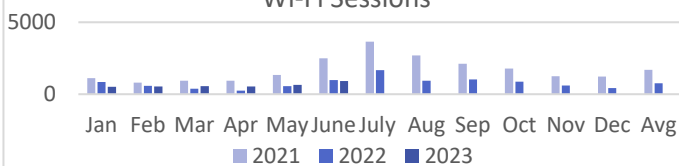
Monthly Circulation



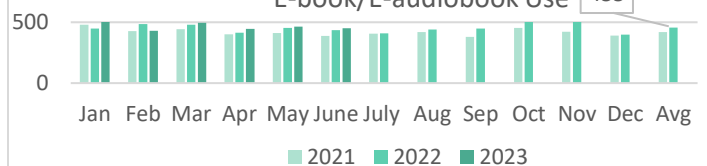
Interlibrary Loan Sent/Received



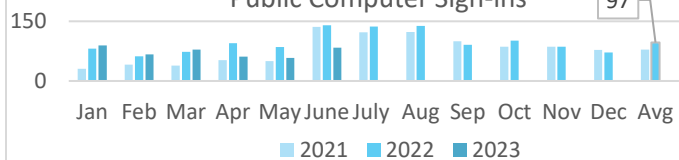
Wi-Fi Sessions



E-book/E-audiobook Use



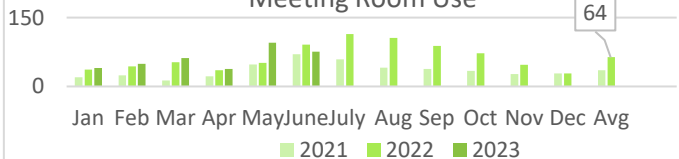
Public Computer Sign-ins



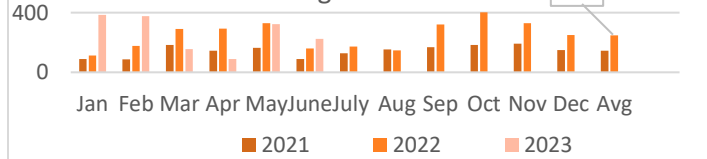
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

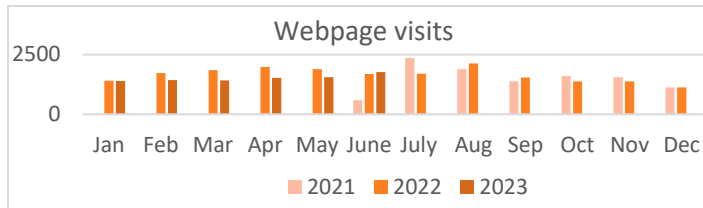


Library Usage - Survey 2022

	March	June	October	December	Total 2023	Total 2022	Total 2021
Library Visits	248	386					12402
Reference Transactions	17	38					2769
Program Attendance	Ave/week:42 2programs	Ave/week:39 3 programs	programs	programs	6 programs	Avg/wk:65 6 programs	Avg/week:34 3 programs

Library Board of Trustees - Director's Report

July 11, 2023



Donations received:

- Clearwater Lake Club **\$100**

Memorials:

- Brenda J. Vite **\$20**
- Shirley A Seymour **\$25**

Publicity of note:



Demmer library announces summer reading programs

Library Board of Trustees – Building and Maintenance Report

July 11, 2023

BUILDING: Door system went offline July 1st due to the internet outage; issue solved July 5th.

SYSTEMS: Internet went down July 1st. WVLS provided a new router on July 3rd that solved the issue.

INTERIOR:

EXTERIOR:

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

Public Funds Voucher List

7/11/2023 through 7/11/2023

7/6/2023

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Date	Num	Description	Memo	Category	Amount
7/11/2023	1087	...Baker & Taylor	inv. 2037570287;2037570423;20...	07 1039 Materials:Books:Adult Books	-1,136.35
			inv. 2037570287;2037580731;20...	07 1039 Materials:Books:Juv-YA Books	-65.59
7/11/2023	1088	Arrow Lift	inv. 2037570287	07 1039 Materials:AV:AV Adult:Audiobook	-20.65
7/11/2023	1089	Cengage Learning Inc / Gale	v.70: Service Contract 8/12/23-8/...	03 1015 Contractual Services:Professio...	-619.00
7/11/2023	1090	...Demmer Mem. Library	v.71: inv. 81357825;81365422	07 1039 Materials:Books:Adult Books	-116.46
			Amazon 112-0437697-2956201	05 1035 Property Maintenance:Property ...	-8.99
			Amazon 112-3139972-0378640	07 1039 Materials:AV:AV Adult:Video	-104.80
			Amazon 111-7087735-3057056	07 1039 Materials:Books:Adult Books	-14.24
			Amazon 112-3139972-0378640; ...	07 1039 Materials:Books:Juv-YA Books	-51.86
			Quicken- Computer Software	08 1040 Expenses:Computer Expenses:...	-41.88
			Little Dipper, Subway, Fika, TL C...	08 1040 Expenses:Programming:Readin...	-161.65
7/11/2023	1091	...April Hansen		07 1039 Materials:Subscriptions:Newsp...	-64.90
				08 1040 Expenses:Programming:YA	-13.54
7/11/2023	1092	Candice Johnson	v.74: Summer Reading Reimbur...	08 1040 Expenses:Programming:Readin...	-33.86
7/11/2023	1093	Peter Kotarba	v.75: Mileage	08 1040 Expenses:Staff Development:Mi...	-92.95
7/11/2023	1094	State Of Wisconsin Departme...	v.76: inv.505-0000080548 WVLS...	08 1040 Expenses:WVLS:Internet	-600.00
7/11/2023 - 7/11/2023					-3,146.72
TOTAL INFLOWS					0.00
TOTAL OUTFLOWS					-3,146.72
NET TOTAL					-3,146.72

2023 July Budget Sheet

7/11/2023				
Account	2023 Budget	Spent	Balance	
01 Salaries 551 1001				
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	\$ -		\$ -	
Total Salaries	\$ 174,883.44	\$ 69,355.85	\$ 105,527.59	
		40%		
02 Benefits				
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%
Total Benefits	\$ 52,887.87	\$ 20,506.73	\$ 32,381.14	
		39%		
03 Contractual Services	551 1015			
Equipment Contracts	\$ 2,607.00	\$ 367.04	\$ 2,239.96	14%
Professional Services	\$ 425.00	\$ 619.00	\$ (194.00)	146%
Waltco Courier	\$ 950.00	\$ 1,081.28	\$ (131.28)	114%
Total Contractual Services	\$ 3,982.00	\$ 2,067.32	\$ 1,914.68	
		52%		
04 Utilites				
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%
Total Utilites	\$ 12,960.00	\$ 5,792.03	\$ 7,167.97	
		45%		
05 Property Maintenance	550 1035			
Custodial Supplies	\$ 600.00	\$ 309.72	\$ 290.28	52%
Property Maintenance	\$ 4,000.00	\$ 3,659.83	\$ 340.17	91%
Security Systems	\$ 1,000.00	\$ 4,999.93	\$ (3,999.93)	500%
Building Contingency	\$ -	\$ -	\$ -	
Total Property Maintenance	\$ 5,600.00	\$ 8,969.48	\$ (3,369.48)	160%

7/11/2023					
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	\$ 774.92	\$ 1,925.08		29%
Adult music	\$ 100.00	\$ -	\$ 100.00		0%
Adult video	\$ 1,130.00	\$ 625.91	\$ 504.09		55%
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	\$ 1,526.70	\$ 3,243.30		
		32%			
07 Materials - Books	551 1039				
Adult books	\$ 12,000.00	\$ 7,316.05	\$ 4,683.95		61%
eBook consortium	\$ 762.60	\$ 762.60	\$ -		100%
Juvenile/YA books	\$ 3,750.00	\$ 2,597.72	\$ 1,152.28		69%
Total Materials - Books	\$ 16,512.60	\$ 10,676.37	\$ 5,836.23		
		65%			
07 Materials - Subscriptions	551 1039				
Individual subscriptions	\$ 120.00	\$ 65.00	\$ 55.00		54%
Newspapers	\$ 1,690.00	\$ 687.94	\$ 1,002.06		41%
Subscription Service	\$ 1,828.43	\$ 1,828.43	\$ -		100%
Total Subscriptions	\$ 3,638.43	\$ 2,581.37	\$ 1,057.06		
		71%			

7/11/2023					
Account	2023 Budget	Spent		Balance	
08 Expenses - Computer	551 1040				
Maintenance and Repair	\$ 200.00	\$ -	\$ 200.00	0%	
Software subscription/licenses	\$ 200.00	\$ 89.88	\$ 110.12	45%	
Computer Contingency	\$ -	\$ -	\$ -		
Total Computers	\$ 400.00	\$ 89.88	\$ 310.12		
		22%			
08 Expenses - Programming	551 1040				
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	\$ 630.97	\$ 169.03	79%	
Young Adult	\$ 300.00	\$ 32.55	\$ 267.45	11%	
Total Programming	\$ 1,923.00	\$ 1,245.44	\$ 677.56	65%	
		65%			
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	\$ 58.00	\$ 1,142.00	5%	
Mileage and Meals	\$ 800.00	\$ 427.44	\$ 372.56	53%	
Total Staff Development	\$ 2,000.00	\$ 485.44	\$ 1,514.56		
		24%			
08 Expenses - WVLS	551 1040				
Internet	\$ 1,200.00	\$ 1,200.00	\$ -	100%	
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%	
Total WVLS	\$ 8,287.79	\$ 8,087.79	\$ 200.00		
		98%			
Total 2023 Budget	\$ 292,995.13	\$ 132,998.03	\$ 159,997.10		
Salary totals current through	5/31/2023	45%			

2024 DRAFT

7/11/2023				
Account	2024 Budget	2023 Budget	Difference	
01 Salaries 551 1001				
01 Director	\$ 49,440.00	\$ 52,000.00	\$ (2,560.00)	95.08%
02 Technical Services	\$ 35,647.04	\$ 34,599.76	\$ 1,047.28	103.03%
03 Adult and Young Adult Librarian	\$ 35,647.04	\$ 34,599.76	\$ 1,047.28	103.03%
04 Childrens Librarian	\$ 24,819.60	\$ 24,102.00	\$ 717.60	102.98%
05 Outreach Coordinator	\$ 12,628.20	\$ 12,261.60	\$ 366.60	102.99%
06 Circulation Clerk	\$ 11,247.60	\$ 10,920.00	\$ 327.60	103.00%
07 Relief Librarian	\$ 1,334.88	\$ 1,296.00	\$ 38.88	103.00%
08 Custodial	\$ 3,286.40	\$ 5,104.32	\$ (1,817.92)	64.38%
09 Misc Staff Salaries	\$ -	\$ -	\$ -	
Total Salaries	\$ 174,050.76	\$ 174,883.44	\$ (832.68)	99.52%
02 Benefits				
Social Security 551 1005	\$ 13,314.88	\$ 13,378.57	\$ (63.69)	99.52%
Health Insurance 551 1006	\$ 35,424.06	\$ 29,421.77	\$ 6,002.29	120.40%
Life Insurance 551 1006	\$ -	\$ -	\$ -	
Dental EBC 551 1008			\$ -	
WRS 551 1009	\$ 10,915.13	\$ 10,087.53	\$ 827.60	108.20%
Total Benefits	\$ 59,654.07	\$ 52,887.87	\$ 6,766.20	112.79%
03 Contractual Services	551 1015	551 1015		
Equipment Contracts	\$ 2,385.00	\$ 2,607.00	\$ (222.00)	91.48%
Professional Services	\$ 425.00	\$ 425.00	\$ -	100.00%
Waltco Courier	\$ -	\$ 950.00	\$ (950.00)	0.00%
Total Contractual Services	\$ 2,810.00	\$ 3,982.00	\$ (1,172.00)	70.57%
04 Utilites				
Electric 551 1031	\$ 6,370.00	\$ 5,640.00	\$ 730.00	112.94%
Natural Gas 551 1034	\$ 2,700.00	\$ 3,600.00	\$ (900.00)	75.00%
Sewer and Water 551 1036	\$ 1,300.00	\$ 1,200.00	\$ 100.00	108.33%
Telephone 551 1020	\$ 2,650.00	\$ 2,520.00	\$ 130.00	105.16%
Total Utilites	\$ 13,020.00	\$ 12,960.00	\$ 60.00	100.46%
05 Property Maintenance	550 1035	550 1035		
Custodial Supplies	\$ 600.00	\$ 600.00	\$ -	100.00%
Property Maintenance	\$ -	\$ 4,000.00	\$ (4,000.00)	0.00%
Security Systems	\$ 650.00	\$ 1,000.00	\$ (350.00)	65.00%
Building Contingency	\$ -	\$ -	\$ -	
Total Property Maintenance	\$ 1,250.00	\$ 5,600.00	\$ (4,350.00)	22.32%

7/11/2023					
Account	2024 Budget	2023 Budget	Difference		
06 Supplies	551 1038	551 1038			
Computer Hardware	\$ 750.00	\$ 2,800.00	\$ (2,050.00)		26.79%
Library Supplies	\$ 750.00	\$ 750.00	\$ -		100.00%
Office Supplies	\$ 750.00	\$ 750.00	\$ -		100.00%
Petty Cash	\$ 150.00	\$ 150.00	\$ -		100.00%
Postage	\$ 400.00	\$ 400.00	\$ -		100.00%
Total Supplies	\$ 2,800.00	\$ 4,850.00	\$ (2,050.00)		57.73%
07 Materials - AV	551 1039	551 1039			
Adult audiobook	\$ 2,025.00	\$ 2,700.00	\$ (675.00)		75.00%
Adult music	\$ -	\$ 100.00	\$ (100.00)		0.00%
Adult video	\$ 847.50	\$ 1,130.00	\$ (282.50)		75.00%
Juvenile audiobook	\$ 435.00	\$ 580.00	\$ (145.00)		75.00%
Juvenile music	\$ -	\$ 60.00	\$ (60.00)		0.00%
Juvenile video	\$ 150.00	\$ 200.00	\$ (50.00)		75.00%
Total Materials - AV	\$ 3,457.50	\$ 4,770.00	\$ (1,312.50)		72.48%
07 Materials - Books	551 1039	551 1039			
Adult books	\$ 9,000.00	\$ 12,000.00	\$ (3,000.00)		75.00%
eBook consortium	\$ 848.84	\$ 762.60	\$ 86.24		111.31%
Juvenile/YA books	\$ 2,812.50	\$ 3,750.00	\$ (937.50)		75.00%
Total Materials - Books	\$ 12,661.34	\$ 16,512.60	\$ (3,851.26)		76.68%
07 Materials - Subscriptions	551 1039	551 1039			
Individual subscriptions	\$ -	\$ 120.00	\$ (120.00)		0.00%
Newspapers	\$ 740.00	\$ 1,690.00	\$ (950.00)		43.79%
Subscription Service	\$ 800.00	\$ 1,828.43	\$ (1,028.43)		43.75%
Total Subscriptions	\$ 1,540.00	\$ 3,638.43	\$ (2,098.43)		42.33%

7/11/2023					
Account	2024 Budget	2023 Budget	Difference		
08 Expenses - Computer	551 1040	551 1040			
Maintenance and Repair	\$ 200.00	\$ 200.00	\$ -		100.00%
Software subscription/licenses	\$ 200.00	\$ 200.00	\$ -		100.00%
Computer Contingency	\$ -	\$ -	\$ -		
Total Computers	\$ 400.00	\$ 400.00	\$ -		100.00%
08 Expenses - Programming	551 1040	551 1040			
Adult	\$ 300.00	\$ 300.00	\$ -		100.00%
Children / Story Hour	\$ 300.00	\$ 300.00	\$ -		100.00%
Movie license	\$ 223.00	\$ 223.00	\$ -		100.00%
Reading Programs	\$ 800.00	\$ 800.00	\$ -		100.00%
Young Adult	\$ 300.00	\$ 300.00	\$ -		100.00%
Total Programming	\$ 1,923.00	\$ 1,923.00	\$ -		100.00%
08 Expenses - Publishing Fees	551 1040	551 1040			
Job Posting	\$ 150.00	\$ 150.00	\$ -		100.00%
Publicity	\$ -	\$ 150.00	\$ (150.00)		0.00%
Total Publishing Fees	\$ 150.00	\$ 300.00	\$ (150.00)		50.00%
08 Expenses - Staff Development	551 1040	551 1040			
Staff Development	\$ 900.00	\$ 1,200.00	\$ (300.00)		75.00%
Mileage and Meals	\$ 600.00	\$ 800.00	\$ (200.00)		75.00%
Total Staff Development	\$ 1,500.00	\$ 2,000.00	\$ (500.00)		75.00%
08 Expenses - WVLS	551 1040	551 1040			
Internet	\$ 1,200.00	\$ 1,200.00	\$ -		100.00%
Network and Enterprise	\$ 1,770.00	\$ 1,770.00	\$ -		100.00%
V-Cat Maintenance	\$ 5,308.44	\$ 5,117.79	\$ 190.65		103.73%
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00	\$ 200.00	\$ -		100.00%
Total WVLS	\$ 8,478.44	\$ 8,287.79	\$ 190.65		102.30%
Total 2023 Budget	\$ 283,695.11	\$ 292,995.13	\$ (9,300.02)		
Town Expectation	2024 Draft Budget	Difference			
\$ 278,605.11	\$ 283,695.11	\$ 5,090.00			

2024 DRAFT at 0%

7/11/2023				
Account	2024 Budget	2023 Budget	Difference	
01 Salaries 551 1001				
01 Director	\$ 49,440.00	\$ 52,000.00	\$ (2,560.00)	95.08%
02 Technical Services	\$ 35,647.04	\$ 34,599.76	\$ 1,047.28	103.03%
03 Adult and Young Adult Librarian	\$ 35,647.04	\$ 34,599.76	\$ 1,047.28	103.03%
04 Childrens Librarian	\$ 24,819.60	\$ 24,102.00	\$ 717.60	102.98%
05 Outreach Coordinator	\$ 12,628.20	\$ 12,261.60	\$ 366.60	102.99%
06 Circulation Clerk	\$ 11,247.60	\$ 10,920.00	\$ 327.60	103.00%
07 Relief Librarian	\$ 1,334.88	\$ 1,296.00	\$ 38.88	103.00%
08 Custodial	\$ 3,286.40	\$ 5,104.32	\$ (1,817.92)	64.38%
09 Misc Staff Salaries	\$ -	\$ -	\$ -	
Total Salaries	\$ 174,050.76	\$ 174,883.44	\$ (832.68)	99.52%
02 Benefits				
Social Security 551 1005	\$ 13,314.88	\$ 13,378.57	\$ (63.69)	99.52%
Health Insurance 551 1006	\$ 35,424.06	\$ 29,421.77	\$ 6,002.29	120.40%
Life Insurance 551 1006	\$ -	\$ -	\$ -	
Dental EBC 551 1008			\$ -	
WRS 551 1009	\$ 10,915.13	\$ 10,087.53	\$ 827.60	108.20%
Total Benefits	\$ 59,654.07	\$ 52,887.87	\$ 6,766.20	112.79%
03 Contractual Services	551 1015	551 1015		
Equipment Contracts	\$ 2,385.00	\$ 2,607.00	\$ (222.00)	91.48%
Professional Services	\$ 425.00	\$ 425.00	\$ -	100.00%
Waltco Courier	\$ -	\$ 950.00	\$ (950.00)	0.00%
Total Contractual Services	\$ 2,810.00	\$ 3,982.00	\$ (1,172.00)	70.57%
04 Utilites				
Electric 551 1031	\$ 6,370.00	\$ 5,640.00	\$ 730.00	112.94%
Natural Gas 551 1034	\$ 2,700.00	\$ 3,600.00	\$ (900.00)	75.00%
Sewer and Water 551 1036	\$ 1,300.00	\$ 1,200.00	\$ 100.00	108.33%
Telephone 551 1020	\$ 2,650.00	\$ 2,520.00	\$ 130.00	105.16%
Total Utilites	\$ 13,020.00	\$ 12,960.00	\$ 60.00	100.46%
05 Property Maintenance	550 1035	550 1035		
Custodial Supplies	\$ 600.00	\$ 600.00	\$ -	100.00%
Property Maintenance	\$ -	\$ 4,000.00	\$ (4,000.00)	0.00%
Security Systems	\$ 650.00	\$ 1,000.00	\$ (350.00)	65.00%
Building Contingency	\$ -	\$ -	\$ -	
Total Property Maintenance	\$ 1,250.00	\$ 5,600.00	\$ (4,350.00)	22.32%

7/11/2023					
Account	2024 Budget	2023 Budget	Difference		
06 Supplies	551 1038	551 1038			
Computer Hardware	\$ 750.00	\$ 2,800.00	\$ (2,050.00)		26.79%
Library Supplies	\$ 750.00	\$ 750.00	\$ -		100.00%
Office Supplies	\$ 750.00	\$ 750.00	\$ -		100.00%
Petty Cash	\$ 150.00	\$ 150.00	\$ -		100.00%
Postage	\$ 400.00	\$ 400.00	\$ -		100.00%
Total Supplies	\$ 2,800.00	\$ 4,850.00	\$ (2,050.00)		57.73%
07 Materials - AV	551 1039	551 1039			
Adult audiobook	\$ 1,350.00	\$ 2,700.00	\$ (1,350.00)		50.00%
Adult music	\$ -	\$ 100.00	\$ (100.00)		0.00%
Adult video	\$ 565.00	\$ 1,130.00	\$ (565.00)		50.00%
Juvenile audiobook	\$ 290.00	\$ 580.00	\$ (290.00)		50.00%
Juvenile music	\$ -	\$ 60.00	\$ (60.00)		0.00%
Juvenile video	\$ 100.00	\$ 200.00	\$ (100.00)		50.00%
Total Materials - AV	\$ 2,305.00	\$ 4,770.00	\$ (2,465.00)		48.32%
07 Materials - Books	551 1039	551 1039			
Adult books	\$ 6,000.00	\$ 12,000.00	\$ (6,000.00)		50.00%
eBook consortium	\$ 848.84	\$ 762.60	\$ 86.24		111.31%
Juvenile/YA books	\$ 1,875.00	\$ 3,750.00	\$ (1,875.00)		50.00%
Total Materials - Books	\$ 8,723.84	\$ 16,512.60	\$ (7,788.76)		52.83%
07 Materials - Subscriptions	551 1039	551 1039			
Individual subscriptions	\$ -	\$ 120.00	\$ (120.00)		0.00%
Newspapers	\$ 740.00	\$ 1,690.00	\$ (950.00)		43.79%
Subscription Service	\$ 800.00	\$ 1,828.43	\$ (1,028.43)		43.75%
Total Subscriptions	\$ 1,540.00	\$ 3,638.43	\$ (2,098.43)		42.33%

7/11/2023					
Account	2024 Budget	2023 Budget	Difference		
08 Expenses - Computer	551 1040	551 1040			
Maintenance and Repair	\$ 200.00	\$ 200.00	\$ -		100.00%
Software subscription/licenses	\$ 200.00	\$ 200.00	\$ -		100.00%
Computer Contingency	\$ -	\$ -	\$ -		
Total Computers	\$ 400.00	\$ 400.00	\$ -		100.00%
08 Expenses - Programming	551 1040	551 1040			
Adult	\$ 300.00	\$ 300.00	\$ -		100.00%
Children / Story Hour	\$ 300.00	\$ 300.00	\$ -		100.00%
Movie license	\$ 223.00	\$ 223.00	\$ -		100.00%
Reading Programs	\$ 800.00	\$ 800.00	\$ -		100.00%
Young Adult	\$ 300.00	\$ 300.00	\$ -		100.00%
Total Programming	\$ 1,923.00	\$ 1,923.00	\$ -		100.00%
08 Expenses - Publishing Fees	551 1040	551 1040			
Job Posting	\$ 150.00	\$ 150.00	\$ -		100.00%
Publicity	\$ -	\$ 150.00	\$ (150.00)		0.00%
Total Publishing Fees	\$ 150.00	\$ 300.00	\$ (150.00)		50.00%
08 Expenses - Staff Development	551 1040	551 1040			
Staff Development	\$ 900.00	\$ 1,200.00	\$ (300.00)		75.00%
Mileage and Meals	\$ 600.00	\$ 800.00	\$ (200.00)		75.00%
Total Staff Development	\$ 1,500.00	\$ 2,000.00	\$ (500.00)		75.00%
08 Expenses - WVLS	551 1040	551 1040			
Internet	\$ 1,200.00	\$ 1,200.00	\$ -		100.00%
Network and Enterprise	\$ 1,770.00	\$ 1,770.00	\$ -		100.00%
V-Cat Maintenance	\$ 5,308.44	\$ 5,117.79	\$ 190.65		103.73%
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00	\$ 200.00	\$ -		100.00%
Total WVLS	\$ 8,478.44	\$ 8,287.79	\$ 190.65		102.30%
		98%			
Total 2023 Budget	\$ 278,605.11	\$ 292,995.13	\$ (14,390.02)		
Town Expectation	2024 Draft Budget	Difference			
\$ 278,605.11	\$ 278,605.11	\$ 0.00			

Library Board of Trustees – Quarterly Account Report

2st Quarter 2023

July 11th, 2023

Special Donation Account: Income: donations, memorials, fund raising. Expense: donation/memorial/fine expenses, coffee cart supplies, special donation expenses.

BMO account:

Beginning balance 04/01/2023:	\$3,536.70
Ending balance 06/30/2023:	\$3,536.70
Net change:	\$0

New mBank account:

Beginning balance 04/01/2023:	\$53,536.60
Ending balance 06/30/2023:	\$0
Net change:	(\$53,536.30)

Laona State Bank account:

Beginning balance 04/01/2023:	\$7,633.13
Ending balance 06/30/2023:	\$13,481.77
Net change:	\$5,848.64

Money Market Maintenance: Income: funds remaining from Demmer Trust funds allocated for major maintenance project in 1998 and additional funds from Demmer Trust annual disbursement. Expense: building maintenance only.

BMO account:

Beginning balance 04/01/2023:	\$73,575.77
Ending balance 06/30/2023:	\$87,386.21
Net change:	\$13,810.44

Former Friends: funds raised and previously maintained by the Friends of the Demmer Memorial Library until August 2016. Income: quarterly book sales. Expense: projects to support Demmer programs and services.

BMO account:

Beginning balance 04/01/2023:	\$9,609.43
Ending balance 06/30/2023:	\$9,462.65
Net change:	(\$155)

Respectfully submitted,

Peter Kotarba – Director

7/7/2023

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 4/21/2020							1,586.70
4/22/2020	Special Acct. ...	DEP	BMO	Reissue funds from stop payment check #...	Misc. Merchant Credit	R	1,950.00
4/22/2020 - 6/30/2023							1,950.00
BALANCE 6/30/2023							3,536.70
TOTAL INFLOWS							1,950.00
TOTAL OUTFLOWS							0.00
NET TOTAL							1,950.00

7/7/2023

Date	Account	Num	Description	Memo	Category	Clr	Amount
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BALANCE 3/31/2023						5,428.60
4/10/2023	NEW Special A... Debit	V-Courses.com		Miscellaneous Expense	R	-7.99
4/18/2023	NEW Special A... 3750	... Town Of Three Lakes	1st Quarter 2023 Fines and Copier	--Split--	R	-320.55
5/15/2023	NEW Special A... 510211	Edward U Demmer Memorial Lib...	Account Closure-Move to Laona		R	-5,100.06
6/20/2023	NEW Special A... 3751	**VOID** Jean Pierre Trzebiatowski For lost book-found-Programming the Rasp... Fines Expense			c	0.00
4/1/2023 - 6/30/2023						-5,428.60
BALANCE 6/30/2023						0.00
TOTAL INFLOWS						0.00
TOTAL OUTFLOWS						-5,428.60
NET TOTAL						-5,428.60

Laona Special Account - Last quarter
4/1/2023 through 6/30/2023

7/7/2023

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Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2023							7,633.13
4/5/2023	Laona Special ...	Debit	Amazon	Custodial Supplies	Town of Three Lakes Expense	R	-23.75
4/5/2023	Laona Special ...	Debit	Amazon	Adult DVD	Town of Three Lakes Expense	R	-99.42
4/5/2023	Laona Special ...	Debit	Amazon	Juv DVD	Town of Three Lakes Expense	R	-45.47
4/11/2023	Laona Special ...	4001	Baker & Taylor Books	Inv#2037735294	Donation Expense:Books	R	-24.26
4/13/2023	Laona Special ...	Debit	Deja Brew Three Lakes	Donation-Staff	Donation Expense:Coffee Cart	R	-55.92
4/17/2023	Laona Special ...	Debit	Amazon	Juv Book (PBS)	Town of Three Lakes Expense	R	-8.99
4/17/2023	Laona Special ...	Debit	Amazon	Adult Book	Town of Three Lakes Expense	R	-10.74
4/17/2023	Laona Special ...	Debit	Amazon	Adult Book-Memorial	Memorial Expense:Books	R	-9.99
4/18/2023	Laona Special ...	4002	... Town Of Three Lakes	1st Quarter 2023 Fines and Copier	--Split--	R	-277.09
4/18/2023	Laona Special ...	Debit	Amazon	Summer Reading	Town of Three Lakes Expense	R	-18.99
4/24/2023	Laona Special ...	Debit	Amazon	Summer Reading	Town of Three Lakes Expense	R	-75.96
4/28/2023	Laona Special ...	DEP ...	Deposit		--Split--	R	871.78
5/4/2023	Laona Special ...	Debit	Walmart	Summer Reading and Adult Programming	Town of Three Lakes Expense	R	-16.78
5/4/2023	Laona Special ...	Debit	Hobby Lobby	Summer Reading	Town of Three Lakes Expense	R	-74.31
5/5/2023	Laona Special ...	Debit	Golden Harvest	Adult Programming	Town of Three Lakes Expense	R	-5.79
5/5/2023	Laona Special ...	Debit	Golden Harvest	Adult Programming	Town of Three Lakes Expense	R	-11.38
5/8/2023	Laona Special ...	Debit	Amazon	Adult DVDs	Town of Three Lakes Expense	R	-93.83
5/10/2023	Laona Special ...	4003	Baker & Taylor Books	Inv. 2037457317	Memorial Expense:Books	R	-93.14
5/10/2023	Laona Special ...	Debit	Lakeshore Learning	Summer Reading (PBS)	Town of Three Lakes Expense	R	-75.96
5/17/2023	Laona Special ...	Debit	DSPS EPAY	Property Maintenance - Elevator Permit	Town of Three Lakes Expense	R	-51.00
5/17/2023	Laona Special ...	Debit	Costume Specialists, Inc.	Summer Reading	Donation Expense:TLPLF	R	-260.00
6/1/2023	Laona Special ...	DEP ...	Deposit	MAY 2023 Donations	--Split--	R	6,688.28
6/9/2023	Laona Special ...	DEP	Deposit	JUNE 2023 Donations	Donation Income	R	1,784.92
6/9/2023	Laona Special ...	Debit	Amazon	Adult DVD; Juv Books	Town of Three Lakes Expense	R	-96.72
6/12/2023	Laona Special ...	Debit	Amazon	Building and Maintainance	Town of Three Lakes Expense	R	-8.99
6/20/2023	Laona Special ...	4004	Baker & Taylor Books	Inv. 2037503602	Memorial Expense:Books	R	-40.84
6/20/2023	Laona Special ...	4005	Beth Jacobson	Nelson's Ace; Menards - Storybook Gardens	Grant and Project Expense:Stor...	R	-75.53
6/20/2023	Laona Special ...	4006	Jean Pierre Trzebiatowski	Refund for lost book-found-Programming th...	Fines Expense	R	-9.40
6/20/2023	Laona Special ...	Debit	Dollar General	Coffee Cart	Donation Expense:Coffee Cart	R	-8.00
6/20/2023	Laona Special ...	Debit	Subway	Summer Reading	Town of Three Lakes Expense	R	-20.00
6/20/2023	Laona Special ...	Debit	Fika Bakery And Coffee	Summer Reading	Town of Three Lakes Expense	R	-20.00
6/20/2023	Laona Special ...	Debit	Three Lakes Cheese Haus	Summer Reading	Town of Three Lakes Expense	R	-20.00
6/20/2023	Laona Special ...	Debit	Three Lakes Mercantile	Summer Reading	Town of Three Lakes Expense	R	-20.00
6/20/2023	Laona Special ...	Debit	Mugs And Company	Summer Reading	Town of Three Lakes Expense	R	-20.00
6/20/2023	Laona Special ...	Debit	Deja Brew	Summer Reading	Town of Three Lakes Expense	R	-31.65
6/20/2023	Laona Special ...	Debit	Little Dipper	Summer Reading	Town of Three Lakes Expense	R	-10.00
6/26/2023	Laona Special ...	Debit	Amazon	Juv Books; Adult Book	Town of Three Lakes Expense	R	-54.22
6/26/2023	Laona Special ...	Debit	AED Superstore	AED	Donation Expense	R	-1,684.92
6/27/2023	Laona Special ...	Debit	Lick-A-Dee Splitz	Summer Reading	Town of Three Lakes Expense	R	-20.00
6/27/2023	Laona Special ...	Debit	Quicken INC	Software	Town of Three Lakes Expense	R	-44.18
6/29/2023	Laona Special ...	Debit	Amazon	Adult DVD	Town of Three Lakes Expense	R	-19.96

7/7/2023

Date	Account	Num	Description	Memo	Category	Clr	Amount
4/1/2023 - 6/30/2023							5,807.80
BALANCE 6/30/2023							13,440.93
TOTAL INFLOWS							9,344.98
TOTAL OUTFLOWS							-3,537.18
NET TOTAL							5,807.80

7/7/2023

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Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2023							73,575.77
4/18/2023	Property Maint. ...1057	**VOID**	System Technologies	Addition of 3 new cameras	Demmer Trust Expense	R	0.00
4/28/2023	Property Maint. ...		Interest Earned		_IntInc	R	60.19
5/31/2023	Property Maint. ...		Interest Earned		_IntInc	R	62.25
6/14/2023	Property Maint. ...DEP	Deposit	2022 distribution		Demmer Trust Income		13,688.00
4/1/2023 - 6/30/2023							13,810.44
BALANCE 6/30/2023							87,386.21
TOTAL INFLOWS							13,810.44
TOTAL OUTFLOWS							0.00
NET TOTAL							13,810.44

7/7/2023

BALANCE 3/31/2023							9,485.43
5/9/2023	Former Friends	DEP	Deposit	Better World Books	Donation Income:Books	R	132.22
6/2/2023	Former Friends	1136	Northwoods Children's Museum	Annual Mentor PLUS pass - Demmer Library	Donation Expense:Friends of th...	R	-155.00
4/1/2023 - 6/30/2023							-22.78
BALANCE 6/30/2023							9,462.65
TOTAL INFLOWS							132.22
TOTAL OUTFLOWS							-155.00
NET TOTAL							-22.78

Fines and Copier Quarterly Report-Laona Bank - Q2 2023
4/1/2023 through 6/30/2023

7/7/2023

Page 1

Category	4/1/2023- 6/30/2023
INFLOWS	
Copier Income	122.25
Fines Income	223.90
TOTAL INFLOWS	346.15
OUTFLOWS	
Copier Transfer to Town	190.60
Fine Transfer to Town	86.49
Fines Expense	9.40
TOTAL OUTFLOWS	286.49
OVERALL TOTAL	59.66