

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, August 15, 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
 - July 11, 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
- Old Business
 - Update on Celebration Garden-Linnea Ebann
 - Review updated Donation and Memorial Form/Brochure
 - Update on Lawrence Demmer plaque
 - Update on concrete at west entrance
- New Business
 - Approve staff mini-grant proposal – August Button Hunt
 - Approve use of vacation allowance for all employees for 2023, regardless of probationary status, at the discretion of the library director.

- Comments from citizens

Next Meeting: September 19, 2023, 4:00 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 July 11, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual), Jeff Boehm , Patty Wallesverd, Rich Mahlerwein

Absent: Kathleen Olkowski, Dan McKissack

Other Attendees: Peter Kotarba, Sue Harris (Town Clerk)

Ann Asbeck called the meeting to order at 4:03 p.m.

Agenda:

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

Approval of Minutes:

Motion by Patty, seconded by Jeff to approve the minutes of June 20, 2023, as corrected. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Tables and benches are on their way. The first payment was not received by the vendor, check was cancelled, and new check was issued. Museum and historical society will work with Linnea to propose a landscape design that incorporates both buildings.

Oneida County Library Board: Did not meet.

Director's Report:

- **Director's Report:** Summary of programming and library events
- **Building and Maintenance Report:**

Dianna: Concrete on west side of building will be looked at next week.

Patty: Update on Lawrence Demmer plaque which will be ordered with foundation funds. Down payment needed to begin the order. A request to the TLPLF will be made.

Budget Review:

- Motion by Patty, seconded by Jeff, to approve vouchers for June-July 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Patty, seconded by Rich to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.
- **2023 Budget Review:**
- **Presentation of 2024 proposed operation budget:**

Sue Harris: All budgets throughout the Town are asked to provide a 0% budget from 2023 operational budgets. Additional expense requests can be taken from non-lapsing or through additional revenue sources. The bottom line of \$278,605.11 must be maintained. Suggestion to use designated special accounts for specific budget lines to supplement operational budget. Reassess designation of special accounts. Utilities are difficult to estimate from past expenses due to COVID and change in building.

Peter Kotarba: Presentation of proposed 2024 budget, with a breakdown of each item line.

Rich: Question of computer maintenance and computer supply line difference

Ann: If maintenance line is left blank, there can be no payment back to town for services of public works. A discussion should be had as to the role of the public works department in problems

Jeff: Public works supervisor doesn't have time for maintenance outside of routine.

Patty moves to accept 0% town increase for the 2024 budget at \$278,605.11, with the intention of drawing \$5,090.00 for materials from non-lapsing accounts to bring the 2024 budget to \$283,695.11, seconded by Rich.

Old Business:

- Update on Building and Maintenance account (Demmer Trust Account): From the account, \$30,000 moved into a 13 month CD at 5.1%.

New Business:

- Approve current accounts report to be sent to Town Board. Sue Harris explained that the accounts report is used for the Town audit. Discussion of each account.
Rich moves to approve quarterly accounts report and quarterly fines and copier report, seconded by patty. All ayes, motion carried.
- Approve holiday pay for full-time employees: Patty moves to waive 6 month probation period on holiday pay, seconded by Rich. All ayes, motion carried.

Future agenda items:

Invite Linnea to present progress of celebration garden

Explore alternative options for accepting financial donations (e-commerce)

Comments from citizens:

Next Meeting: Special meeting on August 15, 2023, 4:00 pm in the lower level of the library and/or via video/teleconference

There being no further business Patty moved to adjourn, seconded by Jeff. All ayes, motion carried. The meeting adjourned at 5:25 PM.

Respectfully submitted: Peter Kotarba, Library Director

Library Board of Trustees - Director's Report

August 15th, 2023

ADMINISTRATION:

- Katie has enrolled in Basics of Cataloging course through UW-Extension. The course begins August 28th and ends October 22nd.
- The Town of Three Lakes department head meeting went very well. Chairman Rodger Brisk, Clerk Sue Harris, and Supervisor Ed Cottingham looked over the detailed budget sheet and asked no clarifying questions and made no amendments to the budget. August 15th at 5:00pm the Town Board will review the Town's operating and capital budgets.
- An updated anticipated revenue for 2024 has been sent to the Town. A small increase of \$81.21 is calculated.

COMMUNITY COLLABORATION:

- Strong Bodies continues to meet twice a week in the Maple room; the Three Lakes Community Foundation meets once a month; Three Lakes Waterfront Association meets once a month
- In July the Maple room hosted the Holiday Haven Association, and the Gary Williams book release press conference.
- The July CPR/AED training was another success. The final session is held August 16
- Summer Reading took a very fun and informative trip to the Kovak Planetarium.
- Immersion Excursions brought patrons out to the Chapel in the Pines and Polarski Wood Products for tours.
- July saw the highest use of meeting rooms since the building remodel!

PROGRAMS AND OUTREACH:

July:

- Children: Cupcake Decorating **55**, Make it Lab (Wood Cannon and Turtle Project) **11**, Science Fair **47**, Water Day **47**, Make it Lab (LED Clear Etched Name Display) **10**, Take and Make Science Kits **20**
- YA: D&D **12**
- Adult: Books the Other Channel **14**, TLGS Workshop **11**, Immersion Excursion: Chapel in the Pines **10**
- General Interest: CPR & AED Community Training **9**

August:

- Children: Kovac Planetarium, Pizza Party,
- YA: D&D
- Adult: TLGS, BTOC, Genealogy Workshop, Immersion Excursion- Polarski Woodshop
- General Interest: Community CPR/AED Training, Button Hunt!

Respectfully submitted,

Peter Kotarba – Director

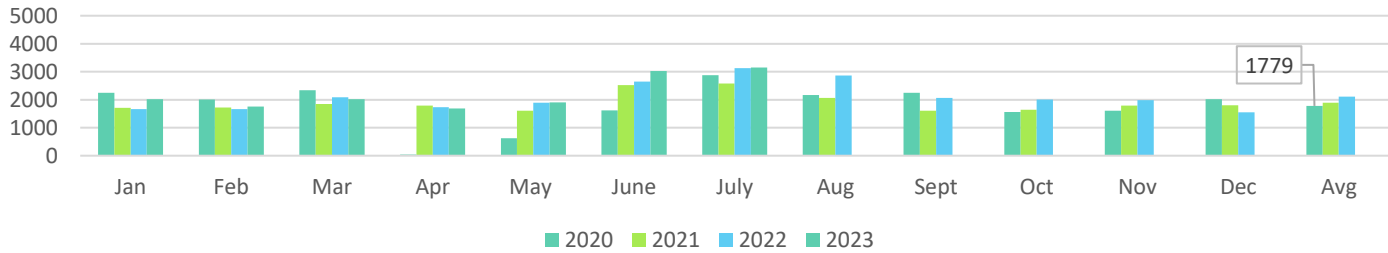
Library Board of Trustees - Director's Report

August 15th, 2023

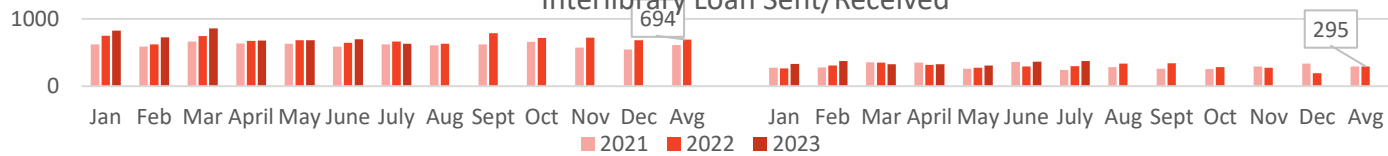
Monthly and YTD Statistics

	June 2023	YTD 2023	June 2022	YTD 2022	June 2021	YTD 2021
Circulation	3,151	14,021	3,125	14,996	2,547	13,747
Interlibrary loan sent	629/32	4,942/189	629/36	4,594/189	621	4,415
Interlibrary loan received	372	2,310	296	2,107	239	2,112

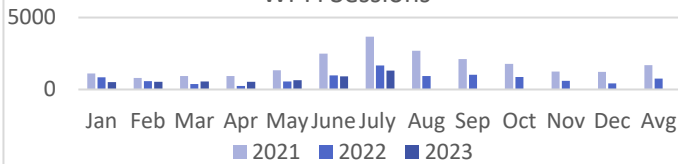
Monthly Circulation



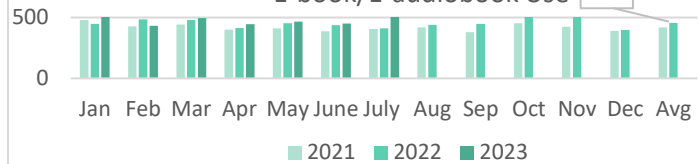
Interlibrary Loan Sent/Received



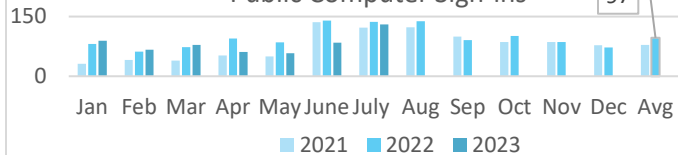
Wi-Fi Sessions



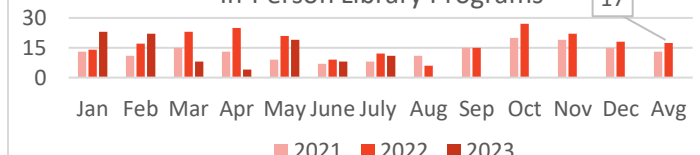
E-book/E-audiobook Use



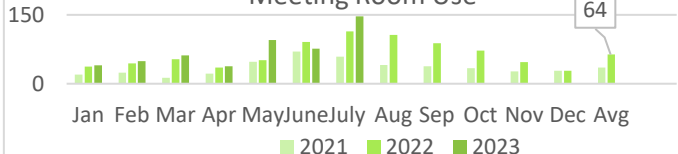
Public Computer Sign-ins



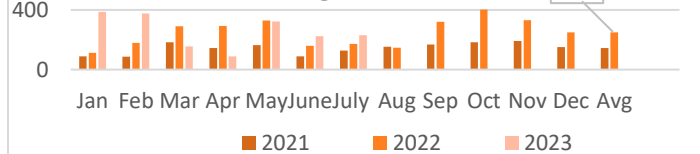
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

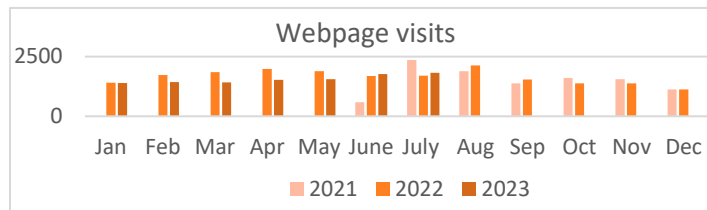


Library Usage - Survey 2022

	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

August 15th, 2023



Donations received:

-

Memorials:

- Gregg G Antony \$500
- David K Hamelink \$1,025
- Judy C. Kauzrich \$30
- Joan Riemer \$20
- Kelly A. Thompson \$25
- Steven and Linda Seymour \$100

Publicity of note:



Two learning sessions about new community website slated

Jul 5, 2023 0

The Three Lakes Genealogical Society will hold two sessions this month to acquaint people with the new We Are

Ellen Beck

Second presentation set to introduce area website

Jul 18, 2023 0

The second session regarding the We Are Three Lakes website will be held Tuesday, July 25, from 10 a.m. to noon at

Ellen Beck

Library Board of Trustees – Building and Maintenance Report

August 15, 2023

BUILDING: Update on concrete at west entrance-Dianna

SYSTEMS:

INTERIOR:

- Repaired and replaced ceiling tiles in general fiction section.
- The tack wall in Museum Visitor Center installed by Scott Andrews.
- Update on Lawrence Demmer plaque-Patty

EXTERIOR: Josh, the Town Public Works Supervisor, shared a detailed copy of the current plan for the green space veteran's memorial. The current plan includes a new drainage system for the library's north side. The plan is included in this month's board packet. The plan has not been formally submitted to the Town Board; Josh provided a copy of the plan to keep the library informed of the veteran's memorial's progress.

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

8/15/2023 through 8/15/2023

8/9/2023

Page 1

Date	Num	Description	Memo	Category	Amount
8/15/2023	1095	...Baker & Taylor	inv. 2037624463;2037627922;20...	07 1039 Materials:Books:Adult Books	-1,692.15
			inv. 2037627922;2037639046;20...	07 1039 Materials:Books:Juv-YA Books	-701.50
			inv. 2037686183	07 1039 Materials:AV:AV Adult:Audiobook	-26.55
8/15/2023	1096	Backwoods DCB	v.77: inv. 1020, 1064 nametags	06 1038 Supplies:Library	-40.00
8/15/2023	1097	Cengage Learning Inc / Gale	v.78: inv. 81539083;81546607	07 1039 Materials:Books:Adult Books	-115.71
8/15/2023	1098	...Demmer Mem. Library	Amazon 112-0207663-5904224	07 1039 Materials:AV:AV Adult:Video	-116.65
			Amazon 112-0207663-5904224	07 1039 Materials:Books:Juv-YA Books	-6.95
			Amazon 113-1095093-9453811	07 1039 Materials:AV:AV Juv-YA:Video	-9.99
			Amazon 113-1095093-9453811	08 1040 Expenses:Programming:Readin...	-24.31
			UW Cataloging class	08 1040 Expenses:Staff Development	-292.50
8/15/2023	1099	EO Johnson	v.80: INV1362808 Copier contract	03 1015 Contractual Services:Equipmen...	-177.50
8/15/2023	1100	...April Hansen		07 1039 Materials:Subscriptions:Newsp...	-97.35
				08 1040 Expenses:Programming:Readin...	-28.38
8/15/2023	1101	...Candice Johnson		08 1040 Expenses:Programming:Readin...	-63.95
				08 1040 Expenses:Staff Development:Mi...	-28.82
8/15/2023	1102	MicroMarketing LLC	v.83: inv. 928233	07 1039 Materials:AV:AV Juv-YA:Audiob...	-31.00
8/15/2023	1103	ODP Business Solutions, LLC	v.84: inv. 319456237001;319609...	06 1038 Supplies:Office	-53.15
8/15/2023	1104	TL Hardware	v.85: inv. B20175212 Property M...	05 1035 Property Maintenance:Property ...	-8.89
8/15/2023	1105	Kovac Planetarium	v.86: Summer Reading field trip (...)	08 1040 Expenses:Programming:Readin...	-208.00
8/15/2023 - 8/15/2023					-3,723.35

TOTAL INFLOWS	0.00
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TOTAL OUTFLOWS	-3,723.35
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NET TOTAL	-3,723.35
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2023 August Budget Sheet

8/15/2023					
Account	2023 Budget	Spent	Balance		
01 Salaries 551 1001					
01 Director	\$ 52,000.00	\$ 26,997.85	\$ 25,002.15		52%
02 Technical Services	\$ 34,599.76	\$ 14,528.67	\$ 20,071.09		42%
03 Adult and Young Adult Librarian	\$ 34,599.76	\$ 22,411.77	\$ 12,187.99		65%
04 Childrens Librarian	\$ 24,102.00	\$ 14,090.45	\$ 10,011.55		58%
05 Outreach Coordinator	\$ 12,261.60	\$ 6,523.80	\$ 5,737.80		53%
06 Circulation Clerk	\$ 10,920.00	\$ 7,613.50	\$ 3,306.50		70%
07 Relief Librarian	\$ 1,296.00	\$ -	\$ 1,296.00		0%
08 Custodial	\$ 5,104.32	\$ 1,533.76	\$ 3,570.56		30%
09 Misc Staff Salaries	\$ -		\$ -		
Total Salaries	\$ 174,883.44	\$ 93,699.80	\$ 81,183.64		
		54%			
02 Benefits					
Social Security 551 1005	\$ 13,378.57	\$ 6,048.09	\$ 7,330.48		45%
Health Insurance 551 1006	\$ 29,421.77	\$ 17,866.80	\$ 11,554.97		61%
Life Insurance 551 1006	\$ -	\$ 34.12	\$ (34.12)		
Dental EBC 551 1008		\$ 1,791.97	\$ (1,791.97)		
WRS 551 1009	\$ 10,087.53	\$ 5,749.60	\$ 4,337.93		57%
Total Benefits	\$ 52,887.87	\$ 31,490.58	\$ 21,397.29		
		60%			
03 Contractual Services	551 1015				
Equipment Contracts	\$ 2,607.00	\$ 544.54	\$ 2,062.46		21%
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	\$ 2,244.82	\$ 1,737.18		
		56%			
04 Utilites					
Electric 551 1031	\$ 5,640.00	\$ 3,549.36	\$ 2,090.64		63%
Natural Gas 551 1034	\$ 3,600.00	\$ 1,630.27	\$ 1,969.73		45%
Sewer and Water 551 1036	\$ 1,200.00	\$ 898.72	\$ 301.28		75%
Telephone 551 1020	\$ 2,520.00	\$ 1,520.07	\$ 999.93		60%
Total Utilites	\$ 12,960.00	\$ 7,598.42	\$ 5,361.58		
		59%			
05 Property Maintenance	550 1035				
Custodial Supplies	\$ 600.00	\$ 351.22	\$ 248.78		59%
Property Maintenance	\$ 4,000.00	\$ 3,668.72	\$ 331.28		92%
Security Systems	\$ 1,000.00	\$ 4,999.93	\$ (3,999.93)		500%
Building Contingency	\$ -	\$ -	\$ -		
Total Property Maintenance	\$ 5,600.00	\$ 9,019.87	\$ (3,419.87)		161%

8/15/2023					
Account	2023 Budget	Spent		Balance	
06 Supplies	551 1038				
Computer Hardware	\$ 2,800.00	\$ 328.97	\$ 2,471.03	12%	
Library Supplies	\$ 750.00	\$ 723.34	\$ 26.66	96%	
Office Supplies	\$ 750.00	\$ 364.10	\$ 385.90	49%	
Petty Cash	\$ 150.00	\$ -	\$ 150.00	0%	
Postage	\$ 400.00	\$ 290.37	\$ 109.63	73%	
Total Supplies	\$ 4,850.00	\$ 1,706.78	\$ 3,143.22		
		35%			
07 Materials - AV	551 1039				
Adult audiobook	\$ 2,700.00	\$ 801.47	\$ 1,898.53	30%	
Adult music	\$ 100.00	\$ -	\$ 100.00	0%	
Adult video	\$ 1,130.00	\$ 742.56	\$ 387.44	66%	
Juvenile audiobook	\$ 580.00	\$ 96.78	\$ 483.22	17%	
Juvenile music	\$ 60.00	\$ -	\$ 60.00	0%	
Juvenile video	\$ 200.00	\$ 70.08	\$ 129.92	35%	
Total Materials - AV	\$ 4,770.00	\$ 1,710.89	\$ 3,059.11		
		36%			
07 Materials - Books	551 1039				
Adult books	\$ 12,000.00	\$ 9,123.91	\$ 2,876.09	76%	
eBook consortium	\$ 762.60	\$ 762.60	\$ -	100%	
Juvenile/YA books	\$ 3,750.00	\$ 3,306.17	\$ 443.83	88%	
Total Materials - Books	\$ 16,512.60	\$ 13,192.68	\$ 3,319.92		
		80%			
07 Materials - Subscriptions	551 1039				
Individual subscriptions	\$ 120.00	\$ 65.00	\$ 55.00	54%	
Newspapers	\$ 1,690.00	\$ 785.29	\$ 904.71	46%	
Subscription Service	\$ 1,828.43	\$ 1,828.43	\$ -	100%	
Total Subscriptions	\$ 3,638.43	\$ 2,678.72	\$ 959.71		
		74%			

8/15/2023					
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	\$ 955.61	\$ (155.61)	119%	
Young Adult	\$ 300.00	\$ 32.55	\$ 267.45	11%	
Total Programming	\$ 1,923.00	\$ 1,570.08	\$ 352.92	82%	
		82%			
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	\$ 350.50	\$ 849.50	29%	
Mileage and Meals	\$ 800.00	\$ 456.26	\$ 343.74	57%	
Total Staff Development	\$ 2,000.00	\$ 806.76	\$ 1,193.24		
		40%			
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	\$ 173,897.07	\$ 119,098.06		
Salary totals current through 7/26/2023		59%			

Demmer Staff Mini Grant

Edward U. Demmer Memorial Library
Three Lakes, Wisconsin

Date

7-31-23

Program Name:

Button Hunt

Staff name:

April Hansen

Date(s) of program:

Month of August

Amount requested:

\$ Approx. \$250

(estimates are okay)

Brief description of program:

Who is involved, what materials are needed, when do you want to start, why is this important, and how will funds help?

The yearly scavenger hunt that the Demmer Library puts on is highly anticipated by both adults and children. Not only does it encourage downtown exploration but also brings non library users into the building to collect a prize. The local daycares have participated and bring in their littles, as well as local families, summer residents, and strangers. ~~Thank you~~ Thank you. We are hoping to use funds from the Friends of the Library to fund the prizes which are gift slips from Lick-adee-Splitz

Library board use:

Approved/Denied: _____

Amount approved: _____

Signature: _____

Source of funds:

_____ Operational budget

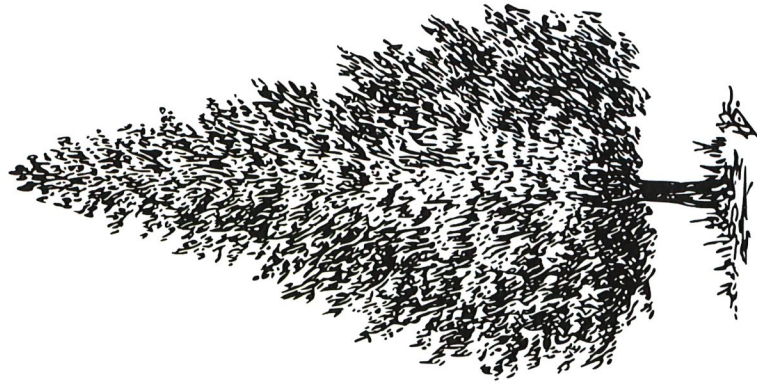
_____ Special account donations

_____ Used book sale funds

_____ Capital/Building maintenance

_____ Forward to Foundation

_____ Other (specify: _____)



Memorial Endowment Funds

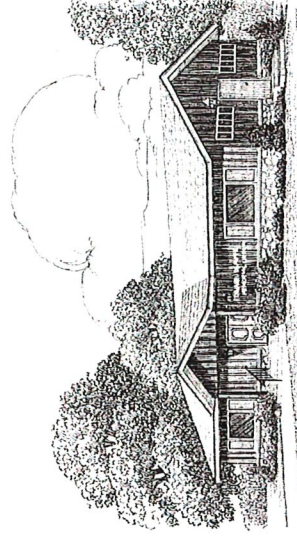
Individuals or organizations may wish to establish memorial endowment funds by giving a considerable donation to purchase materials in honor or memory of someone special over a longer period. If an endowment fund is desired, please contact the Library Director

Edward U. Demmer Memorial Library

*Connecting people to the
transformative power of knowledge
by providing opportunities to
Explore, Learn, Create, and Share*



Edward U. Demmer
Memorial Library
6961 W. School Street
P.O. Box 760
Three Lakes, WI 54562
715-546-3391



Edward U. Demmer Memorial Library
Three Lakes, Wis.

Gifts, Memorials, & Donations

This donation is from:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

A donation of \$ _____
contributed to the Demmer Library

A donation of an item/service,

contributed to the Demmer Library
(The value of items or services for tax purposes
must be established by the donor, not by library
staff or the Library Board)



Send acknowledgements to:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Donation Designation:

☐ Undesignated use

(to be used based on current and future
needs as determined by library staff.)

Purchase items for:

☐ Adult book collection

☐ Children's book collection

☐ Audiobook collection

☐ Music collection

☐ Movie collection

☐ Large print book collection

☐ Other (specify) _____

Suggested topics: _____

Provide funding for programs:

☐ General programs/events

☐ Adult programs/events

☐ Young adult programs/events

☐ Children's programs/events

Provide funding for enhancing and maintaining the building and grounds

☐ Area of most need

☐ Specific project

(write specific project)

Those wishing to contribute to the payment of the library
building loan may contact the Town of Three Lakes Office



Acknowledgement of donation:

(Select one)

☐ Bookplate

(attached to items purchased—identifies
the donor and honoree)

☐ Library Publication

(newsletter, program brochure, or library
social media)

☐ No public acknowledgement

This donation was made:

(Select one)

☐ In Honor of ☐ In Memory of

☐ To Commemorate ☐ Donated by

☐ In Appreciation of

(Write name)