

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, September 19, 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
  - August 15, 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 outdoor tables donated by TLPLF
- New Business
  - Review stage 2 proposal for museum space landscaping project
  - Evaluation of current Strategic Plan
  - Preparation for upcoming Strategic Plan
  - Discussion on Library Board self-evaluation
- 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: October 17, 2023, 4:00 p.m., library lower level and/or via virtual attendance

Any person planning to attend this meeting who has difficulty managing stairs or who needs some type of special accommodations in order to participate should notify the Demmer Library at 715/546-3391.

Unapproved Minutes August 15, 2023  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual), Jeff Boehm, Patty Wallesverd, Rich Mahlerwein (left at 5:25pm), Dan McKissak, Kathleen Olkowski

Absent:

Other Attendees: April Hansen, Linnea Ebann

Ann Asbeck called the meeting to order at 4:00 p.m.

**Agenda:**

Motion by Rich, seconded by Patty 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 July 11, 2023, as corrected. All ayes, motion carried.

**Correspondence:** None.

**Committee Reports:**

**Three Lakes Public Library Foundation:** A meeting on Tuesday,

**Oneida County Library Board:** Met on July 20<sup>th</sup>. Directors gave reports. Meeting focused on the 2024 budget. Increase proposed from \$48,000 to \$50,000. WVLS is looking at coupling with NWLS to share an ILS system. Pat Pechura is going to be stepping down as Oneida County Library Board President. Next meeting is November 16<sup>th</sup>.

**Director's Report:**

- **Director's Report:**
- **Building and Maintenance Report:** Concrete person should be here tomorrow to evaluate project and provide an estimate of cost. Museum tack wall is done. Greenfire will be here Monday August 21<sup>st</sup>. Discussion on Veteran Memorial proposal.

**Budget Review:**

- Motion by Kathleen, seconded by Dan, to approve vouchers for July/August 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 Laona Bank Account special account. All ayes, motion carried.
- **2023 Budget Review:**
- **Minigrant for Button Hunt prizes:** Motion by Patty, seconded by Rich. Patty makes suggestion to change amount to up to \$500, coming from the former Demmer Friends account. All ayes, motion carried.

**Old Business:**

- **Update on Celebration Garden-Linnea Ebann:** Final plantings done. Linnea has been weeding. Bob W. is watering his tree. The electricity hookup needs to be contracted and finished. Linnea purchases solar lighting for temporary use, until planned landscape lighting is installed. Linnea met with Janele of the Three Lakes Community Foundation to donate a bench. Pavers to be engraved within the week. \$7,376

left to pay for lighting. Bennet's work will cost \$2,600 and landscape lighting will be \$4,700 or lower. Memorial deposits amount \$6,132. Granite books balance is \$1,200 and engraving will cost \$850. Linnea wants the celebration garden added as an option to the memorial brochure. Suggestion to add it second on the form. Linnea wants the newspaper to come over and report on it. Vilas County News Review will be contacted to write up a story about the garden. Suggestion by Ann to write about Celebration Garden in the Library Page. Process for future memorials will be determined by library director.

- Review updated Donation and Memorial Form/Brochure: Suggestion by several Trustees to add Celebration Garden to memorial form.
- Update on Lawrence Demmer plaque: Patty will pick up tomorrow
- Update on concrete at west entrance: Contractor may come tomorrow. Copies of structural diagrams are printed for contractor use.

#### **New Business:**

- Approve staff mini-grant proposal-August Button Hunt: See Budget Review.
- Approve use of vacation allowance for all employees for 2023, regardless of probationary status, at the discretion of the library director: Motioned by Rich, seconded by Patty, to remove probationary restrictions on use of vacation accrued by all library employees. Discussion, All nays, motion does not pass. Rich moves to accept as written on agenda, Patty seconded. Discussion. All Ayes, motion carried

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

- **Update on outdoor tables donated by TLPLF**
- **Evaluation of current Strategic Plan**
- **Preparing for upcoming Strategic Plan process**
- **Library Board Self Evaluation**
- **End of year budget evaluation.**
- **Stage two landscape proposal**

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

**Next Meeting:** Regular meeting on September 19, 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 Rich. All ayes, motion carried. The meeting adjourned at 5:25 PM.

Respectfully submitted: April, Librarian

## Library Board of Trustees - Director's Report

September 19<sup>th</sup>, 2023

### ADMINISTRATION:

- V-Cat created a new procedural flowchart for addressing materials damaged through interlibrary loan
- New guidelines for determining billable damage of library materials.

### STAFF

- Each day staff answer reference questions, make recommendations, and find desired materials for patrons. In August, a patron described a particular movie they would like to rewatch. This patron did not know the title of the movie, but through a careful reference interview, staff found the title. Unfortunately, the title is not held by any library within WVLS. Looking at the greater Wisconsin catalog, staff found a VHS copy of the movie. Within 2 weeks the patron had the VHS movie check out to them, along with a VHS player and a lesson on how to connect the player to their TV at home. Interactions like these happen each day, and this instance is a great example of the quality of service the staff provides the community of Three Lakes
- Katie began her Cataloging course and will soon begin WVLS catalog training.

### PROGRAMS AND OUTREACH:

The button hunt was a great success! And those who have attended the first two sessions in the writing series had nothing but positive things to say, and even hope to form a more regular writers' group.

August:

- Children: Kovac Planetarium **21**, Pizza Party **53**, Take and Make Motion Experiment **20**
- YA: D&D **12**
- Adult: TLGS **12**, BTOC **16**, Immersion Excursion- Polarski Woodshop **12** Petroleum Museum **6**
- General Interest: Community CPR/AED Training **6**, Button Hunt! **109**

September:

- Children: Lego Club, Story Hour,
- YA: D&D, Teen Library Council,
- Adult: Writers' Series, TLGS, Crafternoon, BTOC,
- General Interest: Wii Open Hours,

Respectfully submitted,

Peter Kotarba – Director



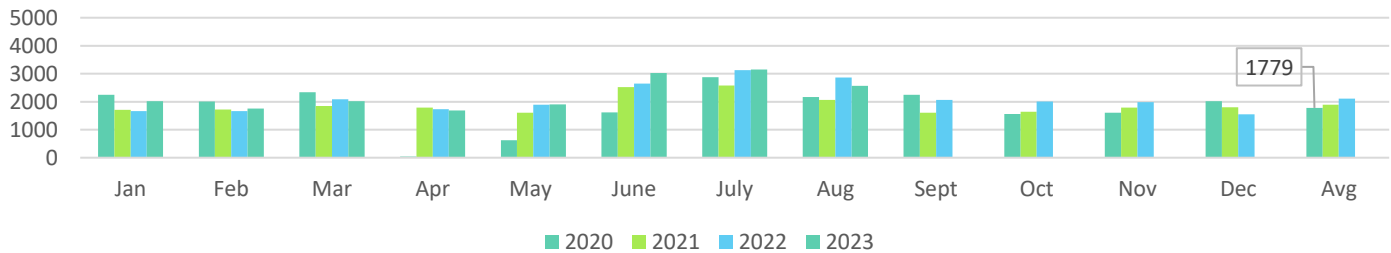
## Library Board of Trustees - Director's Report

September 19<sup>th</sup>, 2023

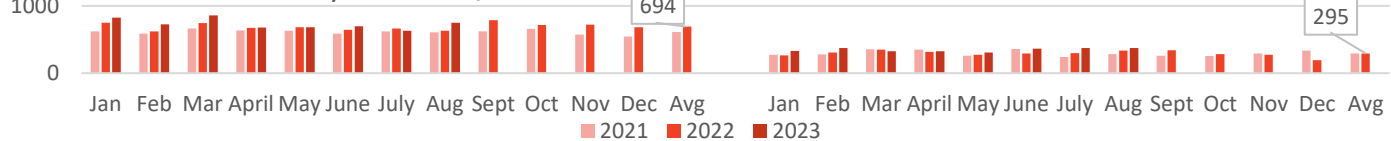
### Monthly and YTD Statistics

	Aug 2023	YTD 2023	Aug 2022	YTD 2022	Aug 2021	YTD 2021
<b>Circulation</b>	2,567	16,588	2,860	17,879	2,060	15,807
<b>Interlibrary loan sent</b>	750/27	5,692/216	606/23	5,200/212	607	5,022
<b>Interlibrary loan received</b>	372	2,795	337	2,444	284	2,396

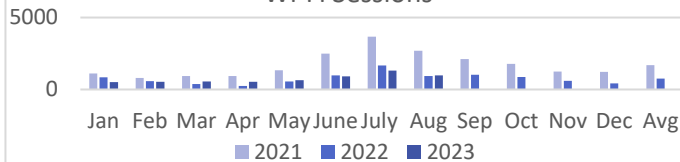
Monthly Circulation



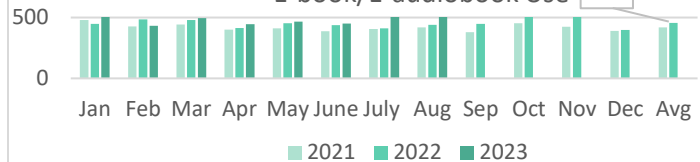
Interlibrary Loan Sent/Received



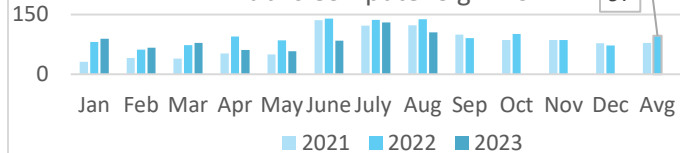
Wi-Fi Sessions



E-book/E-audiobook Use



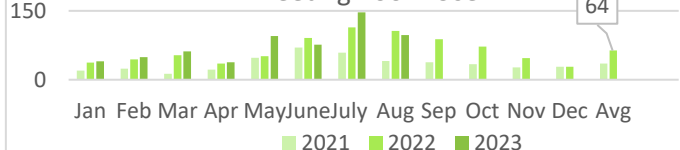
Public Computer Sign-ins



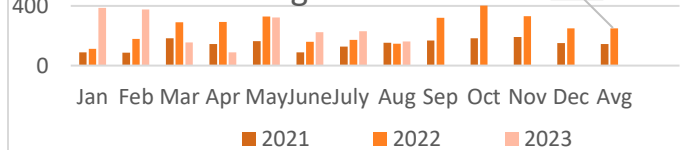
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

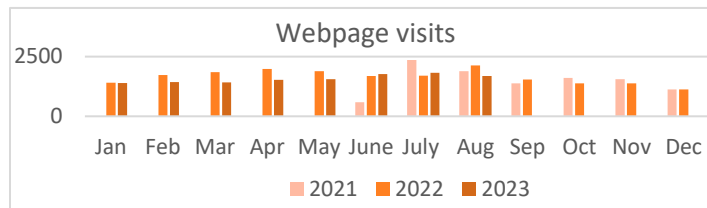


### Library Usage - Survey 2022

	March	June	October	December	Total 2023	Total 2022	Total 2021
<b>Library Visits</b>	248	386					12402
<b>Reference Transactions</b>	17	38					2769
<b>Program Attendance</b>	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

September 19<sup>th</sup>, 2023



### Donations received:

- Alemsahi "Sunny" Reil \$30

### Memorials:

- Sally and Bill Hickman \$25
- Robert Gostisha \$50
- Susan Lappen \$50
- Sandra O'Connor \$50
- Marilyn O'Connor \$30
- Rae Ottinger and Gregg \$25
- Barbara Ruh \$75
- P Sue Sadowske \$100
- Maureen Sanders \$100

### Publicity of note:

**Library unveils celebration garden**

BY KERRY GRIEBENOW  
NEWS CORRESPONDENT

A new and sophisticated North Woods space has recently been completed at the Edward U. Demmer Memorial Library, located on West School Street in Three Lakes.

The celebration garden resides on the south side of the library, along Huron Street, as a welcoming garden creation that is ready for the community's enjoyment.

The idea for the garden began in September 2021, when Erica Brewster, who was the acting Demmer Library director at the time, initiated the project to answer the call for memorial-related donations for the library's landscaping.

With funding approval from the Three Lakes Public Library Foundation, Project Designer and Manager Linnea Ebann of Three Lakes partnered with Mike Krueger, owner of MK Landscaping of Eagle River, to finalize the design and implement the garden's creation.

Now at its completion, the celebration garden offers a stroll along engraved pavers, taking a person past an engraved cement bench, a granite bookcase, a bronze children's statue, flowers, trees and North Woods grasses.

"We look forward to this space being available for permanent installations in memorial or celebration of loved ones or to bring awareness of individuals, groups, organizations or events within the community," Ebann stated.

Opportunities for those wishing to donate to the celebration garden include bronze statues, engraved pavers, engraved granite books to be placed in the granite bookcase, or estate boulders.

"Also available in remembrance or celebration of those we love are two additional benches, a fountain, rocks with bronze markers, as well as additional plantings," Ebann added. "There are plans for a few more granite bookcases in the future, as space for engraved granite memorials demands."

Anyone seeking more information or interested in donating a memorial to the garden may contact Peter Kotarba, Demmer Memorial Library director, at [director@demmer-library.org](mailto:director@demmer-library.org) or by calling 715-546-3391.



The full garden runs along Huron Street in Three Lakes and is open to the community.



This bronze statue, given in celebration of Patricia Ann Hine, adorns the celebration garden.

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

**September 19, 2023**

### **BUILDING:**

- Greenfire repaired water damaged areas of the library from last winter's ice damming and completed roof alterations as requested. After repairs and alterations were finished, John Chinault, senior project manager for Greenfire, stopped in to see that all the work was completed.

### **SYSTEMS:**

- Frontier installed a fiber SFP port for BadgerNet internet.
- On September 13 a wide sweeping internet outage affected the library. No wifi was available to patrons; the issue was solved later that night.

### **INTERIOR:**

- The entire first floor of the library was carpet cleaned, with plans to do the basement soon.

### **EXTERIOR:**

- No update on concrete work

### **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
- ☐ Lawrence Demmer plaque for vestibule

## 2023 September Budget Sheet

9/19/2023				
Account	2023 Budget	Spent	Balance	
<b>01 Salaries 551 1001</b>				
01 Director	\$ 52,000.00	\$ 30,690.65	\$ 21,309.35	59%
02 Technical Services	\$ 34,599.76	\$ 17,150.92	\$ 17,448.84	50%
03 Adult and Young Adult Librarian	\$ 34,599.76	\$ 25,073.30	\$ 9,526.46	72%
04 Childrens Librarian	\$ 24,102.00	\$ 15,967.62	\$ 8,134.38	66%
05 Outreach Coordinator	\$ 12,261.60	\$ 7,404.12	\$ 4,857.48	60%
06 Circulation Clerk	\$ 10,920.00	\$ 8,607.50	\$ 2,312.50	79%
07 Relief Librarian	\$ 1,296.00	\$ -	\$ 1,296.00	0%
08 Custodial	\$ 5,104.32	\$ 1,699.41	\$ 3,404.91	33%
09 Misc Staff Salaries	\$ -		\$ -	
<b>Total Salaries</b>	<b>\$ 174,883.44</b>	<b>\$ 106,593.52</b>	<b>\$ 68,289.92</b>	
		61%		
<b>02 Benefits</b>				
Social Security 551 1005	\$ 13,378.57	\$ 6,048.09	\$ 7,330.48	45%
Health Insurance 551 1006	\$ 29,421.77	\$ 21,551.45	\$ 7,870.32	73%
Life Insurance 551 1006	\$ -	\$ 41.16	\$ (41.16)	
Dental EBC 551 1008		\$ 1,791.97	\$ (1,791.97)	
WRS 551 1009	\$ 10,087.53	\$ 6,547.52	\$ 3,540.01	65%
<b>Total Benefits</b>	<b>\$ 52,887.87</b>	<b>\$ 35,980.19</b>	<b>\$ 16,907.68</b>	
		68%		
<b>03 Contractual Services</b>	<b>551 1015</b>			
Equipment Contracts	\$ 2,607.00	\$ 1,714.04	\$ 892.96	66%
Professional Services	\$ 425.00	\$ 619.00	\$ (194.00)	146%
Waltco Courier	\$ 950.00	\$ 1,081.28	\$ (131.28)	114%
<b>Total Contractual Services</b>	<b>\$ 3,982.00</b>	<b>\$ 3,414.32</b>	<b>\$ 567.68</b>	
		86%		
<b>04 Utilites</b>				
Electric 551 1031	\$ 5,640.00	\$ 4,015.71	\$ 1,624.29	71%
Natural Gas 551 1034	\$ 3,600.00	\$ 1,665.51	\$ 1,934.49	46%
Sewer and Water 551 1036	\$ 1,200.00	\$ 898.72	\$ 301.28	75%
Telephone 551 1020	\$ 2,520.00	\$ 1,748.01	\$ 771.99	69%
<b>Total Utilites</b>	<b>\$ 12,960.00</b>	<b>\$ 8,327.95</b>	<b>\$ 4,632.05</b>	
		64%		

9/19/2023					
Account	2023 Budget	Spent		Balance	
<b>05 Property Maintenance</b>	<b>550 1035</b>				
Custodial Supplies	\$ 600.00	\$ 520.65	\$ 79.35	87%	
Property Maintenance	\$ 4,000.00	\$ 3,845.72	\$ 154.28	96%	
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>\$ 9,366.30</b>	<b>\$ (3,766.30)</b>	167%	
		167%			
<b>06 Supplies</b>	<b>551 1038</b>				
Computer Hardware	\$ 2,800.00	\$ 328.97	\$ 2,471.03	12%	
Library Supplies	\$ 750.00	\$ 693.34	\$ 56.66	92%	
Office Supplies	\$ 750.00	\$ 434.35	\$ 315.65	58%	
Petty Cash	\$ 150.00	\$ -	\$ 150.00	0%	
Postage	\$ 400.00	\$ 290.37	\$ 109.63	73%	
<b>Total Supplies</b>	<b>\$ 4,850.00</b>	<b>\$ 1,747.03</b>	<b>\$ 3,102.97</b>		
		36%			
<b>07 Materials - AV</b>	<b>551 1039</b>				
Adult audiobook	\$ 2,700.00	\$ 952.47	\$ 1,747.53	35%	
Adult music	\$ 100.00	\$ -	\$ 100.00	0%	
Adult video	\$ 1,130.00	\$ 894.05	\$ 235.95	79%	
Juvenile audiobook	\$ 580.00	\$ 114.47	\$ 465.53	20%	
Juvenile music	\$ 60.00	\$ -	\$ 60.00	0%	
Juvenile video	\$ 200.00	\$ 75.08	\$ 124.92	38%	
<b>Total Materials - AV</b>	<b>\$ 4,770.00</b>	<b>\$ 2,036.07</b>	<b>\$ 2,733.93</b>		
		43%			
<b>07 Materials - Books</b>	<b>551 1039</b>				
Adult books	\$ 12,000.00	\$ 10,258.81	\$ 1,741.19	85%	
eBook consortium	\$ 762.60	\$ 762.60	\$ -	100%	
Juvenile/YA books	\$ 3,750.00	\$ 3,569.77	\$ 180.23	95%	
<b>Total Materials - Books</b>	<b>\$ 16,512.60</b>	<b>\$ 14,591.18</b>	<b>\$ 1,921.42</b>		
		88%			
<b>07 Materials - Subscriptions</b>	<b>551 1039</b>				
Individual subscriptions	\$ 120.00	\$ 65.00	\$ 55.00	54%	
Newspapers	\$ 1,690.00	\$ 889.13	\$ 800.87	53%	
Subscription Service	\$ 1,828.43	\$ 1,828.43	\$ -	100%	
<b>Total Subscriptions</b>	<b>\$ 3,638.43</b>	<b>\$ 2,782.56</b>	<b>\$ 855.87</b>		
		76%			

9/19/2023					
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	\$ 89.88	\$ 110.12	45%	
Computer Contingency	\$ -	\$ -	\$ -		
<b>Total Computers</b>	<b>\$ 400.00</b>	<b>\$ 89.88</b>	<b>\$ 310.12</b>		
		22%			
<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	\$ 973.44	\$ (173.44)	122%	
Young Adult	\$ 300.00	\$ 82.54	\$ 217.46	28%	
<b>Total Programming</b>	<b>\$ 1,923.00</b>	<b>\$ 1,637.90</b>	<b>\$ 285.10</b>	85%	
		85%			
<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	\$ 350.50	\$ 849.50	29%	
Mileage and Meals	\$ 800.00	\$ 456.26	\$ 343.74	57%	
<b>Total Staff Development</b>	<b>\$ 2,000.00</b>	<b>\$ 806.76</b>	<b>\$ 1,193.24</b>		
		40%			
<b>08 Expenses - WVLS</b>	<b>551 1040</b>				
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%	
<b>Total WVLS</b>	<b>\$ 8,287.79</b>	<b>\$ 8,087.79</b>	<b>\$ 200.00</b>		
		98%			
<b>Total 2023 Budget</b>	<b>\$ 292,995.13</b>	<b>\$ 195,461.45</b>	<b>\$ 97,533.68</b>		
Salary totals current through 8/23/2023		67%			

## Public Funds Voucher List

9/19/2023 through 9/19/2023

9/14/2023

Page 1

Date	Num	Description	Memo	Category	Amount
9/19/2023	1106	...Baker & Taylor	inv. 2037696438;0003286436;20...	07 1039 Materials:Books:Adult Books	-939.72
			inv. 2037708743;2037730070;20...	07 1039 Materials:Books:Juv-YA Books	-263.60
			inv. 2037696438;2037746693;20...	07 1039 Materials:AV:AV Adult:Audiobook	-151.00
			inv. 2037746693	07 1039 Materials:AV:AV Juv-YA:Audiob...	-17.69
9/19/2023	1107	Cengage Learning Inc / Gale	v.88: inv. 81678601;81691512;8...	07 1039 Materials:Books:Adult Books	-195.18
9/19/2023	1108	...Demmer Mem. Library	Amazon	07 1039 Materials:AV:AV Adult:Video	-151.49
			Amazon	07 1039 Materials:AV:AV Juv-YA:Video	-5.00
			Roll20 subscription for D&D	08 1040 Expenses:Programming:YA	-49.99
9/19/2023	1109	Heartland Business Systems	v.91: inv. 632642-H ScanPro con...	03 1015 Contractual Services:Equipmen...	-1,169.50
9/19/2023	1110	...April Hansen		07 1039 Materials:Subscriptions:Newsp...	-103.84
				08 1040 Expenses:Programming:Readin...	-17.83
9/19/2023	1111	Three Lakes Hardware	v.92: Custodial Supplies + carpet...	05 1035 Property Maintenance:Custodial	-76.98
9/19/2023	1112	Candice Johnson	v.93: Office Supplies	06 1038 Supplies:Office	-70.25
<b>9/19/2023 - 9/19/2023</b>					<b>-3,212.07</b>

<b>TOTAL INFLOWS</b>	<b>0.00</b>
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<b>TOTAL OUTFLOWS</b>	<b>-3,212.07</b>
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<b>NET TOTAL</b>	<b>-3,212.07</b>
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8/14/23

## **Landscape of Library property between Celebration Garden and Museum parking lot for outdoor use**

Linnea Ebann

### **Project Plan Information – Stage 2**

#### **Purpose:**

- To provide a permanent 3 season gathering space for all community members
- To provide permanent seating space with outdoor electrical power for use by community and library patrons
- To create adjacent landscaped space next to Celebration Garden that reflects, complements, and identifies the pride in visual and useful integrity, welcoming and connecting people from the vital life of our library to the history of Three Lakes Museum
- This area will “flank” the sidewalk to create noticeable and recognizable access to museum rooms housed in the library.
- Plantings will include shade trees for seating comfort during summer months

#### **Relationship to Library Mission Services:**

**“Connecting people to the transformative power of knowledge by providing opportunities to explore, learn, create, and share.”**

- Our outdoor spaces are utilized by the community and tourists alike. This area would offer space to meet, explore, learn, create, and share in an aesthetically appealing setting.
- This space, with recommended seating, provides access to the museum (which currently does not have outdoor seating) and the library and it’s garden via existing paver path.

#### **Strategic Plan:**

- Complete Stage 1 of the Procedures Seeking Library Foundation Funding process to landscape south side between library and museum and add permanent seating of 2 60” round (encouraging, sharing and discussion) tables each with 4 benches.
- Following approval from library director, present stage one project proposal to Demner Library Board of Trustees.
- Following approval from board of trustees, complete Stage 2
- Following approval for the project plan and funding, begin excavation, install pavers, ground cover, and plantings. Installation of 2 60” concrete tables with 4 benches each and 2 additional benches that can be accessed by the museum parking lot as well. (The tables have already been approved and will be delivered in August 2023.
- Installation of LED low wattage landscape lighting and outdoor receptacles.
- All concrete tables and benches custom color ordered to match Celebration Garden bench colors and library building capstone shelf as well as cohesive flow of pavers.

- Complete Stage 3 – Update to library director informing them of progress.
- Complete Stage 4.

### **Project Outcome:**

- A desirable and appealing garden space with permanent seating and electrical power to enhance the town/museum grounds, and ultimately the community.

### **Use of Space:**

- All installations in this space will be permanent with little, to no, maintenance and upkeep.

### **Timeline:**

- Upon approval from both the Demner Library Board of Trustees and the Three Lakes Public Library Foundation, scheduling would be as follows:
  - If approved, excavation can be completed this fall taking approximately 2-3 days making area site ready.
  - Considering time of year, all plantings, landscape lighting and installations will be done in June 2024 and take possibly 2 weeks.

### **Funding: See attachments**

<b>\$17,500</b>	- MK Landscaping excavation, paver surface, ground cover, plantings
<b>4,500</b>	- MK and Alliance – Landscape lighting fixtures and install
<b>2,600</b>	- Bennett electric – outdoor power and receptacles
<b>(3,607)</b>	- Laguna Precast – 2 60” cement tables and benches (already approved, ordered, and August 2023 delivery)
<b><u>1,300</u></b>	- Statues.com – 2 cement benches molded to mimic trees and colored to match tables, celebration garden benches, pavers, and library exterior capstone shelf.
<b>\$25,900</b>	Total current request
<b><u>3,607</u></b>	2 60” round tables already approved, ordered, and in transit to library.
<b><u>\$29,507</u></b>	<b>TOTAL project cost</b>

### **Roles:**

#### **Linnea Ebann**

- Obtain all plans and bids to complete project (completed)
- Obtain approval and funding for project
- Oversee project at each step
- Order all necessary installations
- Attend meetings as necessary and provide updates

- Notify proper press outlets of the beautiful and appealing new garden space that can be utilized by patrons, community members and students.

### **Library Staff**

- Bring awareness to a wonderful addition to be utilized in a serene, peaceful, adjacent setting.
- Wash tables as needed.

### **Ongoing Needs Beyond Completion – Maintenance:**

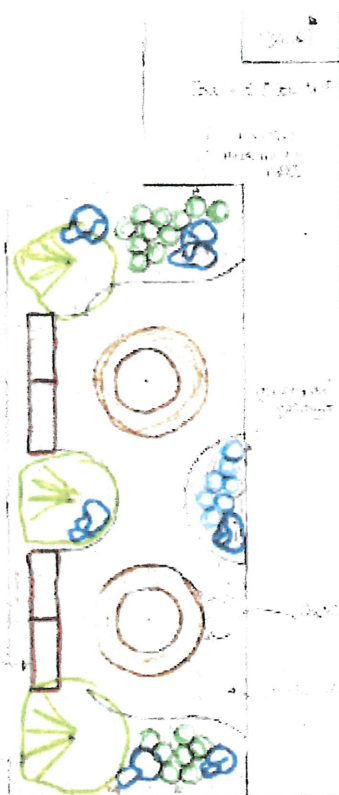
- Washing tabletops and benches as needed
- Annual sealant applied to maintain beauty of stained concrete tables and benches that could be achieved through volunteers.
- Potential replacement of garden plantings due to extreme outdoor circumstances

### **Life of Project:**

- Completion of project to take 2 weeks
- With use of non-maintenance materials and plantings with years of life, this space will become a sought-after refuge for many decades to come.



Designs by MK Export  
715-425-2000



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## Edward U. Demmer - Memorial Library

### Side Landscape Patio/Garden Estimate and Budgeting Guidelines

- Excavation as needed to remove stone/soil to proper depth for compacted gravel base.  
Material/debris generated to be hauled out. ---\$1,400
- Compacted gravel base set for patio patio/sidewalks as drawn. Belgard 'Mega Arbel' paver in Gascony Tan color selected to match. Polysand and paver edging installed. ---\$9,400
- (6) Ton, 24" to 36" boulders set for character. ---\$980
- (4) CY screened topsoil added for planting areas. (25) Assorted one gallon perennials installed.  
(3) 25 gallon size shade trees installed, and site determined for species and cultivar.  
Maple/Oak/Birch/Elm suggested. Mulch covering over broken ground. ---\$3,950
- Miscellaneous expenses for electrical chases installed, wiring buried, benches/tables installed  
(purchased by Library), etc. ---\$1,500???

All in, a project budget of **\$17,500** would include all of the above line items and would finish the landscape off nicely. Help can be offered for bench/table selection if needed.

A deposit of **\$2,000** will secure this estimate and allow MK Landscape to order pavers and set them aside for spring/early summer installation.

Please call or email at any time with questions. Thanks again!!!

MICHAEL J. KNEEGER  
11/14/23

From: Sean Brantley lagunaprecast@icloud.com  
Subject: Queen sets quote 1 of 3  
Date: Apr 17, 2023 at 1:55:13 PM  
To: Linnea Ebann sevinceacres@yahoo.com



**Laguna Precast S.A. de C.V.**  
**Quote 2304173 Date 4/17/23**

L.P. SA de CV Oficina Corporativo:  
Calle Mayapan G4 Col. Baja Malibu  
Playas Tijuana, Baja California  
C.P. 22560 Mexico

US Mailing:  
1626-G Sweetwater Rd.  
PMB-254  
National City, CA 91950

Freight Forwarding:  
Salazar RE-Laguna Precast  
9543 Henrich Hertz Dr #2  
San Diego, CA 92154

L.P. Manufacturing La Gloria:  
6418 Calle de la Piel  
Col. La Gloria  
Tijuana, B.C. 22559 Mexico

**Bill To:**  
Linnea Ebann  
Demmer Memorial Library  
1798 Huron St  
Three Lakes, WI 54562

**Ship To:**  
Linnea Ebann  
Demmer Memorial Library  
1798 Huron St  
Three Lakes, WI 54562

Company Contact		Phone 1	Phone 2	Phone 3	Terms	
Linnea Ebann		608/773-0361			Prepaid if less than \$5,000.00	
Sales Rep Name	Fax	Corp. Office	Quote Valid	Production Time	Sales Rep E-mail	
Sean Brantley		949-281-7412	15 Days	To Be Determined	sean@lagunaprecast.com	
Qty.	Item	Description			Cost	Total
2	613	Queen Set, 60" Round, 4 Benches, Cement Tops, 14pcs 2,120lbs *Requires Pallet #695, 1-2 sets			850.00	1,700.00
2	CCC	Custom concrete color on tables 25% extra,			212.50	425.00
2	CLC	Clearcoat sealer on tables, 15% extra,			127.50	255.00
1	695	Pallet/Packaging charge, 1-2 Queen sets, 65"x65" Pallet, w/SPM-15 International customs stamp, 125 lbs			200.00	200.00
1	P&H	Handling & freight transportation per pallet (N/A)			27.00	27.00
1	FR8	US freight estimated cost, 54562 zip, 1 pallet, 1,500 lbs standard delivery with lift gate \$1,250.00 *Free F.O.B. pickups*			250.00	1,250.00
Delivery Contact Name & Number		Delivery Type		Specify Notes or Special Delivery	Subtotal	3,857.00
Linnea 608/773-0361		Dock/Dock Commercial				
Shipping Contact Name & Number		Ship From Zip	Ship To Zip	# Pallets & Pieces	Total Weight	
Sean 619-882-8892 cell		92154	54562	1 Pallet 14 pcs	4,365 lbs	TOTAL 3,857.00

Terms and Conditions: Quotes valid 15 days. All sales are final. Products have a 5 year replacement guarantee. Customers must sign all forms and verify the items and quantities. Photographs of merchandise must be approved by customers prior to shipping. Customers will receive tracking information and must be present and flexible for delivery. Customers must provide truck access, labor and equipment to unload truck within 2 hours. Carriers are responsible and insure all material. All claims must be reported to carrier within 48 hours of delivery. Laguna Precast will assist and provide available information to assist claims. Laguna Precast will reproduce and reshipe products so job progress will continue. Customers are responsible for all shipping charges.

I have read and understand terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Best Regards,  
Sean Brantley  
Laguna Precast S.A. de C.V. Sales  
Office and Voicemail/Messages 949-281-7345  
Cell 619-882-8892

[LagunaPrecast.com](http://LagunaPrecast.com)

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From: Statue.com sales@statue.com  
Subject: Statue.com: Sales Quote #SQ-000547  
Date: Apr 27, 2023 at 10:08:27 AM  
To: sevinceacres@yahoo.com

Thanks for calling Linnea,  
Below is a copy of your quote for the two benches, shipping had not changed and the finish needs to be determined but will not change the price. In the picture on our site it is shown in Relic Lava

Kind Regards, Anne



Customer Phone Number: (608)  
772-0361

## Sales Quote

[Statue.com](http://Statue.com)

224 W Park Street  
Edwardsville IL 62025

### Bill To

Linnea Ebann  
Demner Library  
1798 Huron St  
Three Lakes WI  
54562

### Ship To

Linnea Ebann  
Demner Library  
1798 Huron St  
Three Lakes WI  
54562

Date 4/27/2023  
Estimate # SQ-000547  
Expires 5/27/2023  
Order Comment  
Shipping Method Shipping - Item  
Shipping Tax Code -Not Taxable-  
Shipping Tax Rate

Item #	Item	Units	Quantity	Serial/Lot Numbers	Description	Options	Rate	Amount	Tax Rate	Address	Ship To	Carrier
CHS2802	Driftwood Garden Cement Bench		2		Driftwood Garden Cement Bench	Finish Choice: xxx	552.00	1,104.00		Linnea Ebann Demner Library 1798 Huron St Three Lakes WI 54562	130437	More

Subtotal 1,104.00  
Discount Total () -110.40  
Shipping Cost (Shipping - Item) 295.00  
Total \$1,288.60

Patrons, Please Read: We work hard to ensure your purchase arrives safely and without damage, never the less it happens anyway. Please inspect your purchase immediately upon receipt. If the delivery agent is still present assure the damage is notated in their delivery records. In the event your purchase arrives damaged you must call us within five working days. No returns without prior authorization - Please call [618-692-1121](tel:618-692-1121). No Returns without original Packing Material. 25% restocking fee for in-stock items. 50% restocking fee for all made to order items (this includes all finish to order products).

"Thank you for your patronage. All items are purchased in accordance with our 'Terms and Conditions', a link to our 'Terms and Conditions' can be found on our web site - [www.statue.com](http://www.statue.com)." Please contact us at [877-675-2634](tel:877-675-2634) during business hours 8 am - 5 pm CT (M-F). Our offices are located at 100 North Main Street, Edwardsville, IL 62025.





6700 State Highway 70 West Eagle River Wisconsin 54521

715.479.3901

**Demmer Library – Museum Lighting Estimate**

**Spring – 2023**

- 110V Power outlet for transformer provided by others and not included.
  - (11) Alliance Lighting fixtures per design by Linnea Ebner
  - 12 Gauge low voltage wire bored under sidewalk into new landscape.
  - Conduit installed under landscape features provided and installed by MK Landscape. Wire run to lighting locations.
  - Fixtures installed with Quiklock Wire Connectors.
  - IT 300 Transformer used to power system      -Parts- \$2,715 -- -Labor- \$1,200 to \$1,800
- Total - \$3,915 to \$4,515**
-



**Peggy Bennett**  
To: Linnea Ebann >

Yesterday

## Estimates

This is a best-estimate with limited information.

[illegible]

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# STRATEGIC PLAN 2020 - 2023

EDWARD U. DEMMER MEMORIAL LIBRARY



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6961 West School Street, PO Box 760, Three Lakes, WI 54562  
(715) 546-3391 \* [www.demmerlibrary.org](http://www.demmerlibrary.org)



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## BACKGROUND

The Demmer Memorial Library completed a \$2.2 million renovation and expansion in 2019. The Demmer board of trustees then undertook a 9-month strategic planning initiative to determine the best use of the facility and staff over the coming years.

The pandemic in 2020 changed some aspects of the timeline and direction of the action plans, but the core mission and values remain.



## THE DEMMER LIBRARY:

connecting people to the transformative power of knowledge by providing opportunities to *explore, learn, create, and share.*

---



## OUR VALUES IN STRATEGIC ACTION

We chose to take actions that aligned with our library's commitment to being a **welcoming, innovative** space that values **communication, integrity**, and **service**.

## OUR VALUES

- Welcome
- Innovation (funnovation)
- Communication
- Integrity
- Service



## WELCOME: PROGRAMS AND VOLUNTEER ENGAGEMENT

Library services will improve and be streamlined as staff and volunteers providing program and support services are recruited, trained, and retained.

“

*We boast many active and committed volunteers, but we also know it can be hard for new volunteers to find their place with us. We can do so much more with the many talents in our community.*

”

## WHERE WE WANT TO BE:

- Increase adult/young adult librarian position to full time to have the library human resources to run an effective volunteer program.
- Have 30 volunteers regularly serving in 5 key areas of service: collection, programming, book sale, materials processing, and special projects.



## INNOVATION (FUNNOVATION): CREATIVE PARTNERSHIPS

Innovative/ funnovative partnerships lead to (fun) community-driven library programs and services that build community awareness, involvement, and investment in the library.

“

*We have some excellent ongoing partnerships with community organizations, but they are all ad hoc. There are more groups we could tap to bring interesting, engaging programming to Three Lakes.*

”

## WHERE WE WANT TO BE

Partnerships are used to inform and guide implementation of library services and program offerings.

Use and regular evaluation of partnership agreements allow both library staff and partner organizations to balance workloads.



## COMMUNICATION: MARKETING AND AWARENESS

Visibility of the library and awareness of library programs and services increases through development and

“

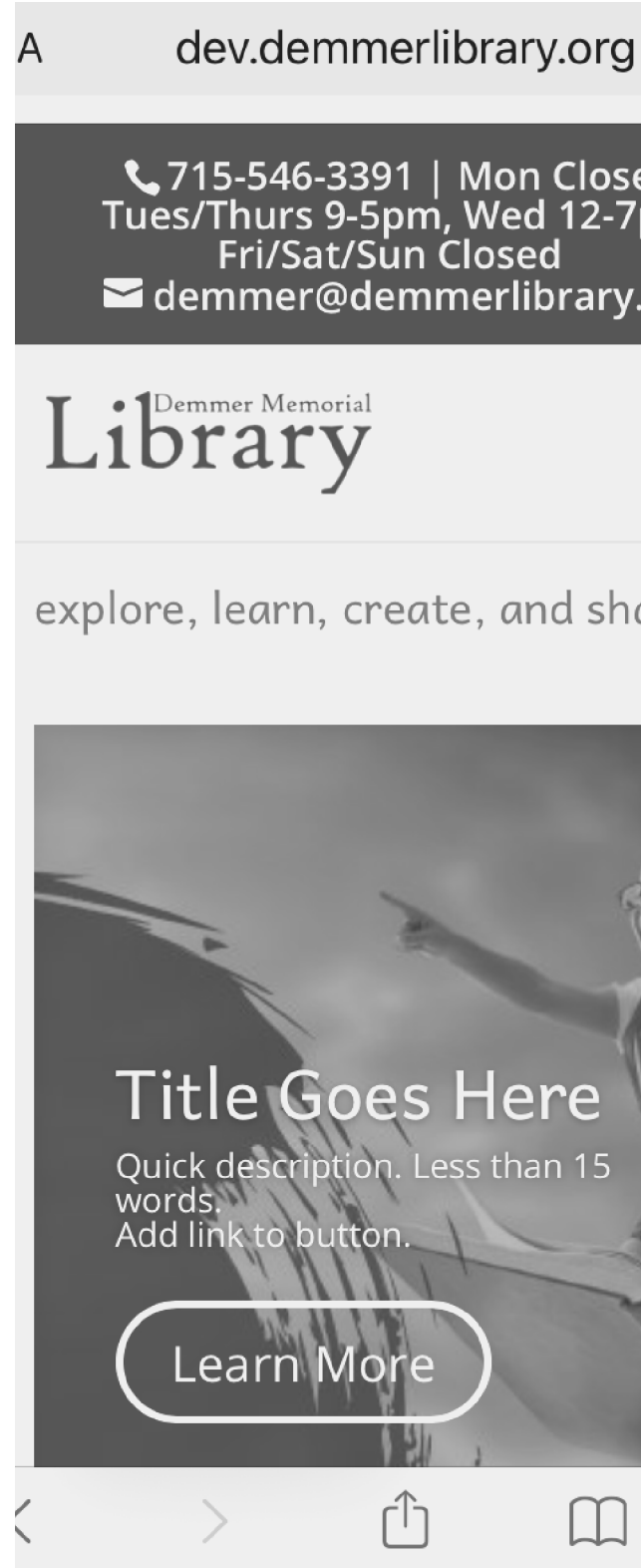
*We can't serve the community if they don't know we're here or what we can offer. We have a new building - now time for a new logo and branding look to match. And time for a website as attractive as our library.*

”

## WHERE WE WANT TO BE

A marketing package including a logo, key colors, fonts, etc., is approved and put into use.

The library website is updated and includes new logo and marketing tools with administrative tools for statistical reporting for the annual report.





## INTEGRITY: LIBRARY GOVERNANCE

The library board will continue to review and improve library governance and administrative practices.

“

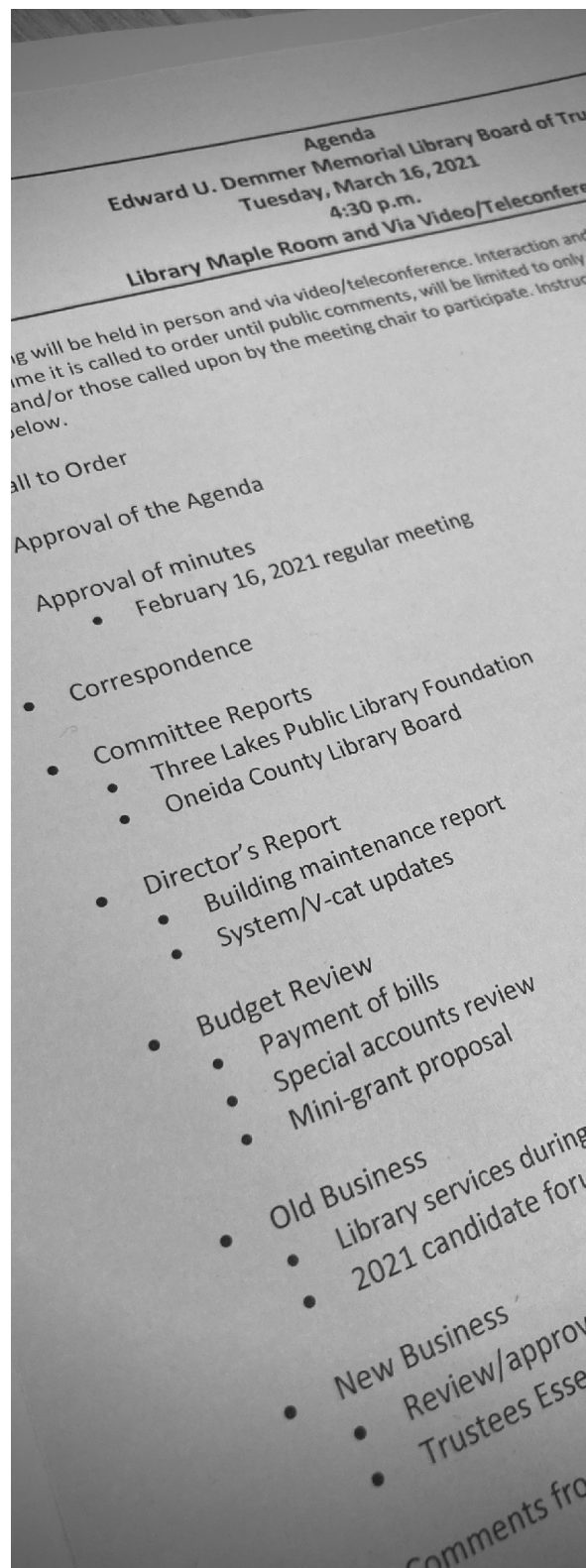
*The Demmer Library Board of Trustees strives for integrity and transparency in governance of the Demmer Library. We are accountable to the community for their tax and donated dollars and the library services they receive in return.*

”

## WHERE WE WANT TO BE

Updated library policies are readily available for review by library staff and general public.

The library board sets strategic investment according to selected measures of achievement (e.g., Public Library Standards, LJ Index, etc.).





## SERVICE: FACILITIES AND ACCESSIBILITY

Long-term access to the library facilities and programs is enhanced through investment and management of the physical building and staff development focusing on inclusive services.

“We built this building with physical accessibility foremost in mind. Now we want to be sure those able to enter feel included in the library community, and that we're ready with the funds and plans to keep the doors open.”

## WHERE WE WANT TO BE

Staff proactively address accessibility and inclusion concerns on a timely basis.

Library board has a plan for property maintenance needs (CIP) and for assuring necessary funds.

