

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, October 17, 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
  - September 19, 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
  - Third quarter accounts report and town report
- Old Business
  - Discuss process for the formation of the Strategic Plan committee
  - Confirm change in management of Celebration Garden Project
  - Review stage 2 proposal of museum space landscaping project
  - Preview Library Board self-evaluation
- New Business
  - Review update to the library's Financial Policy
  - Evaluate change in 2024 insurance premiums
- Comments from citizens

Next Meeting: November 21, 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 September 19, 2023  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent:

Other Attendees: Peter Kotarba

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

**Agenda:**

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

**Approval of Minutes:**

Motion by Patty, seconded by Kathleen to approve the minutes of August 15, 2023, as corrected. All ayes, motion carried.

**Correspondence:** None.

**Committee Reports:**

Three Lakes Public Library Foundation: Will meet September 26<sup>th</sup>. Library presented update on status of celebration garden to TLPLF.

Oneida County Library Board: Next meeting in mid-November.

**Director's Report:**

- Director's Report:
- Building and Maintenance Report: Update from Jeff on town plans for generator with future collaboration between library and town possible. Dianna updated board on concrete work, can't happen until spring. Discussion. The board agrees to stay with the original contractor and ask for a quote. Dianna and Jeff will meet with the contractor, when available. Ann suggests putting a cone on the affected concrete until the work can be complete. Peter will contact the company that removed ice dams regarding billing.

**Budget Review:**

- Motion by Rich, seconded by Patty, to approve vouchers for August/September 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:

**Old Business:**

- Update on outdoor tables donated by TLPLF- Arriving Monday-Wednesday next week. The museum agreed to allow tables to be kept in museum space red granite gravel. Discussion of delivery and arrival plan. Jeff will look into town assisting in unloading delivery vehicle.

**New Business:**

- Review stage 2 proposal for museum space landscaping project-Initial discussion, agreed to add to following month's agenda.
- Evaluation of current Strategic Plan: Suggestion by Patty to change "welcome" to "welcoming" for upcoming plan. Discussed Strategic plan evaluation worksheet
- Preparation for upcoming Strategic Plan- Discussion of formation of new strategic plan committee. Ann requested that board members bring names of possible members for the committee to the October meeting.
- Discussion on Library Board self-reflection-Discussed desired format for self-reflection(formal/informal). Dianna recommends informal discussion and using the trustee's handbook. Katleen suggests a form like strategic plan evaluation.

**Future items:**

- Discuss maintenance of Celebration Garden (weeding and other things)
- Formation of new Strategic Plan committee
- Review stage 2 proposal for museum space landscaping project

**Comments from citizens:**

**Next Meeting: Regular meeting on October 17, 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 Dianna. All ayes, motion carried. The meeting adjourned at 6:04 PM.

Respectfully submitted: Peter Kotarba, Director

## Library Board of Trustees - Director's Report

October 17<sup>th</sup>, 2023

### ADMINISTRATION:

- Laona State Bank locked their online banking service until a fiduciary form for online banking is filled out. That form has been filled out and is being processed. This month a print copy of the account statement needed to be requested at the local branch.
- The Demmer Library is a recipient of a \$500 Rob-See-Co Rural Library Grant. A circulating board game collection will be started with these funds.

### STAFF

- Peter attended Wisconsin Department of Public Instruction's New Director Bootcamp in Marshfield
- Katie attended V-Cat catalog training in Wausau and has attended various other virtual trainings. She is now able to create complete bibliographic records for the library!

### Community Collaboration

- A homeschool group has started to use the library as a gathering place.
- Leadership Oneida County visited the library for their meeting.
- Quarterly book sale took place during Pumpkin Festival.
- A limited number of Eclipse viewing glasses will be available to those who wish to view the partial annular eclipse in the Town's green space.

### PROGRAMS AND OUTREACH:

New Programs!

- "The Spook Zone" is a passive program which will be running for the entire month of October. Patrons wishing to relive the classic age of horror cinema can stop by the Northwoods Room where they will find a comfy chair, headphones with adjustable volume knobs, and nonstop films.
- Harry Potter Club happens once a month after school. It's a time for fans of both the novels and films to participate in Harry Potter related activities and discussions.
- Following the very successful writers' series, a monthly writers group formed. Those participating will have the opportunity to workshop their own writing with others.

September:

- Children: Lego Club **7**, Story Hour **28**, 4K Story Hour **34**
- YA: D&D **21**, Teen Library Council,
- Adult: Writers' Series **30**, TLGS **15**, Crafternoon **7**, BTOC ,
- General Interest: Wii Open Hours **8**, Vaccination Clinic **9**,

October:

- Children: Lego Club, Pokemon Club, Story Hour, 4K Story Hour
- YA: D&D, Teen Library Council, Harry Potter Club
- Adult: Writer's Group, TLGS, Crafternoon, BTOC, Scary Movie Series, Mammogram Program with OCHD,
- General Interest: Wii Open Hours, Pumpkin Festival book sale

Respectfully submitted,

Peter Kotarba – Director

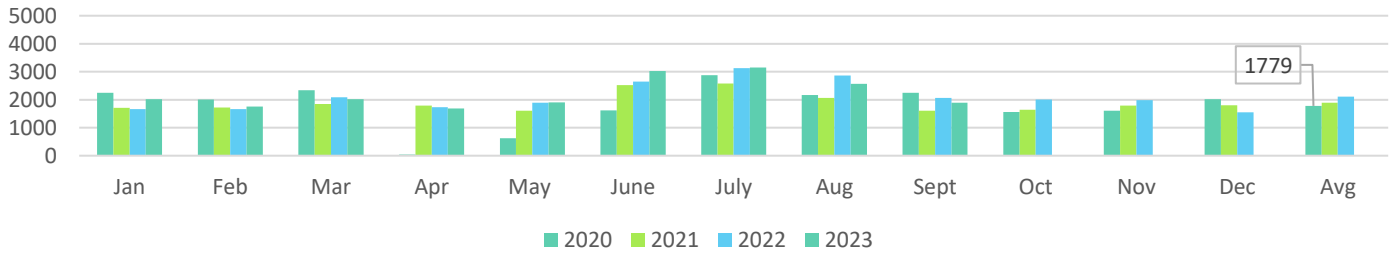
# Library Board of Trustees - Director's Report

October 17<sup>th</sup>, 2023

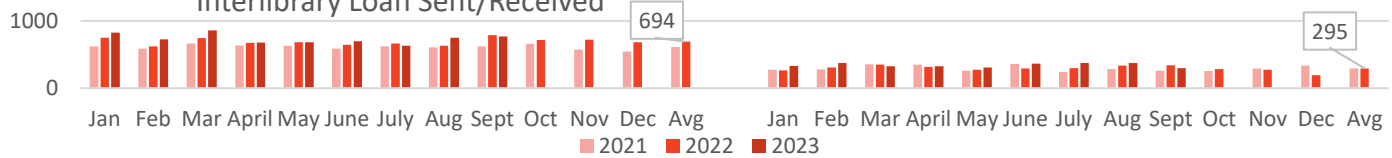
## Monthly and YTD Statistics

	Sept 2023	YTD 2023	Sept 2022	YTD 2022	Sept 2021	YTD 2021
<b>Circulation</b>	1,890	18,478	2,068	19,986	1,611	17,418
<b>Interlibrary loan sent</b>	728/40	6,420/256	749/39	5,910/251	622	5,644
<b>Interlibrary loan received</b>	297	3,092	339	2,786	260	2,656

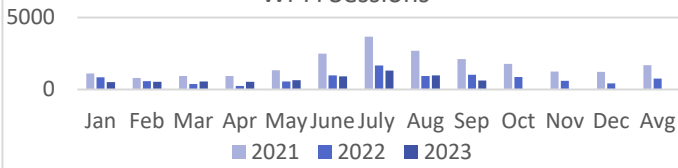
Monthly Circulation



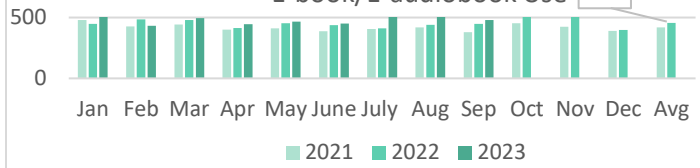
Interlibrary Loan Sent/Received



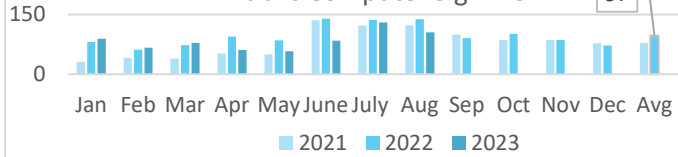
Wi-Fi Sessions



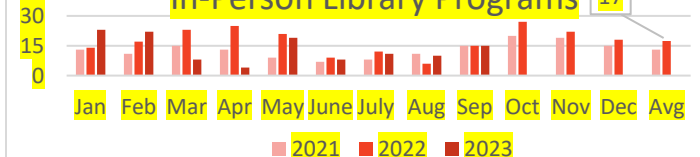
E-book/E-audiobook Use



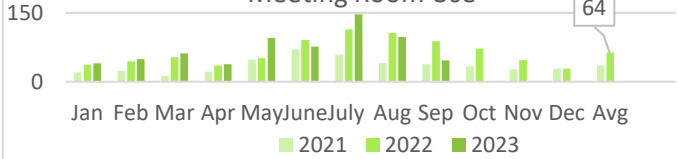
Public Computer Sign-ins



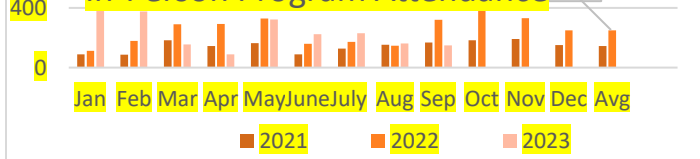
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

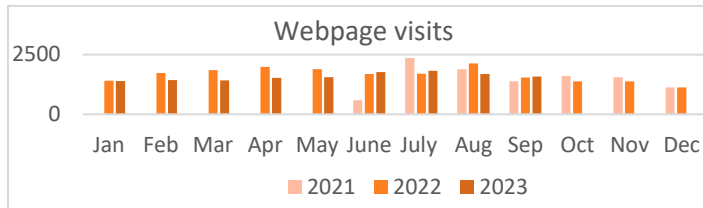


## Library Usage - Survey 2022

	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

October 17<sup>th</sup>, 2023



### Donations received:

- TLCF \$1,708.10

### Memorials:

- Nancy Kimla \$400
- Dave K Hamelink \$75
- Dave and Diane Bushelle \$100

### Publicity of note:

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

**October 17, 2023**

### **BUILDING:**

- Using a memorial donation from the Javenkowski family, a sensory table and three children's tables was purchased for Story Hour.

### **SYSTEMS:**

- Momentary power outage on September 30<sup>th</sup>.

### **INTERIOR:**

- The handle for the west entrance interior door is repaired.
- Light sensor in Tamarack Room adjusted to highest sensitivity, 30 minute cycle.
- Light sensor in Local History Room adjusted to highest sensitivity, 20 minute cycle.

### **EXTERIOR:**

- The failing concrete at west entrance is patched.
- Concrete tables have been delivered and are on TLHS granite gravel at the west entrance.
- The stone pillar at the west entrance has some falling pieces; the town shop plans to look later this month to see what can be done to repair the problem.
- Waiting to hear from Town's veterans' memorial committee regarding green space use; this will affect conceptually approved Three Lakes Storybook Gardens space.

### **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 October Budget Sheet

10/17/2023				
Account	2023 Budget	Spent	Balance	
<b>01 Salaries 551 1001</b>				
01 Director	\$ 52,000.00	\$ 34,383.45	\$ 17,616.55	66%
02 Technical Services	\$ 34,599.76	\$ 19,815.67	\$ 14,784.09	57%
03 Adult and Young Adult Librarian	\$ 34,599.76	\$ 27,734.83	\$ 6,864.93	80%
04 Childrens Librarian	\$ 24,102.00	\$ 17,829.35	\$ 6,272.65	74%
05 Outreach Coordinator	\$ 12,261.60	\$ 8,378.76	\$ 3,882.84	68%
06 Circulation Clerk	\$ 10,920.00	\$ 9,335.50	\$ 1,584.50	85%
07 Relief Librarian	\$ 1,296.00	\$ -	\$ 1,296.00	0%
08 Custodial	\$ 5,104.32	\$ 1,883.46	\$ 3,220.86	37%
09 Misc Staff Salaries	\$ -		\$ -	
<b>Total Salaries</b>	<b>\$ 174,883.44</b>	<b>\$ 119,361.02</b>	<b>\$ 55,522.42</b>	
		68%		
<b>02 Benefits</b>				
Social Security 551 1005	\$ 13,378.57	\$ 8,896.86	\$ 4,481.71	67%
Health Insurance 551 1006	\$ 29,421.77	\$ 24,607.82	\$ 4,813.95	84%
Life Insurance 551 1006	\$ -	\$ 45.61	\$ (45.61)	
Dental EBC 551 1008		\$ 3,105.63	\$ (3,105.63)	
WRS 551 1009	\$ 10,087.53	\$ 7,353.69	\$ 2,733.84	73%
<b>Total Benefits</b>	<b>\$ 52,887.87</b>	<b>\$ 44,009.61</b>	<b>\$ 8,878.26</b>	
		83%		
<b>03 Contractual Services 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	\$ 1,455.64	\$ (505.64)	153%
<b>Total Contractual Services</b>	<b>\$ 3,982.00</b>	<b>\$ 3,788.68</b>	<b>\$ 193.32</b>	
		95%		
<b>04 Utilites</b>				
Electric 551 1031	\$ 5,640.00	\$ 4,590.87	\$ 1,049.13	81%
Natural Gas 551 1034	\$ 3,600.00	\$ 1,699.20	\$ 1,900.80	47%
Sewer and Water 551 1036	\$ 1,200.00	\$ 898.72	\$ 301.28	75%
Telephone 551 1020	\$ 2,520.00	\$ 1,967.85	\$ 552.15	78%
<b>Total Utilites</b>	<b>\$ 12,960.00</b>	<b>\$ 9,156.64</b>	<b>\$ 3,803.36</b>	
		71%		



10/17/2023					
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	\$ 3,846.91	\$ 153.09		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>\$ 9,367.49</b>	<b>\$ (3,767.49)</b>		167%
				167%	
<b>06 Supplies</b>	<b>551 1038</b>				
Computer Hardware	\$ 2,800.00	\$ 428.98	\$ 2,371.02		15%
Library Supplies	\$ 750.00	\$ 717.72	\$ 32.28		96%
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>\$ 1,871.42</b>	<b>\$ 2,978.58</b>		
				39%	
<b>07 Materials - AV</b>	<b>551 1039</b>				
Adult audiobook	\$ 2,700.00	\$ 980.19	\$ 1,719.81		36%
Adult music	\$ 100.00	\$ -	\$ 100.00		0%
Adult video	\$ 1,130.00	\$ 1,046.75	\$ 83.25		93%
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>\$ 2,216.49</b>	<b>\$ 2,553.51</b>		
				46%	
<b>07 Materials - Books</b>	<b>551 1039</b>				
Adult books	\$ 12,000.00	\$ 11,116.55	\$ 883.45		93%
eBook consortium	\$ 762.60	\$ 762.60	\$ -		100%
Juvenile/YA books	\$ 3,750.00	\$ 3,679.00	\$ 71.00		98%
<b>Total Materials - Books</b>	<b>\$ 16,512.60</b>	<b>\$ 15,558.15</b>	<b>\$ 954.45</b>		
				94%	
<b>07 Materials - Subscriptions</b>	<b>551 1039</b>				
Individual subscriptions	\$ 120.00	\$ 65.00	\$ 55.00		54%
Newspapers	\$ 1,690.00	\$ 941.05	\$ 748.95		56%
Subscription Service	\$ 1,828.43	\$ 1,828.43	\$ -		100%
<b>Total Subscriptions</b>	<b>\$ 3,638.43</b>	<b>\$ 2,834.48</b>	<b>\$ 803.95</b>		
				78%	

10/17/2023					
Account	2023 Budget	Spent	Balance		
<b>08 Expenses - Computer</b>	551 1040				
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>	551 1040				
Adult	\$ 300.00	\$ 363.94	\$ (63.94)		121%
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>\$ 1,643.18</b>	<b>\$ 279.82</b>		85%
		85%			
<b>08 Expenses - Publishing Fees</b>	551 1040				
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>	551 1040				
Staff Development	\$ 1,200.00	\$ 814.06	\$ 385.94		68%
Mileage and Meals	\$ 800.00	\$ 456.26	\$ 343.74		57%
<b>Total Staff Development</b>	<b>\$ 2,000.00</b>	<b>\$ 1,270.32</b>	<b>\$ 729.68</b>		
		64%			
<b>08 Expenses - WVLS</b>	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%
<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>\$ 219,255.15</b>	<b>\$ 73,739.98</b>		
Salary totals current through	9/20/2023	75%			

Public Funds Voucher List

10/17/2023 through 10/17/2023

10/10/2023

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Date	Num	Description	Memo	Category	Amount
10/17/2023	Print	S Baker & Taylor	inv. 2037771050;2037786472; 2...	07 1039 Materials:Books:Adult Books	-521.38
			inv. 2037771050; 2037786472; 2...	07 1039 Materials:Books:Juv-YA Books	-95.34
10/17/2023	Print	Cengage Learning Inc / Gale	inv. 2037786472	07 1039 Materials:AV:AV Adult:Audiobook	-27.72
			v.94: inv. 82513848	07 1039 Materials:Books:Adult Books	-95.97
10/17/2023	Print	S Demmer Mem. Library	Amazon; My Cable Mart LLC; AC...	06 1038 Supplies:Computer Hardware	-100.01
			Amazon; Thrift Books	07 1039 Materials:Books:Adult Books	-240.39
			Amazon	07 1039 Materials:AV:AV Adult:Video	-152.70
			Kwik Trip	07 1039 Materials:Subscriptions:Newsp...	-25.96
			WLA	08 1040 Expenses:Staff Development	-195.00
			Dollar General	08 1040 Expenses:Programming:Adult	-5.28
10/17/2023	Print	April Hansen	v.96: Reimbursement-Newspapers	07 1039 Materials:Subscriptions:Newsp...	-25.96
10/17/2023	Print	Candice Johnson	v.97: Reimbursement	07 1039 Materials:Books:Juv-YA Books	-13.89
10/17/2023	Print	Kaitlyn Kirby	v.98: Reimbursement-Mileage	08 1040 Expenses:Staff Development	-115.42
10/17/2023	Print	Peter Kotarba	v.99: Reimbursement-Mileage	08 1040 Expenses:Staff Development	-153.14
10/17/2023	Print	Three Lakes Hardware	v.100: Property Maintenance-Fas...	05 1035 Property Maintenance:Property ...	-1.19
10/17/2023	Print	S WVLS	3rd Quarter Courier	03 1015 Contractual Services:Waltco Co...	-374.36
			Barcodes	06 1038 Supplies:Library	-24.38
<b>10/17/2023 - 10/17/2023</b>					<b>-2,168.09</b>
<b>TOTAL INFLOWS</b>					<b>0.00</b>
<b>TOTAL OUTFLOWS</b>					<b>-2,168.09</b>
<b>NET TOTAL</b>					<b>-2,168.09</b>

Laona Bank for Board  
9/1/2023 through 10/17/2023

10/10/2023

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 8/31/2023</b>							<b>22,124.94</b>
9/1/2023	Laona Special...Debit	Amazon	Adult DVD		Town of Three Lakes Expense	R	-14.25
9/1/2023	Laona Special...Debit	Amazon	Adult Book		Town of Three Lakes Expense	R	-15.95
9/1/2023	Laona Special...Debit	Force Pay Debit			Donation Expense	R	-25.96
9/5/2023	Laona Special...Debit	Amazon	Adult DVD		Town of Three Lakes Expense	R	-19.96
9/5/2023	Laona Special...Debit	Amazon	Adult DVD/Computer Hardware		Town of Three Lakes Expense	R	-31.93
9/5/2023	Laona Special...Debit	Amazon	Adult DVD		Town of Three Lakes Expense	R	-39.91
9/8/2023	Laona Special...DEP	Amazon	Refund		Town of Three Lakes Income	R	16.00
9/13/2023	Laona Special...Debit	Amazon	Juv DVD		Fines Expense	R	-18.98
9/15/2023	Laona Special...Debit	My Cable Mart LLC	Computer Hardware		Town of Three Lakes Expense	R	-36.28
9/15/2023	Laona Special...	ACP Direct	Computer Hardware		Town of Three Lakes Expense	R	-49.75
9/19/2023	Laona Special...4014	Three Lakes Fab Lab	Button Hunt and Fab Lab Camp		Donation Expense:Programmi...	R	-140.84
9/19/2023	Laona Special...4015...	Town Of Three Lakes	Reimbursements: 2023 PBS Grant, 2023 ...	--Split--			-292.95
9/19/2023	Laona Special...4016	Lakeshore Learning	Sensory Table-Javenkowski Memorial		Donation Expense:TLPLF	R	-378.35
9/19/2023	Laona Special...4017	Candice Johnson	Reimbursemnt-PBS Programming		Grant and Project Expense:20...	R	-16.24
9/20/2023	Laona Special...Debit	Amazon	Adult Books		Town of Three Lakes Expense	R	-14.99
9/25/2023	Laona Special...Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-6.49
9/26/2023	Laona Special...Debit	Dollar General	YA Programming		Town of Three Lakes Expense	R	-5.28
9/26/2023	Laona Special...Debit	Three Lakes Town Market	Coffee Creamer		Donation Expense:Coffee Cart	R	-5.78
9/26/2023	Laona Special...Debit	WLA	Staff Development		Town of Three Lakes Expense	R	-51.00
9/26/2023	Laona Special...Debit	WLA	Staff Development		Town of Three Lakes Expense	R	-144.00
9/27/2023	Laona Special...Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-6.49
9/27/2023	Laona Special...Debit	Amazon	Adult DVD		Town of Three Lakes Expense	R	-24.99
9/27/2023	Laona Special...Debit	Amazon	Adult Book/Adult DVD		Town of Three Lakes Expense	R	-29.92
9/27/2023	Laona Special...Debit	Amazon	Adult DVD		Town of Three Lakes Expense	R	-37.92
9/27/2023	Laona Special...Debit...	Amazon	Adult Book/Adult DVD	--Split--		R	-83.33
9/27/2023	Laona Special...Debit	Amazon	Adult Books		Town of Three Lakes Expense	R	-98.65
9/28/2023	Laona Special...Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-6.49
9/29/2023	Laona Special...Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-6.49
9/29/2023	Laona Special...Debit...	Thrift Books	Adult Books	--Split--		R	-18.74
10/5/2023	Laona Special...DEP ...	Deposit	September 2023: Donation, Memorial, Fi...	--Split--			2,788.58
10/9/2023	Laona Special...4020	Candice Johnson	Reimbursement-Book Replacement		Fines Expense		-4.61
10/17/2023	Laona Special...4018	Fifthroom.com	Order ID: 10863165: Sandstone Concret...		Memorial Expense:Landscaping		-1,708.10
10/17/2023	Laona Special...4019	School Outfitters	INV14054758-Preschool Activity Table		Donation Expense:TLPLF		-1,326.10
10/17/2023	Laona Special...4021...	Town Of Three Lakes	3rd Quarter 2023 Fines and Copier	--Split--			-669.91
10/17/2023	Laona Special...Print	ODP Buisness Solutions	Inv. 332916579001		Donation Expense:Coffee Cart		-81.27
<b>9/1/2023 - 10/17/2023</b>							<b>-2,607.32</b>
<b>BALANCE 10/17/2023</b>							<b>19,517.62</b>
<b>TOTAL INFLOWS</b>							<b>2,804.58</b>
<b>TOTAL OUTFLOWS</b>							<b>-5,411.90</b>
<b>NET TOTAL</b>							<b>-2,607.32</b>

## Library Board of Trustees – Quarterly Account Report

3<sup>rd</sup> Quarter 2023

October 17th, 2023

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

Laona State Bank account:

<b>Beginning balance 07/01/2023:</b>	<b>\$13,481.77</b>
<b>Ending balance 09/30/2023:</b>	<b>\$20,837.94</b>
<b>Net change:</b>	<b>\$7,356.17</b>

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

BMO account:

<b>Beginning balance 07/01/2023:</b>	<b>\$87,386.21</b>
<b>Ending balance 09/30/2023:</b>	<b>\$54,297.32</b>
<b>Net change:</b>	<b>(\$33,088.89)</b>

**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:

<b>Beginning balance 07/01/2023:</b>	<b>\$9,462.65</b>
<b>Ending balance 09/30/2023:</b>	<b>\$10,523.43</b>
<b>Net change:</b>	<b>\$1,060.78</b>

Respectfully submitted,

Peter Kotarba – Director

Fines and Copier Quarterly Report-Laona Bank  
1/1/2023 through 10/17/2023

10/11/2023

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Category	1/1/2023- 10/17/2023
<b>INFLOWS</b>	
Copier Income	886.38
Fines Income	750.78
<b>TOTAL INFLOWS</b>	<b>1,637.16</b>
<b>OUTFLOWS</b>	
Copier Transfer to Town	886.38
Fine Transfer to Town	703.80
Fines Expense	46.98
<b>TOTAL OUTFLOWS</b>	<b>1,637.16</b>
<b>OVERALL TOTAL</b>	<b>0.00</b>