

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, November 21, 2023**  
**4:00 p.m.**  
**Maple 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
  - October 17, 2023, regular meeting
  - November 9, 2023, special 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
  - Discuss formation of strategic planning committee
  - Update on electrical work for Celebration Garden
- New Business
  - Approve application for Credit/Debit Card for Laona State Bank account in Library Director's name.
  - Approve and sign Oneida County Library Board contract
  - Conduct Library Board Self-Evaluation
  - Discuss upcoming board vacancy.
- Comments from citizens

Next Meeting: December 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 October, 17 2023  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent:

Other Attendees: Peter Kotarba

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

**Agenda:**

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

**Approval of Minutes:**

Motion by Dianna, seconded by Rich to approve the minutes of September 19, 2023, as corrected. All ayes, motion carried.

**Correspondence:** None.

**Committee Reports:**

Three Lakes Public Library Foundation: Will meet October 24<sup>th</sup>. Dianna invited Jeff to the meeting to describe the upcoming purchase of generators by the town for the Town Office and Fire Station.

Oneida County Library Board: Report on October 11th Administration Committee meeting.

**Director's Report:**

- Director's Report: Highlighted new and upcoming programs, as well as staff training/development and Rob-See-Co grant award.
- Building and Maintenance Report: Reported on Javenkowski memorial tables and updates on tasks throughout the building.

**Budget Review:**

- Motion by Patty, seconded by Rich, to approve vouchers for September/October 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Rich seconded by Jeff to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.
- 2023 Budget Review: No discussion.
- Third quarter account report and town report: Motion by Patty, seconded by Rich, to approve third quarter account report. All ayes, motion carried.
- Motion to accept quarterly fines and copies: Motion by Rich, seconded by Patty. All ayes, motion carried.

**Old Business:**

- Discuss process for the formation of the Strategic Plan committee: Board members should provide recommendations of individuals within the community who might serve on the committee. Names will be given to the library director.

- Confirm change in management of Celebration Garden project: The library director is now managing memorial donations and orders.
- Review stage 2 proposal of museum space landscaping project: Ann moved not to approve second stage proposal as presented, seconded by Kathleen. Discussion: Ann notes that budget constraints expected in the future make the expense of the proposal worth careful consideration, and the project as described does not clearly serve the mission and needs of the library well. The initial need for additional outdoor seating is not clearly met with the proposal. Additionally, electric is not a reasonable investment for the type of service available to patrons. Dianna mentions that an updated estimate for electrical work is needed before stage 2 proposal can be considered. Kathleen suggests the proposal is not ready for presentation to the board and may come back to the board when the library director determines all necessary information is provided. Jeff suggests tabling proposal with a definitive direction. Ann states that funding must be updated. Patty mentions that the historical museum does not have funding to support project funding, but the Museum and Library have a close, mutually beneficial relationship. Jeff suggests financial resources should stay with the library. Kathleen suggests adding a “cost/estimate” section, with a “funding source” section. All ayes, motion carried.
- Preview Library Board self-evaluation: For the next meeting, board members should fill out evaluation form. The form was created using DPI’s trustees’ essentials as a guide.

#### **New Business:**

- Review update to the library’s Financial Policy: Motion by Patty, seconded by Dianna, to approve update to library’s Financial Policy. All ayes, motion carried.
- Evaluate change in 2024 insurance premiums: Motion by Rich, seconded by Kathleen to approve update to library’s 2024 Budget, accounting for increased insurance premiums. All ayes, motion carried.

#### **Future items:**

**Comments from citizens:** Ann will not renew her term (expiring in December 2023) as board member. In December, the board will also determine who will serve as board president

**Next Meeting:** Regular meeting on November 21, 2023, 4:00 pm in the lower level of the library and/or via video/teleconference

There being no further business Jeff moved to adjourn, seconded by Rich. All ayes, motion carried. The meeting adjourned at 5:15 PM.

Respectfully submitted: Peter Kotarba, Director

Unapproved Minutes November, 9 2023  
Edward U. Demmer Memorial Library  
Library Board of Trustees Special Meeting

Trustee Attendance: Ann Asbeck (virtual), Rich Mahlerwein, Kathleen Olkowski (virtual), Dan McKissak (virtual)

Absent: Dianna Blicharz, Jeff Boehm, Patty Wallesverd,

Other Attendees: Peter Kotarba

Ann Asbeck called the meeting to order at 4:15 p.m.

**Agenda:**

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

**New Business:**

- Approve position description for library custodian: Motion by Kathleen to approve position description, seconded by Dan. Discussion. All ayes, motion carried.
- Approve job posting for library custodian: Motion by Rich to approve position posting, seconded by Kathleen. Discussion. All ayes, motion carried.

**Next Meeting:** Regular meeting on November 21, 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 Dan. All ayes, motion carried. The meeting adjourned at 4:21 PM.

Respectfully submitted: Peter Kotarba, Director

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

**November 21st, 2023**

### **ADMINISTRATION:**

- An application for a credit/debit card for the Laona special account in my name is started and will be processed by the bank as soon as they receive meeting minutes with board approval.
- All necessary paperwork is now in, and Katleen is a signer on the Laona special account.

### **STAFF**

- Katie has officially finished her UW-Madison iSchool Basics of Cataloging course!
- Jerry's last day was October 25<sup>th</sup>. The custodial position is posted, and in the meantime, each member of the staff is doing their part to keep the building clean.

### **Community Collaboration**

- There are three temporary collection boxes for non-profit groups: Salvation Army Toy Drive, Chase and Emma Kirby Greece refugee aid, and PTO shoe drive.
- As always, the several community groups used the library for their events, including Three Lakes Pickleballers, Girls' Club, TLWA, TLCF, and Leadership Oneida County

### **PROGRAMS AND OUTREACH:**

October:

- Children: Lego Club 7, Pokémon Club 7, Story Hour, 4K Story Hour **236**
- YA: D&D 5, Teen Library Council, Harry Potter Club 6
- Adult: Writer's Group 10, TLGS 15, Crafternoon 5, BTOC 12, Scary Movie Series 3, Mammogram Program with OCHD,
- General Interest: Wii Open Hours, Flu Clinic 9

November:

- Children: Lego Club, Pokemon Club, Story Hour, 4K Story Hour
- YA: D&D, Teen Library Council, Harry Potter Club
- Adult: Writers' Group, TLGS, Crafternoon, BTOC,
- General Interest: Wii Open Hours,

Respectfully submitted,

Peter Kotarba – Director

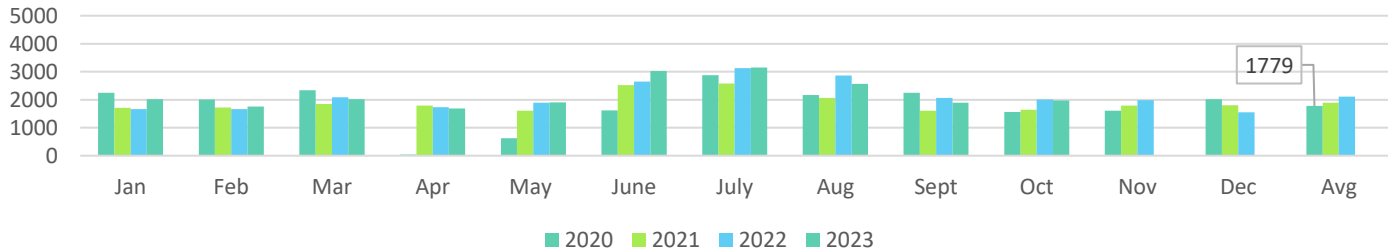
## Library Board of Trustees - Director's Report

November 21st, 2023

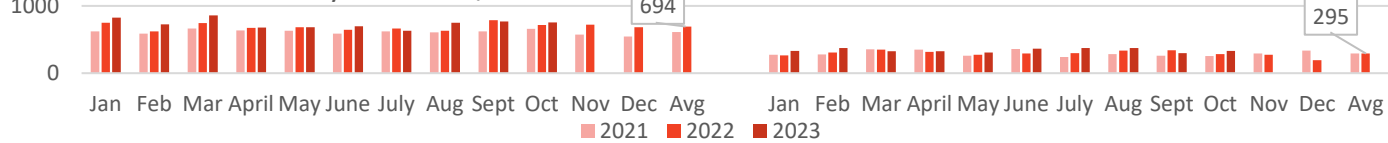
### Monthly and YTD Statistics

	Oct 2023	YTD 2023	Oct 2022	YTD 2022	Oct 2021	YTD 2021
<b>Circulation</b>	1,968	20,446	2,010	22,026	1,641	19,059
<b>Interlibrary loan sent</b>	755/29	7,175/285	687/30	6,597/281	659	6,303
<b>Interlibrary loan received</b>	329	3,421	284	2,946	250	2,780

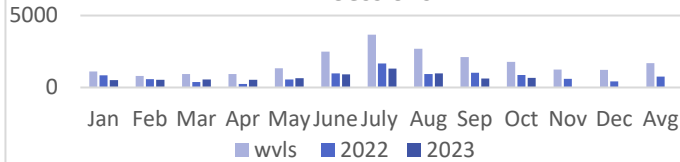
Monthly Circulation



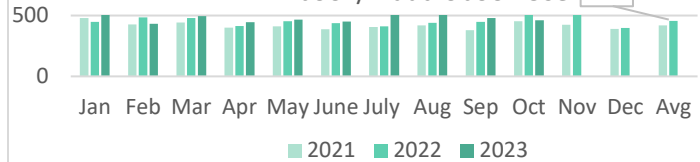
Interlibrary Loan Sent/Received



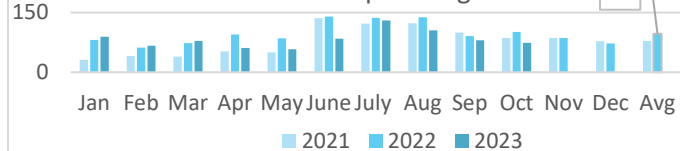
Wi-Fi Sessions



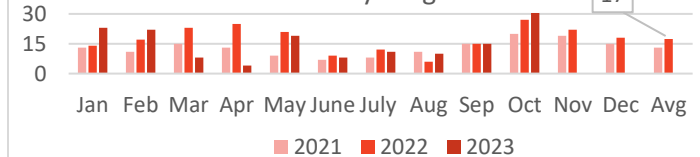
E-book/E-audiobook Use



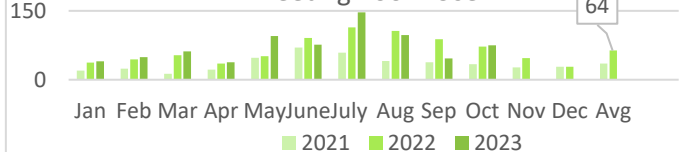
Public Computer Sign-ins



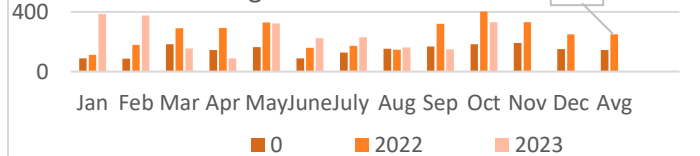
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

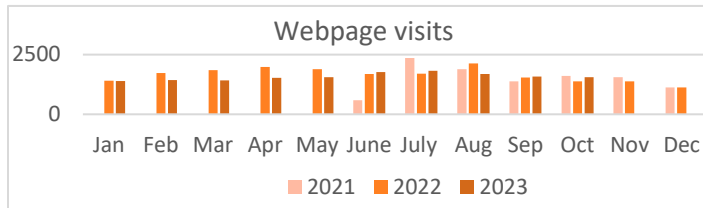


### Library Usage - Survey 2023

	March	June	October	December	Total 2023	Total 2022	Total 2021
<b>Library Visits</b>	248	386	196				12402
<b>Reference Transactions</b>	17	38	58				2769
<b>Program Attendance</b>	Ave/week:42 2programs	Ave/week:39 3 programs	Ave/week :66 4 programs	programs	Ave/week: 49 3 programs	Avg/wk:65 6 programs	Avg/week:34 3 programs

## Library Board of Trustees - Director's Report

November 21st, 2023



### Donations received:

- Gary Jaeger \$20

### Memorials:

- Cheryl Boers \$50
- Kurt & Debra Rekau \$30
- Daid & Karen Widule \$25

Publicity of note:

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

**November 21, 2023**

### **BUILDING:**

- Josh came by to help winterize the building. The fire suppression condensation got cleared out, and outside hose bibs are turned off. Also, rain barrels are emptied.

### **SYSTEMS:**

- Frontier installed another fiber SFP port for BadgerNet internet.

### **INTERIOR:**

- The town shop has the Lawrence Demmer plaque on their radar. After consulting with Josh on proper techniques for installing such a heavy piece into drywall, he offered to have someone from the town shop come by to put it up for the library.

### **EXTERIOR:**

- Storybook Garden housing is bagged up for the winter.

### **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 November Budget Sheet

11/21/2023					
Account	2023 Budget	Spent		Balance	
<b>01 Salaries 551 1001</b>					
01 Director	\$ 52,000.00	\$ 38,076.25	\$ 13,923.75		73%
02 Technical Services	\$ 34,599.76	\$ 22,463.42	\$ 12,136.34		65%
03 Adult and Young Adult Librarian	\$ 34,599.76	\$ 30,400.73	\$ 4,199.03		88%
04 Childrens Librarian	\$ 24,102.00	\$ 19,706.53	\$ 4,395.47		82%
05 Outreach Coordinator	\$ 12,261.60	\$ 8,976.12	\$ 3,285.48		73%
06 Circulation Clerk	\$ 10,920.00	\$ 10,217.50	\$ 702.50		94%
07 Relief Librarian	\$ 1,296.00	\$ -	\$ 1,296.00		0%
08 Custodial	\$ 5,104.32	\$ 2,030.70	\$ 3,073.62		40%
09 Misc Staff Salaries	\$ -		\$ -		
<b>Total Salaries</b>	<b>\$ 174,883.44</b>	<b>\$ 131,871.25</b>	<b>\$ 43,012.19</b>		
		75%			
<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	\$ 27,676.94	\$ 1,744.83		94%
Life Insurance 551 1006	\$ -	\$ 50.06	\$ (50.06)		
Dental EBC 551 1008		\$ 3,105.63	\$ (3,105.63)		
WRS 551 1009	\$ 10,087.53	\$ 8,134.41	\$ 1,953.12		81%
<b>Total Benefits</b>	<b>\$ 52,887.87</b>	<b>\$ 47,863.90</b>	<b>\$ 5,023.97</b>		
		91%			
<b>03 Contractual Services</b>	<b>551 1015</b>				
Equipment Contracts	\$ 2,607.00	\$ 1,898.56	\$ 708.44		73%
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>\$ 3,973.20</b>	<b>\$ 8.80</b>		
		100%			
<b>04 Utilites</b>					
Electric 551 1031	\$ 5,640.00	\$ 5,084.34	\$ 555.66		90%
Natural Gas 551 1034	\$ 3,600.00	\$ 1,741.61	\$ 1,858.39		48%
Sewer and Water 551 1036	\$ 1,200.00	\$ 1,209.03	\$ (9.03)		101%
Telephone 551 1020	\$ 2,520.00	\$ 2,196.02	\$ 323.98		87%
<b>Total Utilites</b>	<b>\$ 12,960.00</b>	<b>\$ 10,231.00</b>	<b>\$ 2,729.00</b>		
		79%			

11/21/2023					
Account	2023 Budget	Spent		Balance	
<b>05 Property Maintenance</b>	<b>550 1035</b>				
Custodial Supplies	\$ 600.00	\$ 839.40	\$ (239.40)	140%	
Property Maintenance	\$ 4,000.00	\$ 3,876.89	\$ 123.11	97%	
Security Systems	\$ 1,000.00	\$ 5,251.93	\$ (4,251.93)	525%	
Building Contingency	\$ -	\$ -	\$ -		
<b>Total Property Maintenance</b>	<b>\$ 5,600.00</b>	<b>\$ 9,968.22</b>	<b>\$ (4,368.22)</b>	<b>178%</b>	
		178%			
<b>06 Supplies</b>	<b>551 1038</b>				
Computer Hardware	\$ 2,800.00	\$ 458.97	\$ 2,341.03	16%	
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>\$ 1,901.41</b>	<b>\$ 2,948.59</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	\$ 1,134.62	\$ (4.62)	100%	
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>\$ 2,304.36</b>	<b>\$ 2,465.64</b>		
		48%			
<b>07 Materials - Books</b>	<b>551 1039</b>				
Adult books	\$ 12,000.00	\$ 12,747.55	\$ (747.55)	106%	
eBook consortium	\$ 762.60	\$ 762.60	\$ -	100%	
Juvenile/YA books	\$ 3,750.00	\$ 3,921.36	\$ (171.36)	105%	
<b>Total Materials - Books</b>	<b>\$ 16,512.60</b>	<b>\$ 17,431.51</b>	<b>\$ (918.91)</b>		
		106%			
<b>07 Materials - Subscriptions</b>	<b>551 1039</b>				
Individual subscriptions	\$ 120.00	\$ 65.00	\$ 55.00	54%	
Newspapers	\$ 1,690.00	\$ 1,038.40	\$ 651.60	61%	
Subscription Service	\$ 1,828.43	\$ 1,828.43	\$ -	100%	
<b>Total Subscriptions</b>	<b>\$ 3,638.43</b>	<b>\$ 2,931.83</b>	<b>\$ 706.60</b>		
		81%			

11/21/2023					
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	\$ 363.94	\$ (63.94)	121%	
Children / Story Hour	\$ 300.00	\$ 280.32	\$ 19.68	93%	
Movie license	\$ 223.00	\$ -	\$ 223.00	0%	
Reading Programs	\$ 800.00	\$ 689.48	\$ 110.52	86%	
Young Adult	\$ 300.00	\$ 112.53	\$ 187.47	38%	
<b>Total Programming</b>	<b>\$ 1,923.00</b>	<b>\$ 1,446.27</b>	<b>\$ 476.73</b>	75%	
		75%			
<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	\$ 646.28	\$ 553.72	54%	
Mileage and Meals	\$ 800.00	\$ 786.42	\$ 13.58	98%	
<b>Total Staff Development</b>	<b>\$ 2,000.00</b>	<b>\$ 1,432.70</b>	<b>\$ 567.30</b>		
		72%			
<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>\$ 239,533.32</b>	<b>\$ 53,461.81</b>		
Salary totals current through	10/18/2023	82%			

## Public Funds Voucher List

11/21/2023 through 11/21/2023

11/15/2023

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Date	Num	Description	Memo	Category	Amount
11/21/2023	1128	...Baker & Taylor	2037815179;2037830263;20378...	07 1039 Materials:Books:Adult Books	-1,512.25
			2037815179;2037830263;20378...	07 1039 Materials:Books:Juv-YA Books	-251.35
11/21/2023	1129	Arrow Lift	v.104: inv. P-S143778 emergenc...	05 1035 Property Maintenance:Security ...	-252.00
11/21/2023	1130	Cengage Learning Inc / Gale	v.105: inv.82810933;82811710	07 1039 Materials:Books:Adult Books	-84.47
11/21/2023	1131	...Demmer Mem. Library	Amazon	06 1038 Supplies:Computer Hardware	-29.99
			Amazon	07 1039 Materials:Books:Adult Books	-34.28
			Amazon	07 1039 Materials:AV:AV Adult:Video	-87.87
			Kwik Trip; Trigs	07 1039 Materials:Subscriptions:Newsp...	-97.35
			WLA membership	08 1040 Expenses:Staff Development	-100.78
			Walmart	08 1040 Expenses:Programming:Childre...	-3.58
			Roll20 for D&D	08 1040 Expenses:Programming:YA	-29.99
11/21/2023	1132	EO Johnson	v.107: INV1417366 copier contra...	03 1015 Contractual Services:Equipmen...	-184.52
11/21/2023	1133	...Candice Johnson	Walmart;Target;Amazon;Hobby ...	08 1040 Expenses:Programming:Childre...	-53.48
			Mileage to/from Story Hours	08 1040 Expenses:Staff Development:Mi...	-61.60
11/21/2023	1134	Nelson's Ace Hardware	v.109: INV#323295/1 Property M...	05 1035 Property Maintenance:Property ...	-29.98
<b>11/21/2023 - 11/21/2023</b>					<b>-2,813.49</b>
<b>TOTAL INFLOWS</b>					<b>0.00</b>
<b>TOTAL OUTFLOWS</b>					<b>-2,813.49</b>
<b>NET TOTAL</b>					<b>-2,813.49</b>

## 11/16/2023

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 10/17/2023</b>							<b>19,455.71</b>
10/19/2023	Laona Special...Debit		Amazon	Adult Book/Adult DVD	Town of Three Lakes Expense	R	-122.15
10/23/2023	Laona Special...Debit		Roll20	YA Programming	Town of Three Lakes Expense	R	-29.99
10/24/2023	Laona Special...Debit		Walmart	Children's Programming	Town of Three Lakes Expense	R	-3.58
10/24/2023	Laona Special...Debit		Walmart	Coffee Cart	Donation Expense:Coffee Cart	R	-26.48
10/24/2023	Laona Special...Debit		Amazon	Computer Hardware	Town of Three Lakes Expense	R	-29.99
10/25/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
10/25/2023	Laona Special...Debit		Trig's Foods	Newspapers	Town of Three Lakes Expense	R	-6.49
10/27/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
10/30/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
10/30/2023	Laona Special...Debit		Amazon	TV Repair	Donation Expense	R	-6.54
10/30/2023	Laona Special...Debit		Dollar General	Halloween Candy	Donation Expense:Coffee Cart	R	-7.65
10/31/2023	Laona Special...Debit		Stash Tea	Coffee Cart	Donation Expense:Coffee Cart	R	-50.56
10/31/2023	Laona Special...Debit		Wisconsin Library Association	Staff Development	Town of Three Lakes Expense	R	-100.78
11/1/2023	Laona Special...DEP ...		Deposit	October 2023: Donation, Memorial, Fines,... --Split--			1,164.92
11/21/2023	Laona Special...4023		Metal Designs NY Inc	Inv. 4742-Janice Hamelink Bronze Plaque	Memorial Expense:Landscaping		-330.00
11/21/2023	Laona Special...4024		Mind Chimes Bookshop	Inv. 1919-Wingspan-Board Game Grant	Grant and Project Expense		-65.00
11/21/2023	Laona Special...4025		Abbotsford Public Library	Inv 2023vcat3-Book Replacement	Fines Expense		-6.00
<b>10/18/2023 - 11/21/2023</b>							<b>360.24</b>
<b>BALANCE 11/21/2023</b>							<b>19,815.95</b>
<b>TOTAL INFLOWS</b>							<b>1,164.92</b>
<b>TOTAL OUTFLOWS</b>							<b>-804.68</b>
<b>NET TOTAL</b>							<b>360.24</b>