

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, January 16, 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
 - December 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
 - 2024 budget review
 - Fourth quarter accounts report and town report
 - Old Business
 - Continuing Library Board Self-Evaluation
 - Progress on Strategic Planning Committee
 - Planning for Candidate forum
 - Update on bank account authorizations
- New Business
- 2023 library trustee appointments
 - Election of board officers for 2023
 - Review/approve 2023 holiday closed days
 - Updates on Library Director search process and discussion on candidates
 - Summary of the Exit Interview with outgoing director
- Comments from citizens

To join the meeting:

Join Zoom Meeting

<https://washington.zoom.us/j/93773462714>

To join from a phone:

+13126266799,,93773462714# US (Chicago)

+16513728299,,93773462714# US

(Minnesota)

Next Meeting: February 20, 2024, 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 December 19, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Remote: Dianna Blicharz

Other Attendees: Peter Kotarba, April Hansen

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

Agenda:

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

Approval of Minutes:

Motion by Patty, seconded by Jeff to approve the regular meeting minutes of November 21, 2023, as corrected. All ayes, motion carried.

Motion by Patty, seconded by Kathleen to approve the special meeting minutes of December 14, 2023, as corrected. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Did not meet.

Oneida County Library Board: Did not meet.

Director's Report:

- Director's Report: Discussion.
- Building and Maintenance Report: Discussion. Jeff will check with Josh on downspouts.

Budget Review:

- Motion by Patty, seconded by Rich, to approve vouchers for November/December 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. Discussion. All ayes, motion carried.
- 2023 Budget Review: Discussion.

Old Business:

- Continuing Library Board Self-Evaluation: Ann suggests making this an ongoing discussion. No work done on the self-evaluation at this meeting
- Decision on upcoming board vacancy: Discussion of all three candidates. Each candidate presented a strong letter of interest and would make an excellent addition to the library board. Jeff moves to recommend the appointment of Karen Meyer to the Library Board of Trustees, seconded by Kathleen.

All ayes, motion carries. Jeff recommends reaching out to other applicants to express the library board's desire for them to be involved in the library and potentially serve on the library board in the future. Decisions regarding Library Board officers will wait until January meeting. Dan, Library Board Vice President, will run the January meeting.

- Progress on Strategic Planning Committee: Ann suggests delaying the formation of the committee until after the director search is complete. No further work done at this meeting.

New Business:

- Planning for Candidate Forum: Kathleen moves to proceed with planning of candidate forum for the spring 2024 elections, seconded by Rich, all ayes, motion carried.
- Discuss additional responsibilities of Demmer Staff: Ann reminds the Board of the janitorial duties staff continues to pick up and asks for thoughts on ways to show appreciation and provide compensation. Patty suggests making any purchases locally. Rich moves to give end of year gift cards of \$200 for each of the six staff members to come from operating budget, seconded by Patty, all ayes, motion carried.
- Adjustments to bank account authorizations: Kathleen moves to remove Ann Asbeck from Laona State Bank and BMO Bank accounts associated with the Edward U. Demmer Memorial Library on January 1, 2023 and to remove Peter Kotarba from Laona State Bank and BMO Bank accounts associated with the Edward U. Demmer Memorial Library on January 8, 2023, seconded by Jeff, all ayes, motion carried.

Rich moves to add Dan McKissak to Laona State Bank and BMO Bank accounts associated with the Edward U. Demmer Memorial Library and to add Jill Roth, pending acceptance of acting director position, to Laona State Bank and BMO Bank accounts associated with the Edward U. Demmer Memorial Library, seconded by Patty, all ayes, motion carried.

- Discussion and decisions regarding director transition planning: Ann outlined what must be done for a smooth transition. The Acting Director position has been posted and there is currently one applicant. Patty moves to hire Jill Roth as Acting Director at \$20/hour with 25 hours/week, starting as soon as possible, seconded by Rich, discussion, all ayes, motion carries.

Ann reminds board of the responsibilities of the past director search committee. Rich, Dianna, and Kathleen volunteer to be on the director search committee. Rich moves to form director search committee, naming himself, Dianna, and Kathleen as members and granting them the authority to move forward with necessary tasks as given to the previous search committee, seconded by Jeff, all ayes, motion carries. Jeff suggests making local educators aware of Director posting.

Future items:

Comments from citizens: April thanks Library Board for acknowledgement of extra duties of staff and requests for staff input on director search.

Next Meeting: Regular meeting on January 16, 2024, 4:00 pm in the lower level of the library and/or via video/teleconference

There being no further business Rich moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 5:55 PM.

Library Board of Trustees - Director's Report

January 16th, 2024

ADMINISTRATION:

- The process for adding new signers to bank accounts is underway. Ann and Peter have been removed.

STAFF

- Jill Roth began as Acting Director January 3rd. She will work 25 hours/week
- Nicole Kalbus began as custodian January 7th. She will work 5 hours/week
- On January 18th, Carolyn will celebrate 25 years as a library employee!!

Community Collaboration

- The Natural Resources Subcommittee is collaborating with the library to provide a birding series.

PROGRAMS AND OUTREACH:

December:

- **Children:** Lego Club **16**, Pokémon Club **2**, Story Hour **36**, 4K Story Hour **30**
- **YA:** D&D **11**, Teen Library Council **4**, Harry Potter Club **8**
- **Adult:** Writers' Group **7**, TLGS, Crafternoon **7**, BTOC **17**
- **General Interest:** Wii Open Hours, Jolly Zone, Gift Wrapping Station, Gingerbread house making **18**

January:

- Children: Lego Club, Pokémon Club, Story Hour, 4K Story Hour
- YA: D&D, Teen Library Council, SlimeTime
- Adult: Writers' Group, TLGS, Crafternoon, BTOC, Cervical Cancer Program
- General Interest: Wii Open Hours, Northern Wisconsin Feeder Birds, Scrabble Open Hours

Respectfully submitted,

Jill Roth –Acting Director

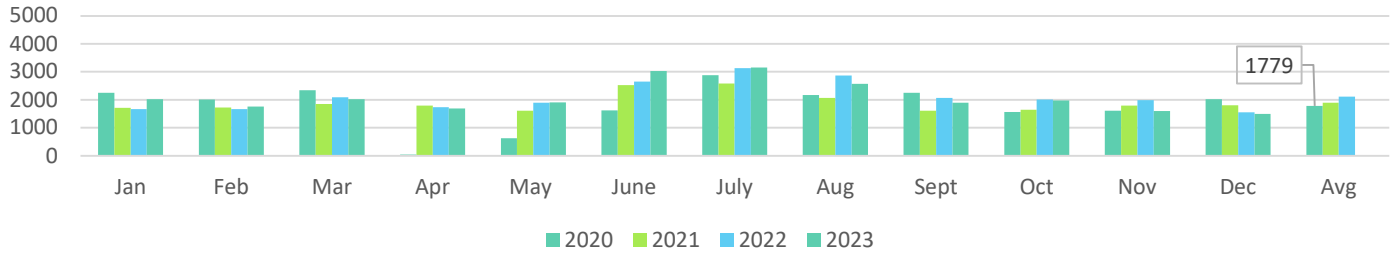
Library Board of Trustees - Director's Report

January 16th, 2024

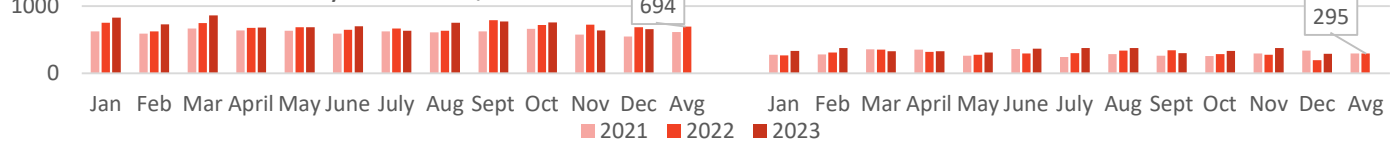
Monthly and YTD Statistics

	Dec 2023	YTD 2023	Dec 2022	YTD 2022	Dec 2021	YTD 2021
Circulation	1,495	23,531	1,549	25,441	1,798	22,635
Interlibrary loan sent	654/23	8,462/341	656/28	7,959/226	545/17	7,129
Interlibrary loan received	290	4,084	193	3543	336	3,539

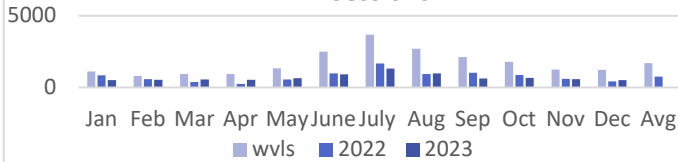
Monthly Circulation



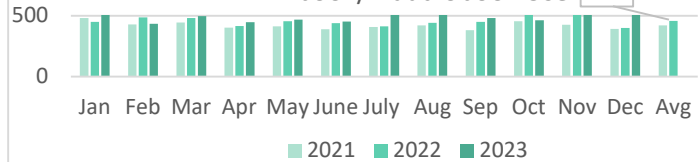
Interlibrary Loan Sent/Received



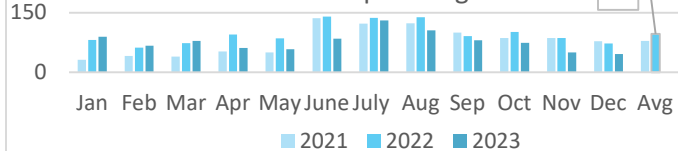
Wi-Fi Sessions



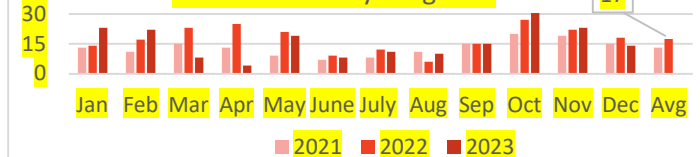
E-book/E-audiobook Use



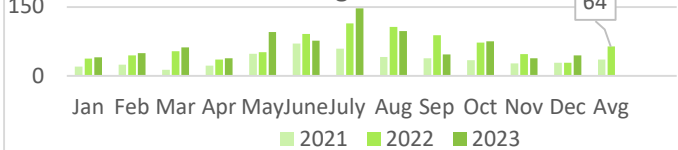
Public Computer Sign-ins



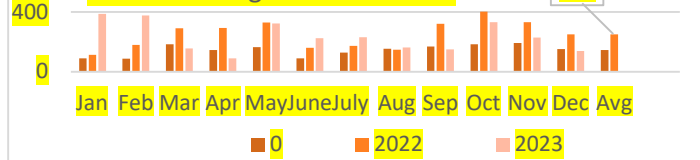
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

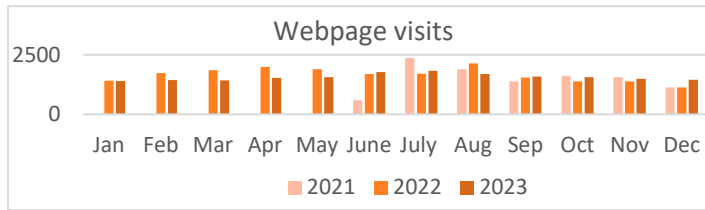


Library Usage - Survey 2023

	March	June	October	December	Total 2023	Total 2022	Total 2021
Library Visits	248	386	296	209	14,807	13,793	12,402
Reference Transactions	17	38	71	26	1,976	3,211	2,769
Program Attendance	Ave/week:42 2programs	Ave/week:39 3 programs	Ave/week :69 8 programs	Ave/week: 66 5 programs	Ave/week: programs	Avg/wk:65 6 programs	Avg/week:34 3 programs

Library Board of Trustees - Director's Report

January 16th, 2024



Donations received:

- Linda Polarski **\$4,000**
- Jerry and Kathy Gilbertson **\$200**
- Deborah Howard **\$250**

Memorials:

-

Publicity of note:

Library Board of Trustees – Building and Maintenance Report

January 16, 2024

BUILDING:

- N/A

SYSTEMS:

- WVLS updated the internet network from BadgerNet to TEACH.
- BlueJeans has expired, and WVLS is exploring new video conferencing software.

INTERIOR:

- Vestibule plaque update
- Tack wall update

EXTERIOR:

- Celebration Garden plaque and bench

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- ☐ Replace failing concrete on west entrance
- ☐ Fix tack wall in children's area
- ☐ Lawrence Demmer plaque for vestibule
- ☐ Replace downspouts

Public Funds Voucher List

1/16/2024 through 1/16/2024

1/11/2024
Date Num Description Memo Category Page 1
Amount

1/16/2024	1001	...Baker & Taylor		07 1039 Materials:Books:Adult Books	-887.71
				07 1039 Materials:Books:Juv-YA Books	-238.97
				07 1039 Materials:AV:AV Adult:Audiobook	-26.90
1/16/2024	1002	Cengage Learning Inc / Gale	v.2: inv.83186120;83214894	07 1039 Materials:Books:Adult Books	-83.72
1/16/2024	1003	Collaborative Summer Library Program	v.3: inv. Woo294697 Summer Reading ...	08 1040 Expenses:Programming:Reading Program	-146.45
1/16/2024	1004	...Demmer Mem. Library	Amazon:113-7775901-7342622	07 1039 Materials:AV:AV Adult:Video	-19.96
			Kwik Trip	07 1039 Materials:Subscriptions:Newspapers	-110.33
			Hobby Lobby; Dollar Tree Crafternoon	08 1040 Expenses:Programming:Adult	-25.89
			Dollar General	08 1040 Expenses:Programming:Children & Story H...	-19.15
			Canva subscription	08 1040 Expenses:Computer Expenses:Computer ...	-119.99
1/16/2024	1005	EO Johnson	v.5: INV1463123 Copier contract	03 1015 Contractual Services:Equipment Contracts	-103.65
1/16/2024	1006	Candice Johnson	v.6: Dollar Tree;Walmart;Target	08 1040 Expenses:Programming:Children & Story H...	-50.75
1/16/2024	1007	Multi Media Channels, LLC	v.7: Job Opening advertising 12/6	08 1040 Expenses:Publishing Fees:Job Postings	-16.80
1/16/2024	1008	Rivistas	v.8: Magazine Subscriptions 2024	07 1039 Materials:Subscriptions:Subscription Service	-503.96
1/16/2024	1009	State Of Wisconsin Department Of Administ...	v.9: inv. 505-0000086305 TEACH inter...	08 1040 Expenses:WVLS:Internet	-600.00
1/16/2024 - 1/16/2024					-2,954.23

TOTAL INFLOWS 0.00

TOTAL OUTFL... -2,954.23

NET TOTAL -2,954.23

1/12/2024

Special Account for Board - New
12/1/2023 through 1/16/2024

1/12/2024

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 1/16/2024						23,860.23
TOTAL INFLOWS						5,931.73
TOTAL OUTFLOWS						-4,135.89
NET TOTAL						1,795.84

2024 January Budget Sheet

1/16/2024					
Account	2024 Budget	Spent		Balance	
01 Salaries 551 1001					
01 Director	\$ 49,440.00	\$ -	\$ 49,440.00		0%
02 Technical Services	\$ 35,647.04	\$ -	\$ 35,647.04		0%
03 Adult and Young Adult Librarian	\$ 35,647.04	\$ -	\$ 35,647.04		0%
04 Childrens Librarian	\$ 24,819.60	\$ -	\$ 24,819.60		0%
05 Outreach Coordinator	\$ 12,628.20	\$ -	\$ 12,628.20		0%
06 Circulation Clerk	\$ 11,247.60	\$ -	\$ 11,247.60		0%
07 Relief Librarian	\$ 1,334.88	\$ -	\$ 1,334.88		0%
08 Custodial	\$ 3,286.40	\$ -	\$ 3,286.40		0%
09 Misc Staff Salaries	\$ -	\$ -	\$ -		
Total Salaries	\$ 174,050.76	\$ -	\$ 174,050.76		
			0%		
02 Benefits					
Social Security 551 1005	\$ 13,314.88	\$ -	\$ 13,314.88		0%
Health Insurance 551 1006	\$ 36,503.84	\$ -	\$ 36,503.84		0%
Life Insurance 551 1006	\$ -	\$ -	\$ -		
Dental EBC 551 1008		\$ -	\$ -		
WRS 551 1009	\$ 10,915.13	\$ -	\$ 10,915.13		0%
Total Benefits	\$ 60,733.85	\$ -	\$ 60,733.85		
			0%		
03 Contractual Services	551 1015				
Equipment Contracts	\$ 2,385.00	\$ 103.65	\$ 2,281.35		4%
Professional Services	\$ 425.00	\$ -	\$ 425.00		0%
Waltco Courier	\$ -	\$ -	\$ -		
Total Contractual Services	\$ 2,810.00	\$ 103.65	\$ 2,706.35		
			4%		
04 Utilites					
Electric 551 1031	\$ 6,370.00	\$ -	\$ 6,370.00		0%
Natural Gas 551 1034	\$ 2,700.00	\$ -	\$ 2,700.00		0%
Sewer and Water 551 1036	\$ 1,300.00	\$ -	\$ 1,300.00		0%
Telephone 551 1020	\$ 2,650.00	\$ -	\$ 2,650.00		0%
Total Utilites	\$ 13,020.00	\$ -	\$ 13,020.00		
			0%		
05 Property Maintenance	550 1035				
Custodial Supplies	\$ 600.00	\$ -	\$ 600.00		0%
Property Maintenance	\$ -	\$ -	\$ -		
Security Systems	\$ 650.00	\$ -	\$ 650.00		0%
Building Contingency	\$ -	\$ -	\$ -		
Total Property Maintenance	\$ 1,250.00	\$ -	\$ 1,250.00		0%
			0%		

1/16/2024					
Account	2024 Budget	Spent		Balance	
06 Supplies	551 1038				
Computer Hardware	\$ 750.00	\$ -	\$ 750.00	0%	
Library Supplies	\$ 750.00	\$ -	\$ 750.00	0%	
Office Supplies	\$ 750.00	\$ -	\$ 750.00	0%	
Petty Cash	\$ 150.00	\$ -	\$ 150.00	0%	
Postage	\$ 400.00	\$ -	\$ 400.00	0%	
Total Supplies	\$ 2,800.00	\$ -	\$ 2,800.00		
		0%			
07 Materials - AV	551 1039				
Adult audiobook	\$ 2,025.00	\$ 26.90	\$ 1,998.10	1%	
Adult music	\$ -	\$ -	\$ -		
Adult video	\$ 847.50	\$ 19.96	\$ 827.54	2%	
Juvenile audiobook	\$ 435.00	\$ -	\$ 435.00	0%	
Juvenile music	\$ -	\$ -	\$ -		
Juvenile video	\$ 150.00	\$ -	\$ 150.00	0%	
Total Materials - AV	\$ 3,457.50	\$ 46.86	\$ 3,410.64		
		1%			
07 Materials - Books	551 1039				
Adult books	\$ 9,000.00	\$ 971.43	\$ 8,028.57	11%	
eBook consortium	\$ 848.84	\$ -	\$ 848.84	0%	
Juvenile/YA books	\$ 2,812.50	\$ 238.97	\$ 2,573.53	8%	
Total Materials - Books	\$ 12,661.34	\$ 1,210.40	\$ 11,450.94		
		10%			
07 Materials - Subscriptions	551 1039				
Individual subscriptions	\$ -	\$ -	\$ -		
Newspapers	\$ 740.00	\$ 110.33	\$ 629.67	15%	
Subscription Service	\$ 800.00	\$ 503.96	\$ 296.04	63%	
Total Subscriptions	\$ 1,540.00	\$ 614.29	\$ 925.71		
		40%			

1/16/2024					
Account	2024 Budget	Spent		Balance	
08 Expenses - Computer	551 1040				
Maintenance and Repair	\$ 200.00	\$ -	\$ 200.00	0%	
Software subscription/licenses	\$ 200.00	\$ -	\$ 200.00	0%	
Computer Contingency	\$ -	\$ -	\$ -		
Total Computers	\$ 400.00	\$ -	\$ 400.00		
		0%			
08 Expenses - Programming	551 1040				
Adult	\$ 300.00	\$ 25.89	\$ 274.11	9%	
Children / Story Hour	\$ 300.00	\$ 69.90	\$ 230.10	23%	
Movie license	\$ 223.00	\$ -	\$ 223.00	0%	
Reading Programs	\$ 800.00	\$ 146.45	\$ 653.55	18%	
Young Adult	\$ 300.00	\$ -	\$ 300.00	0%	
Total Programming	\$ 1,923.00	\$ 242.24	\$ 1,680.76	13%	
		13%			
08 Expenses - Publishing Fees	551 1040				
Job Posting	\$ 150.00	\$ 16.80	\$ 133.20	11%	
Publicity	\$ -	\$ -	\$ -		
Total Publishing Fees	\$ 150.00	\$ 16.80	\$ 133.20		
		11%			
08 Expenses - Staff Development	551 1040				
Staff Development	\$ 900.00	\$ -	\$ 900.00	0%	
Mileage and Meals	\$ 600.00	\$ -	\$ 600.00	0%	
Total Staff Development	\$ 1,500.00	\$ -	\$ 1,500.00		
		0%			
08 Expenses - WVLS	551 1040				
Internet	\$ 1,200.00	\$ 600.00	\$ 600.00	50%	
Network and Enterprise	\$ 1,770.00	\$ -	\$ 1,770.00	0%	
V-Cat Maintenance	\$ 5,308.44	\$ -	\$ 5,308.44	0%	
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00	\$ -	\$ 200.00	0%	
Total WVLS	\$ 8,478.44	\$ 600.00	\$ 7,878.44		
		7%			
Total 2024 Budget	\$ 284,774.89	\$ 2,834.24	\$ 281,940.65		
Salary totals current through		n/a	1%		

1/12/2024

Itemized Categories - Q4 2023
10/1/2023 through 12/31/2023

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Date	Account	Num	Description	Memo	Clr	Amount
INCOME						667.40
Copier Income						431.25
10/5/2023	Laona Special Acc...	DEP S	Deposit	September-C...	R	146.00
11/1/2023	Laona Special Acc...	DEP S	Deposit	October 2023-...	R	176.00
11/10/2023	Laona Special Acc...	DEP	Princh	Quarter 3 Prin...	R	61.95
11/30/2023	Laona Special Acc...	DEP S	Deposit	November CashR		47.30
Fines Income						236.15
10/5/2023	Laona Special Acc...	DEP S	Deposit	September-C...	R	23.00
				Minocqua PL ...	R	60.00
11/1/2023	Laona Special Acc...	DEP S	Deposit	October 2023-...	R	30.80
11/30/2023	Laona Special Acc...	DEP S	Deposit	November CashR		82.35
				Wierzba-Check R		40.00
EXPENSES						-10.61
Fines Expense						-10.61
10/9/2023	Laona Special Acc...	4020	Candice Johnson	Reimburseme...	R	-4.61
11/21/2023	Laona Special Acc...	4025	Abbotsford Public L...	Inv 2023vcat3...	R	-6.00
OVERALL TOTAL						656.79

Library Board of Trustees – Quarterly Account Report

4th Quarter 2023

January 16th, 2024

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

Laona State Bank account:

Beginning balance 10/01/2023:	\$20,837.94
Ending balance 12/31/2023:	\$21,618.51
Net change:	\$780.57

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:

Beginning balance 10/01/2023:	\$54,297.32
Ending balance 12/31/2023:	\$54,433.66
Net change:	\$136.34

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

BMO account:

Beginning balance 10/01/2023:	\$10,523.43
Ending balance 12/31/2023:	\$10,911.03
Net change:	\$387.60

Respectfully submitted,

Jill Roth – Acting Director

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 12/31/2022						73,994.18
1/30/2023		Interest Earned		_IntInc	R	62.56
2/21/2023	1056	Bauer Spray Foam Insula... insulation around duct work	Demmer Trust Expense		R	-600.00
2/28/2023		Interest Earned		_IntInc	R	56.55
3/28/2023		Interest Earned		_IntInc	R	62.48
1/1/2023 - 3/31/2023						-418.41
BALANCE 3/31/2023						73,575.77
4/18/2023	1057	**VOID**System Technol... Addition of 3 new cameras	Demmer Trust Expense		R	0.00
4/28/2023		Interest Earned		_IntInc	R	60.19
5/31/2023		Interest Earned		_IntInc	R	62.25
6/14/2023	DEP	Deposit	2022 distribution	Demmer Trust Income	R	13,688.00
6/30/2023		Interest Earned		_IntInc	R	66.27
4/1/2023 - 6/30/2023						13,876.71
BALANCE 6/30/2023						87,452.48
7/5/2023		13 Month CD	13 Month CD	Miscellaneous Expense	R	-30,000.00
7/31/2023		Interest Earned		_IntInc	R	51.84
8/15/2023	1058	Town Of Three Lakes	48210 Annual Building Main...	Demmer Trust Expense	R	-3,300.00
8/31/2023		Interest Earned		_IntInc	R	48.61
9/30/2023		Interest Earned		_IntInc	R	44.39
7/1/2023 - 9/30/2023						-33,155.16
BALANCE 9/30/2023						54,297.32
10/31/2023		Interest Earned		_IntInc	R	45.90
11/30/2023		Interest Earned		_IntInc	R	44.46
12/29/2023		Interest Earned		_IntInc	R	45.98
10/1/2023 - 12/31/2023						136.34
BALANCE 12/31/2023						54,433.66
OVERALL TOTAL						-19,560.52
TOTAL INFLOWS						14,339.48
TOTAL OUTFLOWS						-33,900.00
NET TOTAL						-19,560.52

2023 December Budget Sheet

1/16/2024					
Account	2023 Budget	Spent	Balance		
01 Salaries 551 1001					
01 Director	\$ 52,000.00	\$ 47,308.25	\$ 4,691.75	91%	
02 Technical Services	\$ 34,599.76	\$ 29,076.42	\$ 5,523.34	84%	
03 Adult and Young Adult Librarian	\$ 34,599.76	\$ 37,054.54	\$ (2,454.78)	107%	
04 Childrens Librarian	\$ 24,102.00	\$ 24,357.00	\$ (255.00)	101%	
05 Outreach Coordinator	\$ 12,261.60	\$ 10,673.88	\$ 1,587.72	87%	
06 Circulation Clerk	\$ 10,920.00	\$ 12,559.00	\$ (1,639.00)	115%	
07 Relief Librarian	\$ 1,296.00	\$ -	\$ 1,296.00	0%	
08 Custodial	\$ 5,104.32	\$ 2,104.32	\$ 3,000.00	41%	
09 Misc Staff Salaries	\$ -		\$ -		
Total Salaries	\$ 174,883.44	\$ 163,133.41	\$ 11,750.03		
		93%			
02 Benefits					
Social Security 551 1005	\$ 13,378.58	\$ 12,122.51	\$ 1,256.07	91%	
Health Insurance 551 1006	\$ 29,421.77	\$ 33,561.89	\$ (4,140.12)	114%	
Life Insurance 551 1006	\$ -	\$ 58.03	\$ (58.03)		
Dental EBC 551 1008		\$ 7,505.33	\$ (7,505.33)		
WRS 551 1009	\$ 10,087.53	\$ 10,096.03	\$ (8.50)	100%	
Total Benefits	\$ 52,887.88	\$ 63,343.79	\$ (10,455.91)		
		120%			
03 Contractual Services	551 1015				
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%	
Total Contractual Services	\$ 3,982.00	\$ 3,973.20	\$ 8.80		
		100%			
04 Utilites					
Electric 551 1031	\$ 5,640.00	\$ 6,139.22	\$ (499.22)	109%	
Natural Gas 551 1034	\$ 3,600.00	\$ 1,950.46	\$ 1,649.54	54%	
Sewer and Water 551 1036	\$ 1,200.00	\$ 1,209.03	\$ (9.03)	101%	
Telephone 551 1020	\$ 2,520.00	\$ 2,645.81	\$ (125.81)	105%	
Total Utilites	\$ 12,960.00	\$ 11,944.52	\$ 1,015.48		
		92%			

1/16/2024					
Account	2023 Budget	Spent		Balance	
05 Property Maintenance	550 1035				
Custodial Supplies	\$ 600.00	\$ 896.89	\$ (296.89)	149%	
Property Maintenance	\$ 4,000.00	\$ 3,902.87	\$ 97.13	98%	
Security Systems	\$ 1,000.00	\$ 5,251.93	\$ (4,251.93)	525%	
Building Contingency	\$ -	\$ -	\$ -		
Total Property Maintenance	\$ 5,600.00	\$ 10,051.69	\$ (4,451.69)	179%	
		179%			
06 Supplies	551 1038				
Computer Hardware	\$ 2,800.00	\$ 3,169.60	\$ (369.60)	113%	
Library Supplies	\$ 750.00	\$ 717.72	\$ 32.28	96%	
Office Supplies	\$ 750.00	\$ 774.37	\$ (24.37)	103%	
Petty Cash	\$ 150.00	\$ 128.48	\$ 21.52	86%	
Postage	\$ 400.00	\$ 400.54	\$ (0.54)	100%	
Total Supplies	\$ 4,850.00	\$ 5,190.71	\$ (340.71)		
		107%			
07 Materials - AV	551 1039				
Adult audiobook	\$ 2,700.00	\$ 1,099.14	\$ 1,600.86	41%	
Adult music	\$ 100.00	\$ -	\$ 100.00	0%	
Adult video	\$ 1,130.00	\$ 1,204.53	\$ (74.53)	107%	
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%	
Total Materials - AV	\$ 4,770.00	\$ 2,493.22	\$ 2,276.78		
		52%			
07 Materials - Books	551 1039				
Adult books	\$ 12,000.00	\$ 13,782.71	\$ (1,782.71)	115%	
eBook consortium	\$ 762.60	\$ 762.60	\$ -	100%	
Juvenile/YA books	\$ 3,750.00	\$ 4,316.20	\$ (566.20)	115%	
Total Materials - Books	\$ 16,512.60	\$ 18,861.51	\$ (2,348.91)		
		114%			
07 Materials - Subscriptions	551 1039				
Individual subscriptions	\$ 120.00	\$ 65.00	\$ 55.00	54%	
Newspapers	\$ 1,690.00	\$ 1,588.76	\$ 101.24	94%	
Subscription Service	\$ 1,828.43	\$ 1,828.43	\$ -	100%	
Total Subscriptions	\$ 3,638.43	\$ 3,482.19	\$ 156.24		
		96%			

1/16/2024					
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	\$ 387.94	\$ (87.94)	129%	
Children / Story Hour	\$ 300.00	\$ 336.73	\$ (36.73)	112%	
Movie license	\$ 223.00	\$ 235.00	\$ (12.00)	105%	
Reading Programs	\$ 800.00	\$ 689.48	\$ 110.52	86%	
Young Adult	\$ 300.00	\$ 256.35	\$ 43.65	85%	
Total Programming	\$ 1,923.00	\$ 1,905.50	\$ 17.50	99%	
		99%			
08 Expenses - Publishing Fees	551 1040				
Job Posting	\$ 150.00	\$ 16.80	\$ 133.20	11%	
Publicity	\$ 150.00	\$ -	\$ 150.00	0%	
Total Publishing Fees	\$ 300.00	\$ 16.80	\$ 283.20		
		6%			
08 Expenses - Staff Development	551 1040				
Staff Development	\$ 1,200.00	\$ 750.08	\$ 449.92	63%	
Mileage and Meals	\$ 800.00	\$ 848.02	\$ (48.02)	106%	
Total Staff Development	\$ 2,000.00	\$ 1,598.10	\$ 401.90		
		80%			
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%			
08 Expenses	551 1040				
Staff Appreciation gas cards	\$ -	\$ 1,200.00	\$ (1,200.00)		
Total 2023 Budget	\$ 292,995.14	\$ 295,372.31	\$ (2,377.17)		
Salary totals current through 12/27/2023		101%			

Demmer Memorial Library

Proposed closure days for 2024

29 MAR 2024, FRI

12pm – 5pm

CLOSED - Good Friday

27 MAY 2024, MON

9am – 7pm

CLOSED - Memorial Day

4 JUL 2024, THU

9am – 5pm

CLOSED - 4th of July

2 SEP 2024, MON

9am – 7pm

CLOSED - Labor Day

28 NOV 2024, THU

9am – 5pm

CLOSED – Thanksgiving

24 DEC 2024, TUESDAY

9am – 5pm

CLOSED – Christmas Eve

25 DEC 2024, WED

9am – 7pm

CLOSED – Christmas

31 DEC 2024, TUE

12pm – 5pm

CLOSED – New Year's Day

1 JAN 2025, WED

9am – 7pm

CLOSED – New Year's Day

Library Board of Trustee Appointments (for 2024)

Current Trustees:

Board Member	Term Expires
Dianna Blicharz (school representative)	December 31, 2024
Kathleen Olkowski	December 31, 2024
Rich Mahlerwein	December 31, 2025
Dan McKissack	December 31, 2025
Jeff Boehm (town representative)	April 2025
Patty Wallesverd	December 31, 2026
Karen Meyer	December 31, 2026

Karen Meyer 712 Laurel Lane Three Lakes, WI 54562 312-550-0064 Wiscotarheel87@gmail.com	Dianna Blicharz PO Box 439 Three Lakes, WI 54562 715.449.4015 dblichar@threelakeswi.k12.wi.us	Kathleen Olkowski 7613 Four Mile Creek Road Three Lakes, WI 54562 715.891.0367 kathleenrunner@yahoo.com	Rich Mahlerwein 7041 East St. Three Lakes, WI 54562 715-891-7420 mahlerrd@gmail.com
	Jeff Boehm 2011 Serendipity Lane Three Lakes, WI 54562 715-367-7019 supervisorboehm@townofthreelakeswi.gov	Daniel McKissack 2001 Lighthouse Lodge Rd Eagle River, WI 54521 262-492-6373 dano@danomac.com	Patty Wallesverd 7055 Bonkowski Road Three Lakes, WI 54562 920.344.0697 pwallesv@gmail.com

Send copies of board packets to:

Oneida County Library Board

Dianna Blicharz
 PO Box 439
 Three Lakes, WI 54562

715.499.4015
dblichar@aol.com

OCLEB President

Send agendas to:

WVLS

Marla Sepnafski - msepnafski@wvls.org
 Susie Hafemeister - shafemeister@wvls.org

Media

Vilas County News Review/Three Lakes News -
erpub@nnex.net, garyr@vcnewsreview.com

Town of Three Lakes

Sue Harris - townclerk sue@townofthreelakeswi.gov
 Kelly Strauss – townsecretary@townofthreelakeswi.gov
 Roger Brisk - chairmanbruss@townofthreelakeswi.gov

Library board meetings

Regular meetings: every 3rd Tuesday of the month, 4:00 PM

Meeting packet: Prepared in the week prior to board meeting

- **Agenda:** Call to Order, Approval of the Agenda, Approval of Minutes, Correspondence, Committee Reports (Friends of the Library, Three Lakes Public Library Foundation, Oneida County Library Board), Director's Report, Budget Review (payment of bills, special accounts review), Old Business, New Business, Public comment, Next Meeting (date and time), Special accommodation notice.
- **Minutes** from previous meeting for approval
- **Director's report**
- **Budget sheets**
- Any pertinent background information for decision/action items

Regular meeting location: library lower level conference room

All library board meetings are open meetings; public is welcome to attend, though public comment is generally held until the public comment agenda item at the end. Comments on individual agenda items is generally discouraged, though may be invited/requested by the presider. Items that are not to be discussed in open meeting will be posted to be held in closed session, per Wisconsin Open Meetings law.

2024 Library Board Meetings – tentative meeting dates

January	16
February	20
March	19
April	16
May	21
June	18
July	16
August	20
September	17
October	15
November	19
December	17