

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, March 19, 2024, 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
  - February 20, 2024, Regular Meeting
- Correspondence
- Committee Reports
  - Three Lakes Public Library Foundation
  - Oneida County Library Board
- Director's Report Statistics
- Building Maintenance Report
- Budget Review
  - Payment of bills – public funds
  - Payment of bills – donation accounts
  - 2024 budget review
- Old Business
  - Continuing Library Board Self-Evaluation – Previously tabled
  - Progress on Strategic Planning Committee – Previously tabled
    - i. 2020-2023 Strategic Plan included for review
  - Planning for Candidate forum
    - i. Discuss candidates, specifically judges
  - Review the logo/marketing package MOU
- New Business
  - Storybook Gardens funding request for reading incentive prizes
- Comments from citizens

**To join the meeting:**

To join from a computer:

<https://us06web.zoom.us/j/89118780893?pwd=xCYMGb5fKPkC3bkAK8fGemxb2dHWXn.1>

To join from a phone:

+13052241968,,89118780893#,,,,\*501152#

Next Meeting: April 16, 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 February 20, 2024  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Jeff Boehm, Patty Wallesverd, Rich Mahlerwein, Dan McKissack, Dianna Blicharz, Kathleen Olkowski (virtual), and Karen Meyer (virtual)

Other Attendees: Jill Roth, April Hansen

Dan McKissack called the meeting to order at 4:00 p.m.

**Agenda:**

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

**Approval of Minutes:**

Discussion on striking Dianna's school board candidates and moving 2023 courier charges to 2024. Motion by Rich, seconded by Dianna to approve the regular meeting minutes of January 16, 2024 as amended. All ayes, motion carried.

Discussion on whether the minutes should contain more specificity for public. Strike next meeting information. Motion by Rich, seconded by Karen to approve the regular meeting minutes of January 24, 2024. All ayes, Patty abstains due to her absence from the meeting.

**Correspondence:** None.

**Committee Reports:**

Three Lakes Public Library Foundation: Met in February. Approved the 30K in museum side landscaping. Additionally gave funds for mini grants for programming and Wall Street Journal. Discusses funding and fundraisers, raised a little over 2K in post card campaign.

Oneida County Library Board: Did not meet. Lost one of the board members. Dianna reaching out to Rhinelander library to see if they have a memory garden to honor him and if not, maybe we can honor him in our garden. The article in the paper didn't mention his Oneida county library board service. Still looking for a president. Please consider joining the board.

**Director's Report:**

- Director's Report: Discussion. Kathleen will need to touch base when back in April to check in with Justin at BMO to get all the signers arranged. Library program with VA on what kind of benefits are available. Once a year possibly.
- Building and Maintenance Report: Discussion. Coordinate the concrete needs and drainage items with Linnea for electrical

**Budget Review:**

- Motion by Patty, seconded by Rich, pay bills for January/February 2024 for payment from the town account. Discussion on fine free, board still wants to include fines. All ayes, motion carried.
- Motion by Rich seconded by Patty to approve payment of bills from the Laona Bank Special Account. Discussion. All ayes, motion carried.

- 2024 Budget Review: Discussion. Call the phone company about bill to see if they can cut us a break.

#### **Old Business:**

- Continuing Library Board Self-Evaluation: Tabled in January. Discussion on where we left off. Find self-evaluation forms to re-send out, Kathleen wants to get it done with. Tabling til next month but then hit it hard. Motion Jeff to table the continuing library board, Dianna seconded, all ayes motion carried.
- Progress on Strategic Planning Committee: Tabled in January. Tabled because needed a director. If anyone is interested in being on, provide me names. The previous plan has expired. Erica/Dominic spearheaded last time, TBD on strategic planning point person. Is there a free framework we can use? WVLS may have some framework and/or facilitator to use. Wants to finish the self eval next month and then we can address strategic plan. XX motion, Patty seconded, all ayes, motion carried
- Planning for Candidate Forum: “Fireside Chats/Meet and Greet” to be Held Wednesday April 3, 2024, 5-7pm. School board and judicial candidates to be included. Dianna can’t be at the event, will be happy to help with refreshments but can’t attend. Karen will be back. Sarah Stieve might be available to help since there is no Bridget Bakes. The point person to contact candidates will be Dan, town offices have the candidate emails. School board, town board, and district judge candidates. Publicity can reuse the poster and put it out in March Newsletter and on the website. Press releases want to run the last two weeks of March and the first of April. How to run for public office program wants to be here in Sept/Oct and its important to make sure the person is well informed. April 16<sup>th</sup> is the annual meeting at the town (people can make motions for town to consider).
- Update on bank account authorizations: Dan, Jill, and April signed, Kathleen will need to swing by to sign when she is back.

#### **New Business:**

- Review and approve the 2023 Public Library Annual Report: Motion by Patty, seconded by Rich, to need to update the threeelakesSD.k12.; all ayes motion carried
- Review and approve the Statement Concerning Public Library System Effectiveness: Motion by Rich, seconded by Patty, all ayes, motion carried
- Review the process for special projects; under \$500 is just stage one, mini grants can be requested by anyone (not just staff), but will require staff approval; submitted ... as mini-grant. Devise a standard sheet to be able to go to the Foundation for approval. Could be anything. Go through the form and create a blank space for one question at a time. Creating a stage 2 standard document would be helpful. Potentially use a google form that could be linked to the website.

#### **Jeff leaves for town board meeting at 5:21**

- Review the logo/marketing package MOU: Discussion: Contractor followed up multiple times and wants to know if he should pursue the rest of the package. Do Dan or Rich want to try? Kathleen wants to start over, contractor is no longer local, Dan volunteered to work on some options, wants to revisit over the next month with staff only. We can revisit the logo info next month. Motion to table this until next month by Rich, seconded by Dianna. All ayes (absent Jeff), motion carried.
- Discuss/Approve getting Jill a debit card for the Laona Bank account in addition to the debit card April holds. Motion by Rich, seconded by Patty, to approve Jill getting a debit card. All ayes (absent Jeff), motion carried.

**Future items:** Strategic plan printed for review; employee handbook had been made more generic for the town and the trustees have the option to waive what they feel is necessary; next month include the building report as a top bullet instead of sub bullets.

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

**Next Meeting: Regular meeting on March 19, 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 (absent Jeff), motion carried. The meeting adjourned at 5:33 PM.

Reconvene 5:34 motion by Rich, second Patty, reschedule the candidate forum. Hold on March 20<sup>th</sup> from 5-7pm.

Motion to end meeting by Patty, second Dianna 5:38, all ayes (absent Jeff), motion carried

Respectfully submitted: Jill Roth, Director

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

**March 19th, 2024**

### **ADMINISTRATION:**

- Debit card process complete, both Jill and April have debit cards for the Laona account
- Newspapers update
- Usage counts took place March 11-16
- Monthly statements from all accounts held over 2023 were provided for town audit

### **STAFF**

- Katie is signed up for a book repair workshop at Wisconsin Association of Public Libraries Conference
- Jill went through round one of WVLS Orientation with an administrative overview. Additional orientation days and mentor assignments will be scheduled later this month
- Jill has met with Storybook Gardens, Linnea on landscaping, town level folks (Sue, Josh, Roger), Teri at the school, and scheduled or met with all library board members
- Additional trainings and information offered to all staff on de-escalation techniques, what to do in case of an active shooter, suicidal patrons, and 988
- Nikki, April, and Jill all have planned vacation time

### **Community Collaboration**

- Storybook Gardens partnering with Summer Reading Program
- Local churches were contacted about sharing our home delivery services with their homebound patrons
- Natural Resources subcommittee collaborated on the Backyard Birding Count webinar
- High School and Forward Three Lakes Leadership team collaborating on the Volunteer Fair for teens
- April recorded a video on the Genealogical Society's We Are Three Lakes project and its benefits for the library
- April is working with the Historical Society on returning student time capsules for graduation and the school-to-work credit for staffing their visitor center

### **PROGRAMS AND OUTREACH:**

February:

- Children: Lego Club **12**, Pokémon Club **2**, Harry Potter Club **7**, Story Hour **144**, 4K Story Hour **105**
- YA: D&D **4**, Teen Library Council **6**
- Adult: Writers' Group **6**, TLGS **13**, Crafternoon **4**, BTOC **11**
- General Interest: Backyard Bird Count **4**, Scrabble Open Hours **8**, Love Letter **1**, Why You Love Your Library **5**, Valentines **16**

March:

- Children: Lego Club, Pokémon Club, Harry Potter Club Story Hour, 4K Story Hour
- YA: D&D, Teen Library Council
- Adult: Writers' Group, TLGS, Crafternoon, BTOC
- General Interest: Wild Instincts, Scrabble Open Hours, Youth Art Contest

Respectfully submitted,

Jill Roth – Director

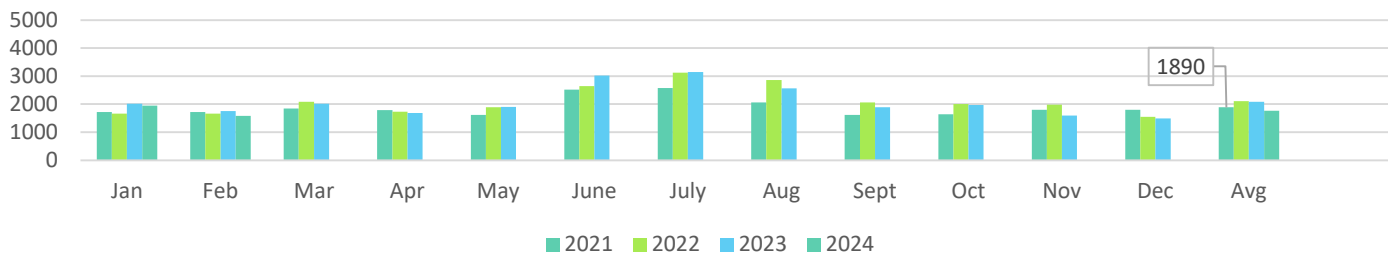
# Library Board of Trustees - Director's Report

March 19th, 2024

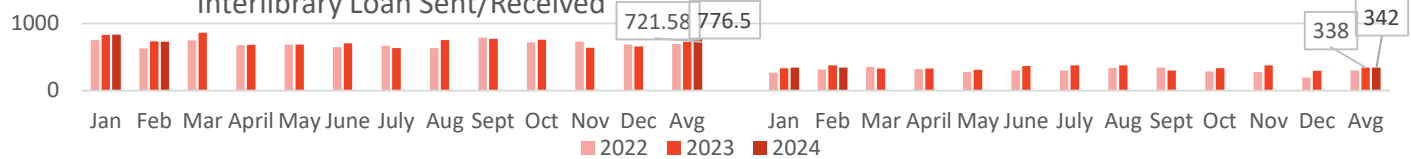
## Monthly and YTD Statistics

	Feb 2024	YTD 2024	Feb 2023	YTD 2023	Feb 2022	YTD 2022
<b>Circulation</b>	1,588	3,535	1,757	23,531	1,662	25,441
<b>Interlibrary loan sent</b>	724/26	1,553/73	700/28	8,462/341	597/26	7,959/226
<b>Interlibrary loan received</b>	342	684	372	4,084	309	3543

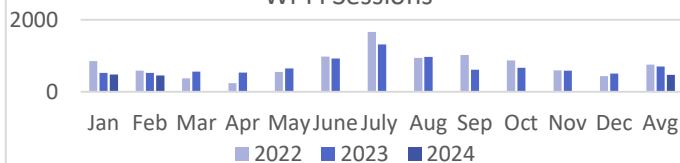
Monthly Circulation



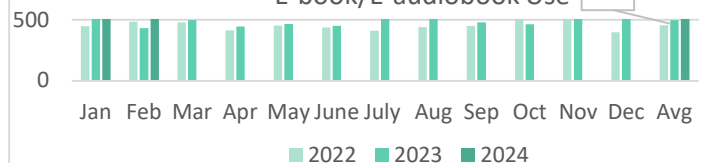
Interlibrary Loan Sent/Received



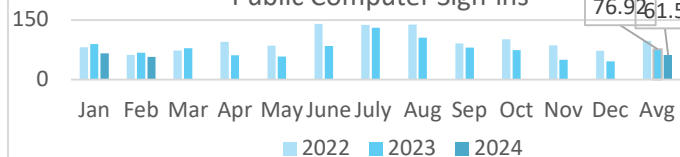
Wi-Fi Sessions



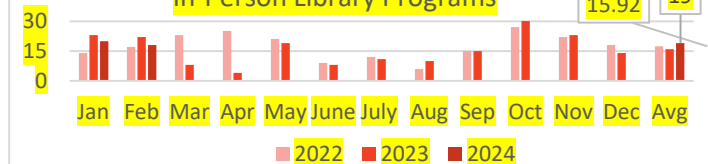
E-book/E-audiobook Use



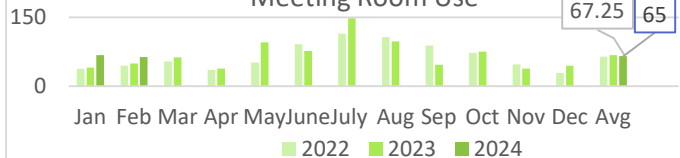
Public Computer Sign-ins



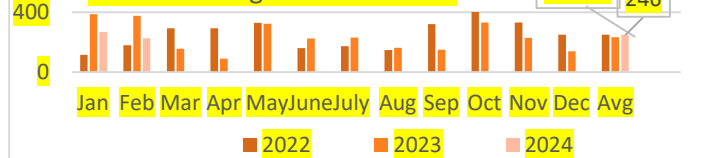
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

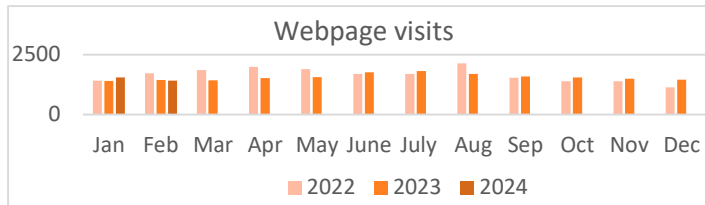


## Library Board of Trustees - Director's Report

March 19th, 2024

	March	June	October	December	Total 2024	Total 2023	Total 2022
Library Visits	TBD					14,807	13,793
Reference Transactions	TBD					1,976	3,211
Program Attendance	Ave/week: programs	Ave/week: programs	Ave/week : programs	Ave/week: programs	Ave/week: programs	Ave/week:54 5 programs	Avg/wk:65 6 programs

### Library Usage - Survey 2024



#### Donations received:

- Chapel in the Pines \$200
- Elizabeth Purtell \$500

#### Memorials:

-

#### Publicity of note:

##### THREE LAKES

### Chat with election candidates scheduled at library March 20

Mar 5, 2024

The Edward U. Demmer Library Board invites Three Lakes electors to attend a fireside chat with candidates for the April 2 election.

## Chat with election candidates scheduled at library March 20

Board invites Three Lakes electors to attend a fireside chat with candidates for the April 2 election.

Local candidates for school and town board, as well as the Oneida County Circuit Court judge seat, have been invited to attend.

Electors are encouraged to bring questions and concerns Wednesday, March 20, from 5 to 7 p.m. This format is in lieu of the candidate forum that the library had previously presented.

As of now, none of the candidates have confirmed their attendance, but invited are Ella Baltus and Ed Cottingham, current town board members; Elisha D. Williams, Josh Kral, and Mitchell A. Ellis, all running for seats on the Three Lakes School Board; and judge hopefuls Mary Sowinski and Michael Fugle.

Light refreshments will be served. For more information, contact the library at 715-546-3391 or [demmer@demmerlibrary.org](mailto:demmer@demmerlibrary.org).

## Library Board of Trustees - Director's Report

March 19th, 2024

THREE LAKES

### Demmer Library accepting submissions for youth art contest thru March

22 hrs ago

March is Youth Art month, and the Edward U. Demmer Memorial Library in Three Lakes is celebrating with an art contest.

March is Youth Art month, and the Edward U. Demmer Memorial Library in Three Lakes is celebrating with an art contest.

The library is inviting all children ages 6 to 18 to participate in this unique contest. Participants can draw, paint, or create an image from or inspired by a favorite book or character.

Creations can be dropped off at the circulation desk, or emailed to [demmer@demmerlibrary.org](mailto:demmer@demmerlibrary.org) by March 31 to be considered for the grand prize of contributing to new Demmer wall art.

For more information on this and other library programs, call the library at 715-546-3391 or visit [demmerlibrary.org](http://demmerlibrary.org).



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

**March 19, 2024**

### **BUILDING:**

- Consulted with Linnea and M&K Electrical on concrete coordination. Electrical will not impact the concrete to be fixed on the ramp at all

### **SYSTEMS:**

- Website updated to include information on the Talking Book/Braille Library program
- Cameras in children's area have now been fixed

### **INTERIOR:**

- Lawrence Demmer plaque for vestibule is up
- Camera sign is ordered and scheduled for installation with the town

### **EXTERIOR:**

- Electrical scheduled for museum side landscaping

### **MAINTENANCE AND OTHER CONCERNS/PROJECTS:**

- ☐ Replace failing concrete on west entrance
- ☐ Replace downspouts (springtime)