

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, April 16, 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
 - March 19, 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
 - Review and Approve First Quarter Financial Reports
- Old Business
 - Progress on Strategic Planning Committee – Previously tabled
 - i. 2020-2023 Strategic Plan included for review
 - Recap of Candidate forum
 - Review the logo/marketing package MOU
- New Business
 - Election of Officers
 - Policy Review
 - i. A About the Library
 - ii. B Patron Code of Conduct
 - iii. D Collection Policy
 - Trustees Handbook chapter review
- 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: May 21, 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 March 19, 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 Karen to approve the agenda in any order the president sees fit. All ayes, motion carried.

Approval of Minutes:

Motion by Rich, seconded by Jeff to approve the regular meeting minutes of February 20, 2024 as amended. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Moved meeting to April 11, 2024. No updates between meetings.

Oneida County Library Board: Has not met due to death of Tom Kelly. Not rescheduled yet.

Director's Report:

Kathleen joins 4:07

- Director's Report: Discussion. Wifi statistics discussed, numbers appear down but with the strange weather could be strong all things considered.
- Building and Maintenance Report: Discussion. Jeff would like to include a welcoming sign above the doorway to invite folks in. Jeff likes the idea of empowering people through knowledge. Logo project may assist with this. Jill will investigate to find some ideas on welcoming signs for entry.

Budget Review:

- Discussion. Question about security/PerMar charge: made updates and increased sensitivity. Motion by Jeff, seconded by Rich, pay bills for February/March 2024 for payment from the town account. All ayes, motion carried.
- Motion by Rich seconded by Karen to approve payment of bills from the Laona Bank Special Account. Discussion. Karen asked about Collection Development class. All ayes, motion carried.
- 2024 Budget Review: Discussion. Newspapers- trying to put a tablet in the newspaper section and subscription services delayed as service. A case will be provided and software to be locked on newspaper only sites.

Old Business:

Discussion: Patty having audio issues at 4:57.

- Continuing Library Board Self-Evaluation:. See attachment

- **Public Comments (item moved up to 5:11):** Glen Stauffer: Love this community, one concern: Gender Rebels by Locke/Benjamin. Book displayed prominently and has concerns over the book's content in "Children's section". Concerns over content as it "Promotes prostitution" or sex work. Recognizes different opinions on the topic. Not calling for book bans, not looking to remove the book, looking to ask for it to not be promoted. Very disappointed to see this promoted. Expresses concern from the community. *Note: Displayed in New Young Adult.*
- **Progress on Strategic Planning Committee:** Discussion: Rich motion to table until next month, Jeff seconded, all ayes, motion carried.
- **Planning for Candidate Forum:** "Fireside Chats/Meet and Greet" to be Held Wednesday March 20, 2024, 5-7pm. Discussion: School Board meeting tomorrow as well. After Dan reached out to all school board candidates, only Elisha was willing to respond but is out of town, Ella Balthus of the town board can't make it, Ed Cottingham will be there, Mike Fugle said he would attend, Mary Sowinski will have a representative. Jeff will be there as both library and town board member. Participation doesn't change the event in the end and it will proceed as usual. Rich, Dan, will attend, Sara Stieve dropped off an invoice.

Jeff leaves at 5:21

- Review the logo/marketing package MOU: Discussion: Dan is working on the logo project and will present some ideas to Jill before the next meeting.

New Business:

- Storybook Gardens funding request for reading incentive prizes: Motion by Patty, seconded by Rich, Approve the Storybook Garden plans to go to the Library Foundation for approval with the last two points on library staff responsibilities to be resolved by the staff. Discussion. All ayes (absent Jeff), motion carried.

Future items: Add policies B and C to the April Agenda; review the collection policy to discuss public comments. Add new business discussion on a president.

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

Motion to adjourn by Karen, seconded by Kathleen. All ayes (absent Jeff), motion carried.

The meeting adjourned at 5:32 PM.

Respectfully submitted: Jill Roth, Director

Demmer Library Board of Trustees Self-Evaluation Winter 2024

Please be prepared to share your thoughts at our **March** board meeting

The link below provides more specific detail for each area of consideration in this evaluation and is intended to offer possible areas you may wish to address within each heading.

<https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees-:~:text=Principal%20Activities%20of%20Wisconsin%20Public%20Library%20Trustees%201,the%20Community%207%207.%20Advocate%20for%20the%20Librar>
y

| Trustee Role <i>As a Board (B)</i> <i>As an individual Board member (I)</i> | What has been done well? | What needs improvement? | Suggestions for 2024 |
|---|---|---|---|
| Advocacy for the library | | | |
| Meet the service needs of the community | | | |
| Fiscal responsibility | Rich: New spending processes were improvement Kathleen: Active participation in the budget process (2023), updated financial policy good Dianna: budget process was reasonable – only asking for what is needed | Rich: a bit clunky and cumbersome Dianna: possible get professional advice to determine what we should do differently Kathleen: continuing to keep a positive relationship with the town board staff | Jeff: Invite Clerk Harris to meetings every 4-6 months or so. She may be able to advise on budget health. Encourage trustees to participate in budgeting process where they'd like. |
| Policy development and adherence | Rich: read them all! Previous work is good. Adhere well. Jeff: less is more? Kathleen: Looking at updated financial policies and fine free policies | Dianna: Routine of review and revising policies haven't been a regular agenda item Rich: Many policies not linked online (have not been formally adopted) | Rich: pick a few more policies to formally adopt over the course of the year Dianna: include a policy to review every month Procedure for funds: post on the website Dan: Review from top to bottom Patty: skip A, start with B Patron Responsibilities and Conduct, and then C Dianna: Include staff feedback |
| Support of Library Director in operations | Dan: Been very supportive of what the directors have chosen. Have trust in the employees to do their jobs and know what is happening Kathleen: agreed with what has been said. Some participated in selection | Dianna: monitoring the training process; should follow through to make sure director training checklist is completed Jeff: past directors may have been overwhelmed, new directors should be empowered to ask for help | Jeff: Let the director spread wings and be the leader Kathleen: be there for the library director and get to know them/staff better |

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|---|---|---|---|
| | committee for director search, welcoming director | | |
| Continuing education regarding roles and laws regarding libraries | | Dan: questions whether they know as much as they should Kathleen: Participate in WVLS Trustee Seminars | Review DPI standards, review trustee handbook Kathleen: all trustees need to broaden awareness of all the happenings among libraries |
| Other | | | |

| Board Process <i>As a Board (B)</i> <i>As an individual Board member (I)</i> | What has been done well? | What needs improvement? | Suggestions for 2024 |
|---|---|--------------------------------|---|
| Attendance at meetings | Dan: Pretty good! Otherwise strong attendance | | |
| Preparation for meetings | Rich: Electronic materials is helpful Karen: appreciates the prep time Kathleen: agrees with prep time | | Rich: Break up the packet on electronic versions to maybe link the agenda items |
| Participation in meetings | Dan: this meeting is a great example Jeff: originally didn't plan to participate, others didn't, but now people are more engaged | | |
| Meeting format | Dan: it works! Kathleen: likes the flexibility of live and zoom | | |
| Following Roberts Rules of Order | Dan: don't think we're doing anything wrong Rich: objective to keep the meeting moving and that's successful | | Not discussing items not included in the agenda |
| Following WI Open Meeting Law | Jeff: done well and avoided walking quorum, in cases with roof signage was enough to offset the concerns | | |
| Other | | | Logo/Branding identity |

Library Board of Trustees - Director's Report

April 16th, 2024

ADMINISTRATION:

- The Library of Things is set up for folks to see which equipment items they can check out from the library year-round. Thank you to Rich for donating a new telescope!
- New Patron Registration forms have been generated to align with the new WVLS minimum requirements. Additional forms, such as linking forms for all 16- and 17-year-old accounts, are now required.
- V-Cat meeting took place 4/4/2024 with updates on the NICE project. The project has compiled all their final recommendations and is putting the idea of an ILS merger between WVLS and Northern Waters to vote in June.
- Jill joined the Wisconsin Libraries Association professional network, was assigned a mentor, went through round two of WVLS orientation, round 3 is scheduled.
- Jill and April are signed up to attend Wisconsin Association of Public Libraries conference in Stevens Point May 1-3

COMMUNITY COLLABORATION:

- Veterans Administration employee working on creating an ongoing office hours at the library for benefit accessibility.
- April is working with the Red Cross, Oneida County Health Department, and Forward Three Lakes – Leadership on various outreach projects.
- Oneida County Sheriff's program coming in May

PROGRAMS AND OUTREACH:

March:

- Children: Lego Club **12**, Harry Potter Club **11**, Story Hour **55**, 4K Story Hour **45**
- YA: D&D **9**
- Adult: Writers' Group **5**, TLGS, Crafternoon **4**, BTOC **8**, Fireside Chat **36**
- General Interest: Wild Instincts **26**, Scrabble Open Hours **3**, Youth Art Contest **1**, 4K Family Outreach Night **9**

April:

- 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: Scrabble Open Hours, Eclipse viewing

Respectfully submitted,

Jill Roth – Director

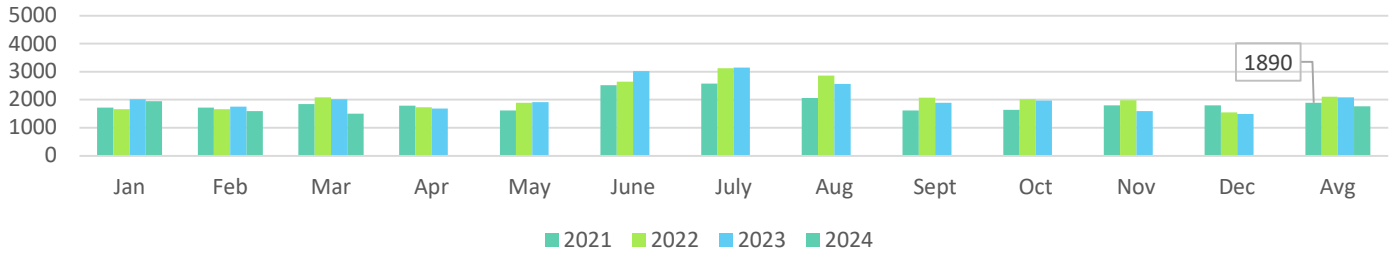
Library Board of Trustees - Director's Report

April 16th, 2024

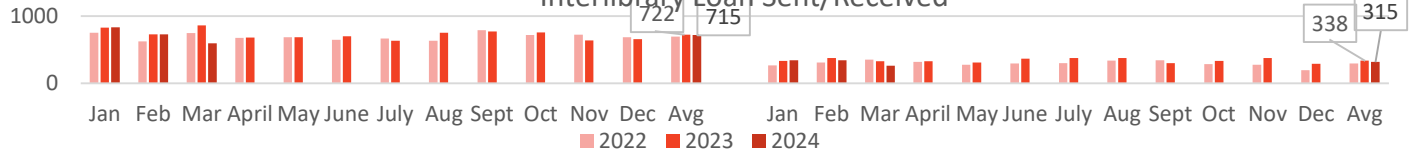
Monthly and YTD Statistics

| | March '24 | YTD 2024 | March '23 | YTD 2023 | March '22 | YTD 2022 |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Circulation | 1500 | 4424 | 2,021 | 23,531 | 2,082 | 25,441 |
| Interlibrary loan sent | 593/31 | 2,146/104 | 824/33 | 8,462/341 | 713 / 31 | 7,959/226 |
| Interlibrary loan received | 261 | 945 | 326 | 4,084 | 351 | 3,543 |

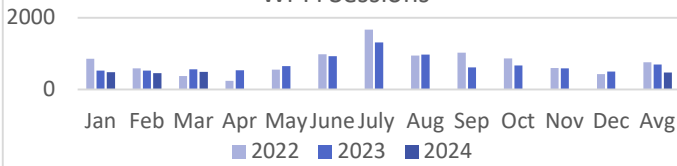
Monthly Circulation



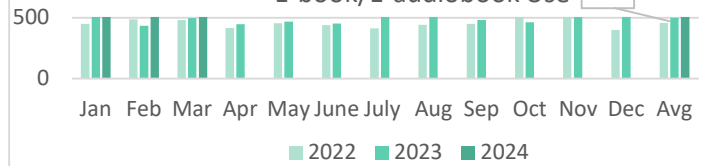
Interlibrary Loan Sent/Received



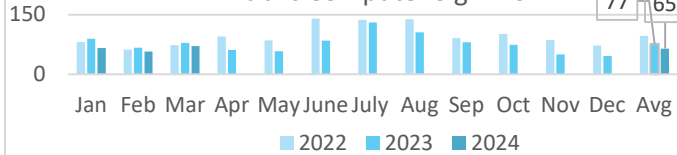
Wi-Fi Sessions



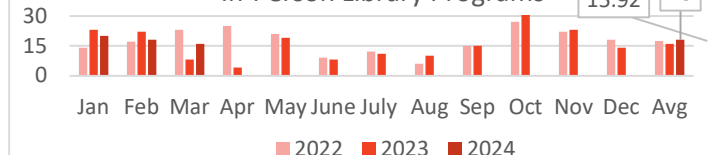
E-book/E-audiobook Use



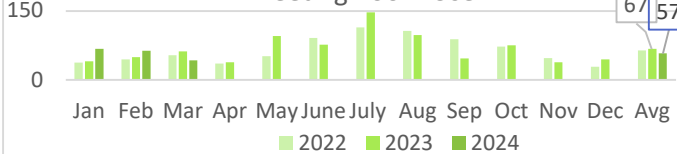
Public Computer Sign-ins



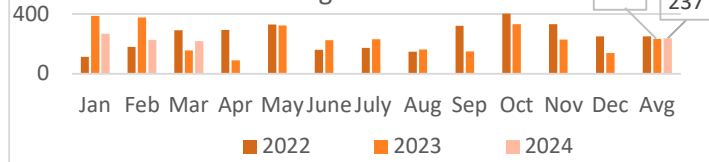
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

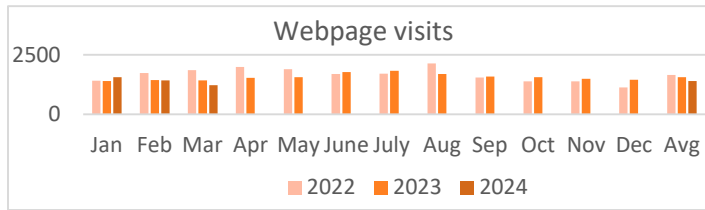


Library Usage - Survey 2024

| | March | June | October | December | Total 2024 | Total 2023 | Total 2022 |
|-------------------------------|---------------------------|-----------------------|----------|----------|------------|---------------------------|-------------------------|
| Library Visits | 272 | | | | | 14,807 | 13,793 |
| Reference Transactions | 23 | | | | | 1,976 | 3,211 |
| Program Attendance | Ave/week:19 2 programs | Ave/week: programs | programs | programs | programs | Ave/week:54 5 programs | Avg/wk:65 6 programs |

Library Board of Trustees - Director's Report

April 16th, 2024



Donations received:

- Rich Mahlerwein - Telescope

Memorials:

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Publicity of note:

Library Board of Trustees – Building and Maintenance Report

April 16, 2024

BUILDING:

- Fire Extinguisher checks were made by the town

SYSTEMS:

- MDM for newspaper tablet is in demonstration mode. If it works out, we'll buy a lifetime license (\$60).

INTERIOR:

- Rich is helping with efforts to get the vestibule tv up and running
- Camera/surveillance sign is installed in the vestibule

EXTERIOR:

- Working on scheduling concrete fixes
- Landscaping project has been started for the west side (museum side) of the building

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

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