

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, May 21, 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
 - Amended March meeting minutes
 - April 16, 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
 - Progress on Strategic Planning Committee – update
 - Trustees Handbook chapter review
 - Review the logo/marketing package MOU
 - Policy Review:
 - i. N. Public Notice Bulletin Board and Public Access Channel Policy - 2015
- New Business
 - Election of Officers – Vice President
 - Moving BMO bank accounts
- 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: June 18, 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.

Approved Minutes March 19, 2024
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Jeff Boehm, Patty Wallesverd (virtual), Rich Mahlerwein, Dan McKissack, Dianna Blicharz (virtual), 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 "Youth section". Concerns over content as it "Promotes prostitution" or sex work **and that the book promotes a transgender ideology that I and many others see as offensive, false, rationally incoherent, and harmful to individuals and to society.** 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

Unapproved Minutes April 16, 2024
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Patty Wallesverd, Rich Mahlerwein, Dan McKissack, Dianna Blicharz, Kathleen Olkowski, and Karen Meyer

Other Attendees: Jill Roth, April Hansen

Absent: Jeff Boehm

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

Agenda:

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

Approval of Minutes:

Patty and Dianna identified as being virtual. Motion by Rich, seconded by Dianna to approve the regular meeting minutes of March 19, 2024 as amended. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Meeting was April 11. Next meeting will be annual meeting. Established and made sure the celebration Garden process is still ok with the foundation. One funding request.

Oneida County Library Board: Has not met. There is still a vacancy on the board and lack of a president.

Director's Report:

Discussion: Jill reports a new telescope added to the library of things. Talking about WVLS working on new patron registration forms for standardization. Defining linking forms. Want to be able to talk to parents about the unlinking of accounts for 16- and 17-year-olds. The NICE project (a project looking at WVLS combining parts of themselves with Northern Waters) was discussed. Jill wants to hear concerns. She plans to vote yes unless there are other concerns. Raised WAPL conference. Dianna made a motion to approve the mini-grant and forward it to the foundation. Karen seconded. All ayes, motion carried.

Discussion: Karen mentioned to talk to the women's club about resurrecting the Former Friends.

Building and Maintenance Report: Noting the new tablet and fire extinguisher checks. Suggestions on what to write in the paper. The landscapers should be back this week. Discussion on continuing to fix vestibule tv or buy a new one.

Budget Review:

Public Accounts: Discussion. Motion by Patty, seconded by Kathleen, pay bills for March/April 2024 for payment from the town account. All ayes, motion carried.

Special Accounts: Motion by Patty seconded by Rich to approve payment of bills from the Laona Bank Special Account. Discussion. All ayes, motion carried.

2024 Budget Review: Discussion.

First Quarter Financial Reports: Discussion. Motion by Rich seconded by Karen to approve first quarter financial reports.

Old Business:

Progress on Strategic Planning Committee: Discussion: Rich is happy to help, Patty will be a member, Jill is happy to help, trying to determine scope of project to know who to invite. Names given. This is still in the gauging interest phase. The estimated timeframe is 3-4 months. Noted that we want to point to existing plan as example of what we want to do/update. Jill and Rich will reach out to their respective suggestions.

Recap of Candidate Forum: Discussion: Not well attended. Feedback was all the people involved attended, but not any members of the community to ask questions or speak with candidates. Possibly, rethink the structure, especially if there are no contested races. Timing between school board meeting and spring break was likely a factor in attendance. Discussion on past forum structure being very well attended despite poor weather. Next year will need a longer planning runway and a date set earlier.

Review the logo/marketing package MOU: Discussion: Dan has come up with a version of logo. Logo passed around and approved

New Business:

Election of Officers: Discussion: Dianna nominates Dan as President. Dan agrees to be president until December 2024

Policy Review: Discussion:

- A) About the Library: Review, add n to innovation, move from welcome to welcoming. Typo on page 2 of 15. Rich moves to accept the policy review with minor edits. Karen second. All ayes. Motion carried.
- B) Patron Code of Conduct: Patty moves to accept the policy reviewed with minor edits. Rich Second. All ayes. Motion carried
- C) Collection Policy: Discussion of cash donations and memorials. Financial policy will be reviewed later. Suggestion to have all mention of the Library Board of Trustees be all the same wording. Rich moves to accept the policy with minor edits. Karen seconds. Regarding past public comments, Jill notes that she appreciated his comments. Jill read the book and placed it back on the shelf. Book has followed policy. Discussion. All ayes. Motion carried.

Trustees Handbook Chapter Review: Patty motions to table until next month, seconded by Dianna. All ayes. Motion carried.

Comments from Citizens:

Future items:

Next Meeting: Regular meeting on May 21, 2024, 4:00 pm in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:34 PM.

Respectfully submitted: Jill Roth, Director

Library Board of Trustees - Director's Report

May 21st, 2024

ADMINISTRATION:

- Jill and Katie both completed their respective classes.
- Staff begin "desk double" schedule the first week of June to compensate for the extra patronage.
- April and Jill went to the WAPL conference May 1-3. Each picked up new skills from marketing on Instagram, merchandising displays, and learning how other small communities have big results.
- An incident at the library did require police assistance this month. All patrons and staff are safe.

COMMUNITY COLLABORATION:

- Pickleball Club and Janele Dupuis are donating pickleball equipment and a yoga mat, respectively, to expand the 'Explore' value in our Library of Things. The goal is to encourage exploration of the community and its assets in an accessible way. Other organizations have been contacted as well.
- Tom Tiffany's office used the library for meeting space Monday May 20.
- Friends of the Library are gearing up to begin to observe the Memorial Day Book Sale so they can take over again for the Fourth of July book sale!
- Summer reading will kick off June 17/18th with the theme of "Adventure." It will include:
 - o 9 unique activities, including a bug adventure, water adventure, interactive movie, and a pirate adventure field trip.
 - o Weekly programming with reading challenges designed for folks of all ages.
- Immersion Excursions will expand this summer. While partnering with the Three Lakes Historical Society, folks are invited to discover the gems of knowledge sprinkled throughout their own community. Excursion presentations will be on the past, present, and future of the community as told through a sense of place.

PROGRAMS AND OUTREACH:

April:

- Children: Lego Club **17**, Pokémon Club **3**, Harry Potter Club **8**, Story Hour **127**, 4K Story Hour **108**
- YA: D&D **5**, Teen Library Council **4**
- Adult: Writers' Group **4**, TLGS **13**, Crafternoon **4**, BTOC **12**
- General Interest: Scrabble Open Hours **11**, Ready Set Library Week: Drop Everything and Read **3**, Container Gardening **4**, Eclipse Art **12**, Eclipse Lemonade Station **33**, Eclipse Glasses – self directed **400**

May:

- 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, ADRC Pain series
- General Interest: Scrabble Open Hours, Title One Family Summer Reading

Respectfully submitted,

Jill Roth – Director

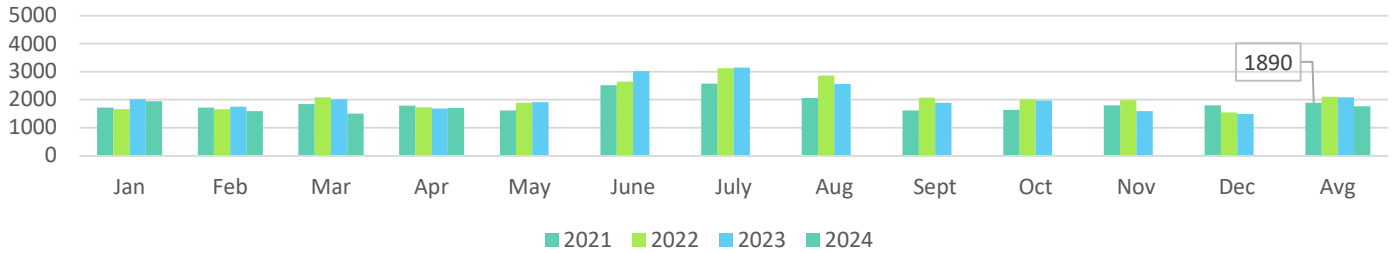
Library Board of Trustees - Director's Report

May 21st, 2024

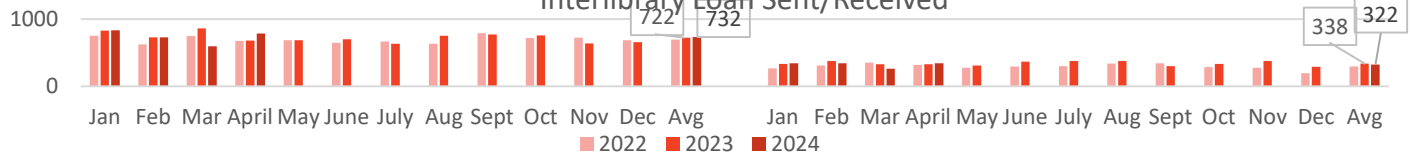
Monthly and YTD Statistics

	April '24	YTD 2024	April '23	YTD 2023	April '22	YTD 2022
Circulation	1711	6976	1,683	23,531	1,732	25,441
Interlibrary loan sent	782/32	2928/136	677/32	8,462/341	652/22	7,959/226
Interlibrary loan received	341	1286	324	4,084	317	3,543

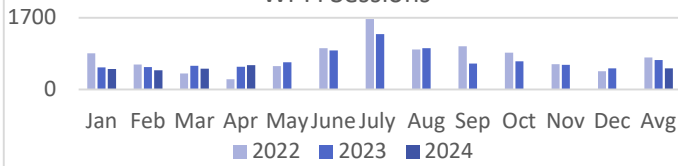
Monthly Circulation



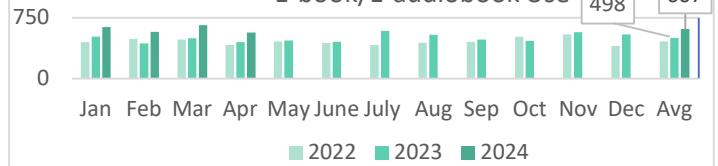
Interlibrary Loan Sent/Received



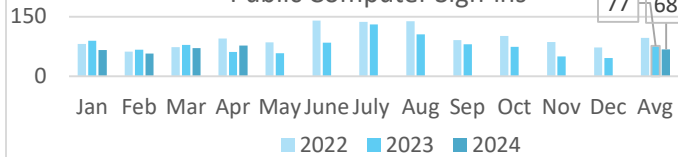
Wi-Fi Sessions



E-book/E-audiobook Use



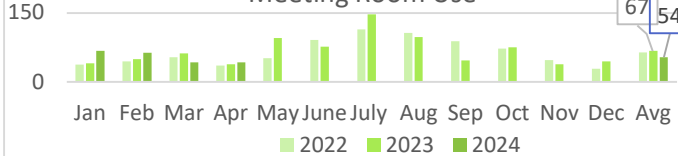
Public Computer Sign-ins



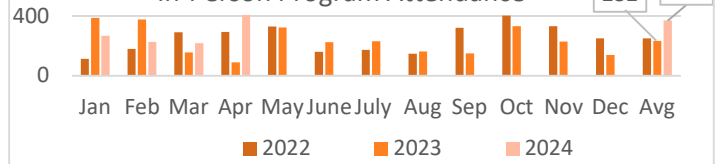
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

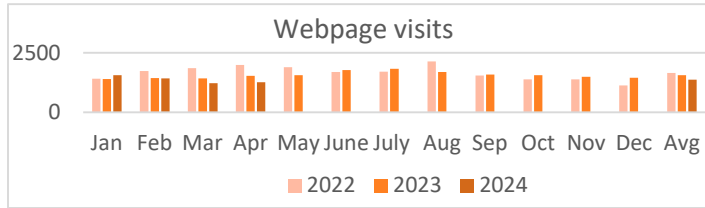


Library Usage - Survey 2024

	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

May 21st, 2024



Donations received:

- Elizabeth Schomisch - **\$100**
- A. Hartness - **\$25**

Memorials:

- Three Lakes Women's Club - **\$88.31**

Publicity of note:

Demmer Library exhibits 'Library of Things' display

The Demmer Library is pleased to announce its new "Library of Things" display.

The Demmer Library in Three Lakes has always had more than books to check out, and the new display in the library will showcase those items and make it easier for patrons to see what the library has available. Items include, but are not limited to: a slide projector, digital camera, voice recorders, VCR, Owl conferencing camera, and a telescope.

Also new at the library is the board game collection. Board games were purchased with

a grant from Rob-See-Co. The collection has a variety of ages and abilities in mind. Board

games can be checked out for a period of two weeks.

For more information, please call the library at 715-546-3391.

Library Board of Trustees – Building and Maintenance Report

May 21, 2024

BUILDING:

- Spring cleaning quotes have been requested at Dianna's request for some extra cleaning (upholstery, outside windows, light fixtures, etc)

SYSTEMS:

- Fire Suppression inspection occurred on 5/9/24
- Elevator lift system passed state inspection 5/7/24

INTERIOR:

- Vestibule TV has been updated! Unfortunately, it still doesn't work and will need to be replaced.
- The bathroom door handle broke off. The town was super speedy and fixed it right away for us.

EXTERIOR:

- Concrete quote is being generated (thank you Dianna and Jeff)
- Façade is pulling away by the west side entrance, so the town has it on their radar to fix up.
- West side landscaping is ongoing and electrical is nearing completion. Once electrical is complete, the remaining landscaping can be completed.
- Plaque purchased last fall was installed in the garden.
- Museum landscaping project is beginning.
- We have a bird. A robin has taken residence in the eaves of the west entrance. So far she has been friendly and determined to keep her nest there.

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

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