

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, June 18, 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
 - May 18, 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
 - Discuss expectations and requirements for 2025 capital and operating budgets due July 10th
- Old Business
 - Progress on Strategic Planning Committee – update
 - Review the logo/marketing package MOU
 - Moving BMO bank accounts
- New Business
 - Salary Law Change Information
- 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:

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Next Meeting: July 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 May 21, 2024
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Other Attendees: Jill Roth, April Hansen

Absent: Jeff Boehm

Dan McKissack called the meeting to order at 4:01 p.m.

Agenda:

Motion by Dianna, 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 Patty to approve the regular meeting minutes of March 19, 2024 as amended. All ayes, motion carried.

Motion by Patty, seconded by Rich to approve the regular meeting minutes of April 16, 2024 as presented. All ayes, motion carried.

Correspondence: County reimbursement letters will be sent out for 2025.

Committee Reports:

Three Lakes Public Library Foundation: Have not met. Approved monies to be used to for WAPL.

Oneida County Library Board: Had not met since November 2023. Introduced Dianna Harris, Lenore Lopez, Amanda Zoeller, Jill (absent). New president elected Dianna Harris, and Vice President Dianna Blicharz. Next meeting will be July 18.

Director's Report:

Discussion: Jill Roth reported on changes to report. Talked about the incident involving the police, that the library is secure and patrons/staff are safe. Jill has offered counseling to staff member. Fantastic programming numbers, particularly in self-directed. E-book and E-audiobook numbers continue to climb.

Building and Maintenance Report:

TV needed to replace the tv in the vestibule. Dianna made a motion to approve the mini-grant and forward it to the foundation. Patty seconded. All ayes, motion carried.

Budget Review:

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

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

Former Friends: Notification of two routine purchases

2024 Budget Review: Discussion. Question on why adult programming was 104%. The operational budget has been spent and now the funds provided by the Library Foundation will be used to cover the rest of the needed supplies.

Old Business:

Progress on Strategic Planning Committee: Discussion: Rich will reach out to people soon.

Trustee Handbook Review:

Chapter One:

Chapter Two: WVLS hosts a trustee webinar. Board interested in attending. Discussion Questions addressed.

Review the logo/marketing package MOU: Discussion: Will present on next meeting.

New Business:

Public Notice Bulletin Board and Public Access Channel Policy Review: Discussion: Motion by Rich seconded by Patty to approve amended policy. Discussion. All ayes, motion carried.

Election of Officers: Discussion: Dianna nominates Rich as Vice President. Karen second. Rich accepts. Roll call vote: all ayes.

Moving Bank Accounts: Discussion: Bank accounts currently at BMO will be moved to Forward Bank.

Comments from Citizens:

Future items:

Next Meeting: Regular meeting on June 18, 2024, 4:00 pm in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:08 PM. Motion by Rich, Seconded by Patty.

Respectfully submitted: Jill Roth, Director

Library Board of Trustees - Director's Report

June 18, 2024

ADMINISTRATION:

- The Library is taking part in the Great Lakes Great Read book club. The program invites the entire state to read two books (one for kids, one for adults) and then hosts a webinar at the end of the season to discuss it.
- The museum landscaping project is progressing and there will be construction beginning in the fall on the Johnson House. This has the potential to disrupt where the garbage bins are kept, but I'll be keeping up to date on construction and have some backup plans in place.
- Library landscaping electrical is complete and lighting is done. Make sure to check out the fountain and the beautiful evening lights!
- With our digital community continuing to grow, we're testing how they interact with the Beanstack app. We have several reading challenges loaded on it for further digital engagement and are working to cross market it with the Libby app.

COMMUNITY COLLABORATION:

- The Plant Swap saw donations from EverGood Farms and several members of the community participated in sharing and discussing all the available plants. The community was generous in donating to the library through this program both monetarily and through extra plants.
- The Memorial Day Weekend book sale is completed! It was a successful sale, bringing in more money than previous Memorial Day sales. Thank you to Karen for picking up the 4th of July book sale!
- Oneida County Veterans Service Office Hours will begin once a month in the Spruce Room on the 19th. The Veterans Services office seems very excited to have a partner in their community engagement.
- The town is exploring some economic development opportunities. Jill has offered some position as an educational arm of some of the plans and is working with the Visitors Center to determine the extent to which we can provide assistance.

PROGRAMS AND OUTREACH:

May:

- Children: Lego Club **12**, Harry Potter Club **5**, Story Hour **78**, 4K Story Hour **83**
- YA: D&D **15**
- Adult: Writers' Group **4**, TLGS **28**, Crafternoon **3**, BTOC **12**
- General Interest: Scrabble Open Hours **8**, Title One Family Summer Reading **21**, Plant Swap **38**, Free Comic Book Day **11**

June:

- Children: Lego Club, Summer Reading Kickoff,
- YA: D&D, Teen Library Council
- Adult: Writers' Group, TLGS, Crafternoon, BTOC
- General Interest: Scrabble Open Hours

Respectfully submitted,

Jill Roth – Director

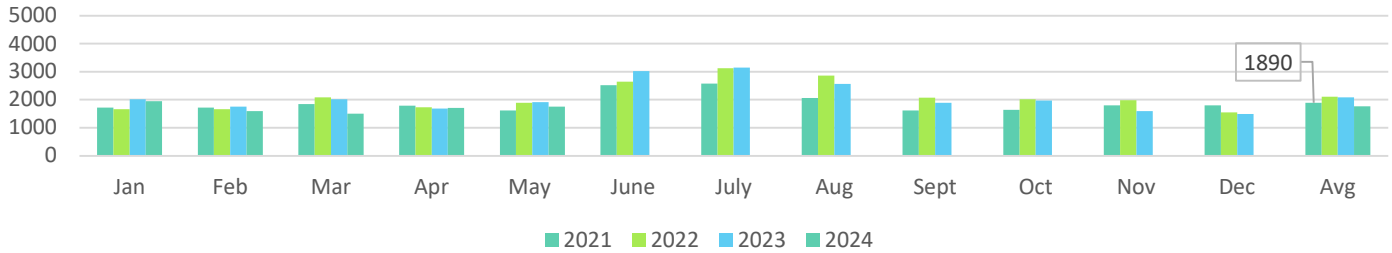
Library Board of Trustees - Director's Report

June 18, 2024

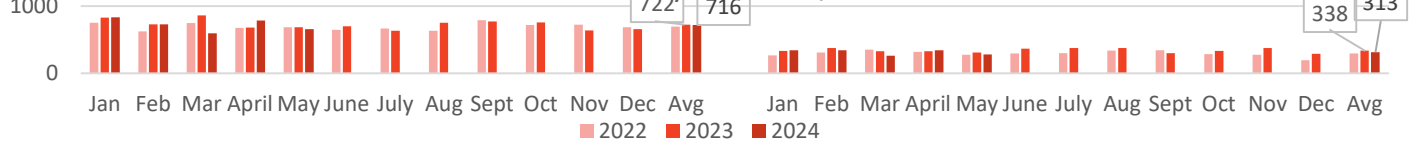
Monthly and YTD Statistics

	May '24	YTD 2024	May '23	YTD 2023	May '22	YTD 2022
Circulation	1751	8,727	1908	23,531	1892	25,441
Interlibrary loan sent	654/22	3,582/158	684/18	8,462/341	661/20	7,959/226
Interlibrary loan received	277	1,563	324	4,084	273	3,543

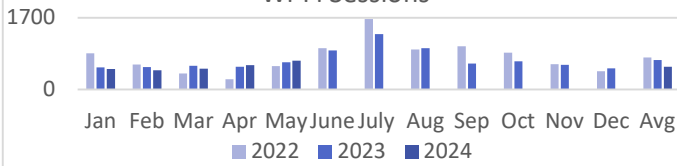
Monthly Circulation



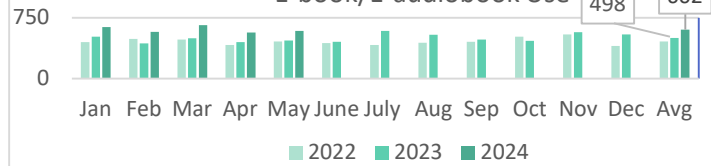
Interlibrary Loan Sent/Received



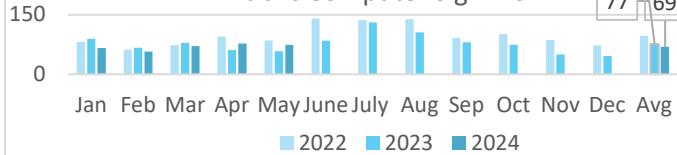
Wi-Fi Sessions



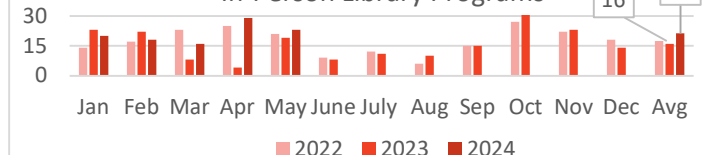
E-book/E-audiobook Use



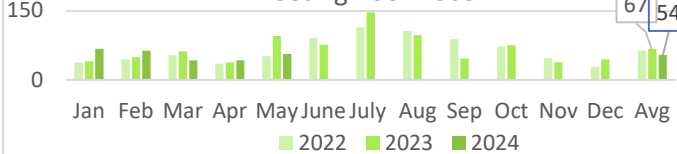
Public Computer Sign-ins



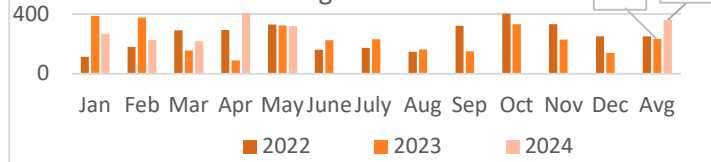
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

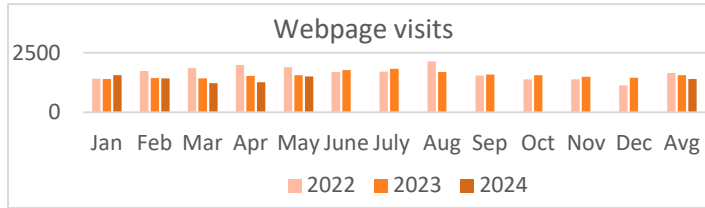


Library Usage - Survey 2024

	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

June 18, 2024



Donations received:

- Clearwater Lake Condominium **\$100**

Memorials:

-

Publicity of note:

Storybook Gardens creates adventure for visiting families

The Storybook Gardens in Three Lakes, established in 2021, is a community project created for families who would like to enjoy quality literature and have fun together.

Each of the twelve themed spaces contains a bench on which you can read engaging fiction and nonfiction books. In addition, a fun activity related to the books is provided. A map showing the locations of each space can be found in the library's brochure which you can get at the Three Lakes Area Visitors Bureau, Demmer Library, or at one of the sites.

Storybook Gardens of Three Lakes is generally open from Memorial Day through Labor Day.

Books, and sometimes the activities, are changed every couple of years. This year, visitors can create their own adventures at the Demmer Library. While at the downtown Gathering Place, discover fun facts about seeds while enjoying a great Eric Carle book. Stop in at Mind Chimes to try your hand at writing some poetry! If you have visited Storybook Gardens in the past, come again to check out what's new!

For added fun, use the brochure directions to show which sites you have visited. If children participate in 10 out of 12 sites, they can take their punched brochure to the Demmer Library and receive a reward for their efforts.

For more information, please call 715-546-3391 or email librarian@demmerlibrary.org.

Library Board of Trustees - Director's Report

June 18, 2024

Demmer Library to host used book sale

The Demmer Library will hold its Memorial Day Weekend Used Book Sale in the lower level of the library on Saturday, May 25, from 9 a.m. to noon. A large selection of adult fiction and nonfiction, youth, children's, hardcover and paperback books will be available.

In addition to the books, a limited number of audiobooks, CDs, DVDs and VHS tapes will be available. Hardcover books, books on CD, DVDs and CDs are \$2; trade paperbacks, books on cassette and VHS tapes are \$1, or you can choose to fill-a-book-bag for \$10 while book bag supplies last.

Book sales at the Demmer Library are managed by volunteers and proceeds help support special library programs and functions.

For more information on the book sale or book donations, call the library at 715-546-3391 or visit the Demmer Memorial Library's Facebook page.



Library Board of Trustees – Building and Maintenance Report

June 18, 2024

BUILDING:

- Storybook Gardens have been opened!

SYSTEMS:

- New app controls the lighting in the Celebration Garden. Seems to work great so far!

INTERIOR:

- Vestibule TV has been ordered! Hopefully we'll have it up and running later this week.
- One of the chairs on the front porch was in disrepair and Nikki fixed it up for us.

EXTERIOR:

- Still waiting on a concrete quote.
- Electrical work triggered the perimeter lights on the library to be on all the time. The electrician noted it could be an issue and agreed to come back.
- I'm meeting with Pat Volk to go over the Veterans Memorial and the drainage system going in at the same time. This will take the place of the downspouts.

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Replace failing concrete on west entrance
- Replace downspouts (springtime)
- Façade is pulling away by the west side entrance