

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, November 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
  - October 15, 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
- Unfinished Business
  - Progress on Strategic Planning Committee – Update
  - Friends of the Library revival
- New Business
  - Board of Trustee (re)Appointments
  - Custodian Budget
  - Library Board Self-Evaluation
  - Library Director Evaluation Process
  - Donation Procedure
  - Update By-laws
- Comments from Public

**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: December 17, 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 October 15, 2024  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Excused: Kathleen Olkowski

Other Attendees: Jill Roth

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

**Agenda:**

Motion by Patty, seconded by Rich 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 amended regular meeting minutes of the September 17, 2024 meeting. Discussion with considerable grammatical edits. All ayes, motion carried.

**Correspondence:** A thank-you card from Carolyn was presented to the board. A thank-you card from the board to Kristin Zibell is passed around. A get-better-soon card is passed around for Ann Asbeck.

**Committee Reports:**

**Three Lakes Public Library Foundation:** TLPLF met on October 7<sup>th</sup> and welcomed Juanita Duchrow as a new board member and secretary. They approved the mini grant requests for the Baby obstacle course mats and Jill's WLA conference attendance in Green Bay. Nancy Kimla presented the financial report and mentioned the Celebration Garden is basically complete. The Board is still unsure about the policy for accepting memorials and donations and the procedure needs review. No big-ticket special projects to be used as a major fundraising item have been brought up at this time. October 25<sup>th</sup> will be the big anniversary party for the Demmer library complete with cookies and merchandise. TLPLF has requested a regular article/section for the Demmer in the newspaper. Including an article about the garden would be preferred. End of year giving cards will be placed around town and at the circulation desk to solicit donations by the end of the year. Jeff suggested the TLPLF investigate a matching campaign.

**Oneida County Library Board:** OCLB will not meet again until November 21<sup>st</sup> and Dianna will chair.

**Director's Report:**

Discussion: Jill revised the cash procedures based on the Trustee Training to make sure all cash had more handling visibility/verification. Jill started a new "starter pack" for new-hire employees with answers to basic questions. County funding came through and approved the extra request. The originally hired candidate couldn't secure child care so Jill hired a new candidate. Unfortunately, that candidate didn't work out and Jill let her go. The hiring process was reopened. The position is part-time and without benefits. Jill is working on getting quotes from Executive Clean and others for filling our custodian duties. Candice started a new Story Hour with Little Sunshine's once a month (less than an hour and without activities). April is collaborating with a homeschool parent to launch Teen Hosted Book Club. 4-H Robotics began meeting at the library. Book buying rates have gone back to their original budget rates for the rest of the year.

### **Building and Maintenance Report:**

Discussion: Routine fire suppression system maintenance occurred. The dehumidifier flooded the office again. A maintenance organization is set to provide some advice and new supplies were ordered to try to prevent it from happening again in the future. The website saw a brief security breach due to a plug-in being hacked. It was caught very quickly and resolved by WVLS. Karen inquired about cyber insurance. Jill would defer issues to WVLS as they handle the cyber security. A reading fort was added in the children's section. No one has been able to get a hold of the concrete individual. Jeff mentions crack suppression membranes as an avenue to explore. Jeff will reach out the company that makes it to assess if its an option.

### **Budget Review:**

Public Accounts: Discussion. The voucher report has the dates listed as 10/15-10/15. This is mostly because of the way items are entered from the town. Karen inquired about newspaper efficiency. There are no newspapers in the budget for next year. Motion by Patty, seconded by Karen, pay bills listed on the public funds voucher list. All ayes, motion carried.

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

2024 Budget Review: Discussion. Jeff brought up the phone bill being high. Jill tried calling Frontier to lower the bill and was informed instead the bill would be increasing. Several computers were out of warranty and were replaced but didn't appear to be budgeted for. Jill will reimburse the town on major overages out of the maintenance account for some of the maintenance overages where possible.

Quarterly Reports: Motion by Rich, seconded by Karen to approve the quarterly report. All ayes, motion carried.

Mini-Grant Proposal: Candice requested the opportunity to go to the WLA conference in Green Bay this year. With the large contingency of youth librarians and sessions, Jill brought it to the board as a mini-grant to be forwarded to the TLPLF. Patty motions to forward the request onto the foundation for funding, seconded by Dianna. All ayes, Motion carried.

### **Unfinished Business:**

Progress on Strategic Planning Committee: The meeting will occur on Friday morning. The Friends are willing to pay for refreshments for the meeting.

Friends of Library revival: 3 people have signed on for bringing the friends back.

### **New Business:**

Trustee Essentials Chapter 3: Bylaws—Organizing the Board for Effective Action:

Discussion. Generally, the by-laws have been working well. Discussion regarding updating the clause "The library director shall be considered the executive officer and have sole responsibility for administration of the library under the direction and review of the board and is subject to the policies established by the board" to "The library director shall be considered the executive officer *of the library* and have sole responsibility for administration of the library under the direction and review of the board and is subject to the policies established by the board." By-law grammatical changes will be added to the November agenda.

### **Comments from public:**

Future items: Donation policy/procedure, update by-laws for minor revisions

**Next Meeting: Regular meeting on November 19, 2024, 4:00 pm in the lower level of the library and/or via video/teleconference**

The meeting adjourned at 5:16 PM. Motion by Rich, Seconded by Dianna. All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director

DRAFT

## Library Board of Trustees - Director's Report

November 19, 2024

### ADMINISTRATION:

- Two quotes for cleaners (Victory Cleaning and Executive Cleaning) have been solicited. Unfortunately, Executive Cleaning came in at a rate we cannot afford. I've shared our budget is (~\$75/week). Victory's quote was closer to our budget and is worth considering.
- Federal and Wisconsin State tax forms have been ordered for delivery near the end of January.
- Staff self-evaluation forms have been distributed and meetings set up to review them. All meetings are scheduled to occur the week of Thanksgiving.

### STAFF

- Jill and Candice went to the WLA Conference in Green Bay. It was highly informative! Candice learned better techniques for working with our main book supplier, Jill learned how to incorporate (and not incorporate) Artificial Intelligence into the library. Many connections were built and many ideas hatched. Overall, a highly successful and educational conference.
- We had 3 applicants for the Circulation Clerk position and two selected for interviews. We hired and welcomed Jamie Harney, an excellent patron with library experience, to the team! She has already proven to be an amazing addition to the team, and we're thrilled with her ability to jump in and take on shifts so quickly!

### COMMUNITY COLLABORATION:

- The first Story Hour at the daycare went very well! The daycare immediately responded with rave reviews of their experiences and were thrilled to have this partnership begin.
- The Health Department did 3 programs with us this month and are bringing by free covid tests for our patrons. We've been exploring ways to further each other's goals in continued partnerships.
- The library and Historical society are partnering to create "Show and Tell" programs this winter. This is a throwback to one of the Historical Society's original programs that started it all.
- Women's Club, Historical Society, and Friends of the Library all participated in the anniversary party. Each group highlighted their organizations well.
- April is currently working with the paper on having a regular space designated to the Library each week.

### PROGRAMS AND OUTREACH:

October:

- Children: Lego Club **10**, Harry Potter Club **10**, Story Hour **208**
- YA: D&D **5**, Teen Hosted Book Club **4**, TEENtober If You Dare Boxes **12**, TEENtober Mini-Fig Painting **4**
- Adult: Writers' Group **4**, TLGS **12**, Crafternoon **5**, BTOC **11**, Women's Health Panel – October 2<sup>nd</sup> **3**, Women's Health Panel – October 30<sup>th</sup> **3**
- General Interest: Scrabble Open Hours **10**, Great Lakes Great Read – October 2<sup>nd</sup> **1**, Carolyn's Retirement Party **38**, Great Lakes Great Read – October 9<sup>th</sup> **1**, Demmer Anniversary Party/Logo Launch **52**, Flu and Covid Shot Clinic **8**

November:

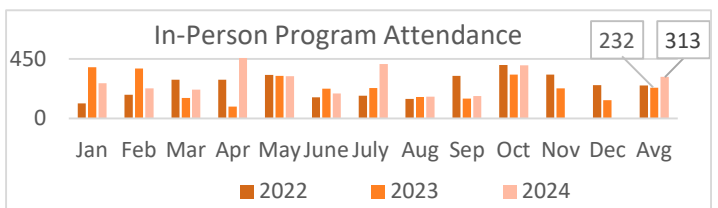
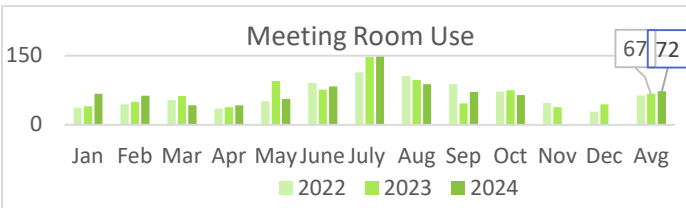
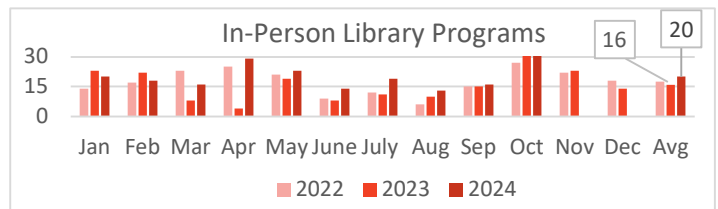
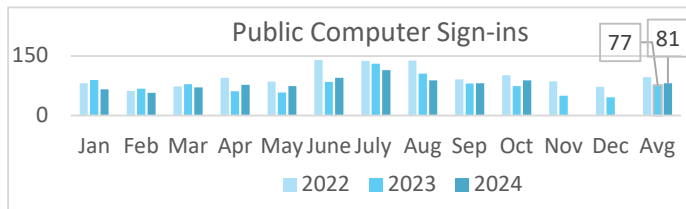
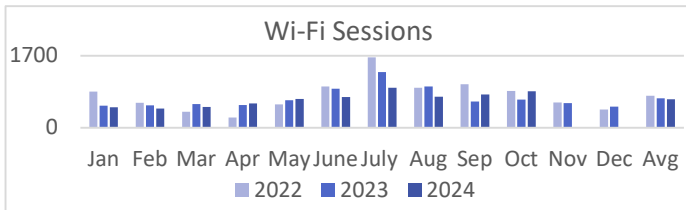
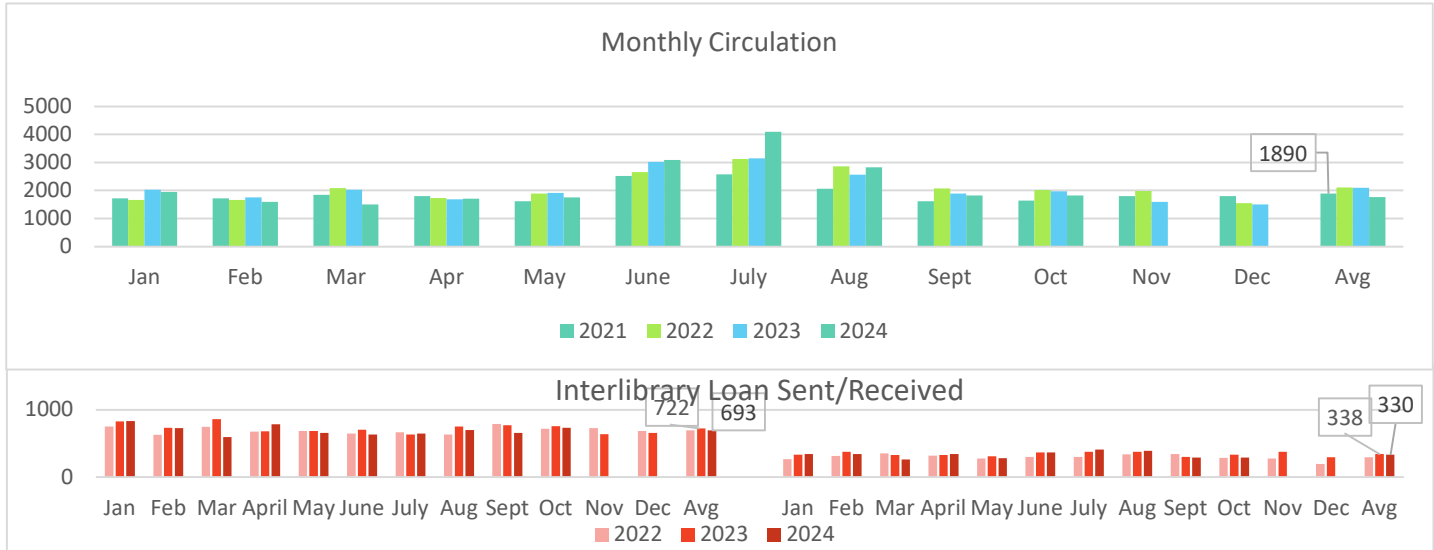
- Children: Lego Club, Harry Potter Club, Story Hour
- YA: D&D, Teen Library Council, Teen Hosted Book Club,
- Adult: Writers' Group, TLGS, Crafternoon, BTOC, Veterans Office Hours
- General Interest: Scrabble Open Hours, Pizza & Board Games

# Library Board of Trustees - Director's Report

November 19, 2024

## Monthly and YTD Statistics

|                                   | Oct '24 | YTD 2024  | Oct '23 | YTD 2023  | Oct '22 | YTD 2022  |
|-----------------------------------|---------|-----------|---------|-----------|---------|-----------|
| <b>Circulation</b>                | 1,823   | 22,381    | 1,968   | 20,446    | 2,010   | 22,026    |
| <b>Interlibrary loan sent</b>     | 730/33  | 6,901/308 | 755/29  | 7,175/285 | 687/30  | 6,597/281 |
| <b>Interlibrary loan received</b> | 286     | 3,296     | 329     | 3,421     | 284     | 2,946     |

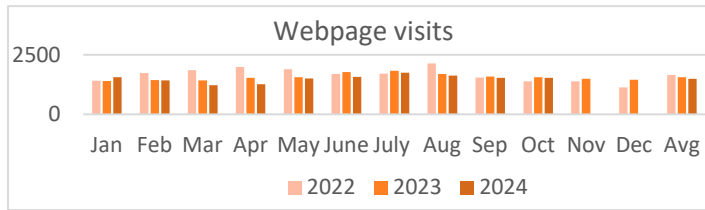


## Library Usage - Survey 2024

|                               | March                     | June                      | Oct                       | Dec          | Total 2024             | Total 2023              | Total 2022              |
|-------------------------------|---------------------------|---------------------------|---------------------------|--------------|------------------------|-------------------------|-------------------------|
| <b>Library Visits</b>         | 272                       | 513                       | 317                       |              | Est 16,458             | 14,807                  | 13,793                  |
| <b>Reference Transactions</b> | 23                        | 51                        | 60                        |              | Est 1,742              | 1,976                   | 3,211                   |
| <b>Program Attendance</b>     | Ave/week:19<br>2 programs | Ave/week:17<br>4 programs | Ave/week:11<br>5 programs | program<br>s | Ave/wk: 18<br>programs | Ave/wk:54<br>5 programs | Avg/wk:65<br>6 programs |

# Library Board of Trustees - Director's Report

November 19, 2024



## Donations received:

- Peter Kotarba - \$100

## Memorials:

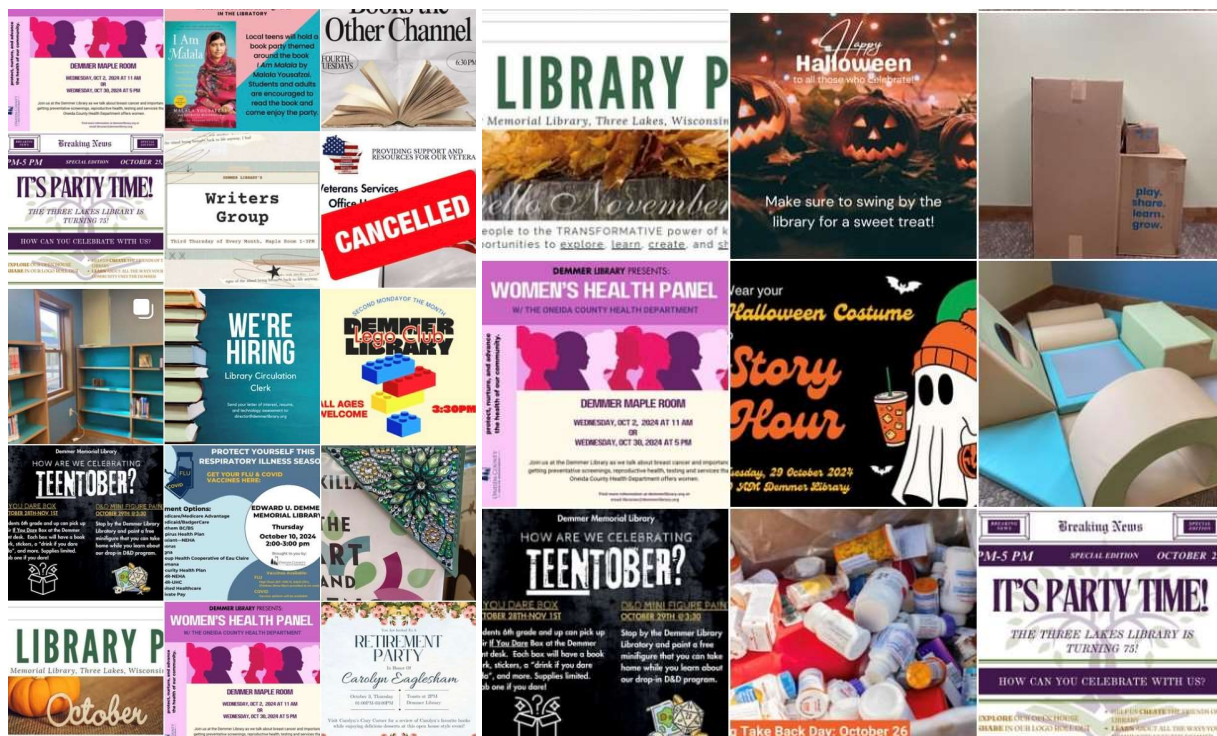
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## Publicity of note:

### Carolyn Eaglesham retires after 25 years of service to Demmer Library

### Demmer Library details upcoming programming

### Demmer Library details free November programs



Respectfully submitted,

Jill Roth – Director

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

**November 19, 2024**

### **BUILDING:**

- Exterior water lines have been turned off for the year and hoses brought inside for storage.
- One of our amazing regular patrons has also volunteered to be a “handyman” of sorts, particularly for basic mechanical needs around the library.

### **SYSTEMS:**

- WVLS successfully updated and patched our computers with a specific software (Deep Freeze) on it to ensure the new Windows version that is being pushed out will continue to function properly.

### **INTERIOR:**

- Sixel’s Duct Cleaning toured the library and is in the process of generating a quote for duct cleaning.
- The yearly carpet cleaning has been scheduled with Eagle Carpet cleaning for the weekend of January 18<sup>th</sup>.
- Neighborhood Heating and Cooling examined our dehumidifier again. He believes raising the dehumidifier further will solve the freezing issue.

### **EXTERIOR:**

- Due to Johnson House construction, we’ve needed to move our garbage/recycling bins to the side of the library. We’ll need to do snow removal around that site and attempt to keep that space clear during the winter to keep staff safe. Construction was originally slotted to be completed by spring.

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

- Replace failing concrete on west entrance