

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, December 17, 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
 - November 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
- Unfinished Business
 - Progress on Strategic Planning Committee – Update
 - Friends of the Library revival
 - Library Board Self-Evaluation – Previously Tabled
 - Update By-laws – Previously Tabled
- New Business
 - Planning for Candidate forum
- 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:

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

Next Meeting: January 21, 2025, 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 November 19, 2024
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Patty Wallesverd, Dan McKissack (joined at 4:12pm), Dianna Blicharz, Karen Meyer, Jeff Boehm (left at 5:15pm), Rich Mahlerwein, Kathleen Olkowski

Other Attendees: Jill Roth, April Hansen

Rich Mahlerwein called the meeting to order at 4:01 p.m.

Agenda:

Motion by Karen, seconded by Jeff to approve the agenda. All ayes, motion carried.

Approval of Minutes:

Motion by Patty seconded by Karen to approve the regular meeting minutes of the October 15, 2024 meeting as presented. All ayes, motion carried.

Correspondence: Everyone is invited to the Town Christmas Party. RSVP to Kelly. The invitation letter was passed around.

Committee Reports:

Three Lakes Public Library Foundation: Approval of Candice's WLA registration. The foundation is putting out postcards looking for donations. The foundation is also looking for a flagship item to get fundraising behind. April and Jill bring up getting a computer for the Libratory that will be compatible with the FAB Lab. Dianna mentions Linnea Ebann working on landscaping for front of the building will be another large project for the foundation.

Oneida County Library Board: Meeting this week Thursday. County Budget did pass.

Director's Report:

Discussion: Cleaning quotes noted but lower in the agenda. The circulation desk position is now filled and doing quite well. The new hire works at the Eagle River library and many of her qualities easily transitioned. April is working on getting a weekly column of library events in the VCNR. Jill pointed out a highlight of Candice's "Not a Box" Story Hour. The program was well attended. Story Hour attendance is up with the addition of the daycare. The library is not getting paid by the daycare, but they do not continue in the summer and do not get an activity.

Building and Maintenance Report:

Discussion: Several different quotes for duct cleaning and carpet cleaning. Carpet cleaning is scheduled for January. A suggestion by Sixel Duct / Vent Cleaning & Sanitizing Services to add UV lights for killing bacteria. Jill suggests using the maintenance account to pay this bill. Jeff asked Jill thoughts on the lights. Jill approves of the idea but will not be disappointed if they are not installed. Kathleen asked about how duct cleaning came up as an issue. Jill found that every 5 years the ducts should be cleaned. Jeff mentioned monies being spent better on staff salary and investing in staff. Discussion of whether the lights would benefit employees' health. The question was asked can the lights be installed later. Efficiency and cost-wise it makes more sense to do both at the same time. Dianna makes a motion to accept the duct cleaning and UV light installation from Sixel Seconded by Patty. Discussion. All in favor-Ayes, motion carried.

Kathleen asked about Matt K. as a handy man. He is a patron and member of the Strategic Planning Committee that is willing to help with minor maintenance. Question brought up about Johnson House and where the garbage cans are temporarily placed. Discussion of trying to secure the trash cans from public dumping. Jeff mentioned the local police could be called if it's an issue and they handle it very well. Jeff also mentioned he investigated the concrete issue and doesn't want to alter the grade we have as that was engineered to meet code. It was looked at tonight and did not shift dramatically.

Budget Review:

Public Accounts: Motion by Patty, seconded by Rich, pay bills listed on the public funds voucher list. All ayes, motion carried.

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

2024 Budget Review: Discussion. Kathleen asked Jill if she was concerned about the budget. Jill mentioned that we have been taking money from the AV budget line to pay for books. The current AV technologies are being replaced. Jill and staff are looking at different technologies that do not need players, which will help with literacy. Jill also mentioned looking for patrons to invest in starting this collection. The question was brought if DVD's still circulate. The answer is yes, a lot. For 2025 the AV budget will be less and the book budget higher.

Unfinished Business:

Progress on Strategic Planning Committee: The group met. The finished document is not complete. Jill and Dominic need to go over final notes for presentation. The goal of this meeting was to update the existing strategic plan. Question was raised: What would trigger a full update? For the size of our library, every 10 years or so through a full community survey.

Friends of Library revival: The Friends group has purchased sweatshirts as a fundraiser and will be selling them at the next book sale at Jingle Mingle. Friends isn't fully revived, but Karen and Jill plan to meet with Jacqui Sharpe about creating a 501c3. Friends purchased one sweatshirt for each member of the staff including Carolyn.

New Business:

Board of Trustee (re)Appointments: Dianna and Kathleen are up for reappointment. Both agree to stay on for a new term. Dianna asks Jill to make sure the school still recommends her appointment.

Custodian Budget: Jill solicited quotes from cleaning services. Executive cleaning came in too high for the budget. Victory cleaning came in closer to budget with only 1 cleaning a week (as opposed to our previous arrangement with a person who came in 3 days a week to keep up on vacuuming, bathrooms, garbage, etc.). Victory provides insurance, background checks, but can only come once a week. We did get two new applications for the custodian position. Jill had concerns about being back in this position in three months or so. Jill needs to know what the board wants to do. Discussion on if we should keep the custodial position in house or contract out with Victory. Jill says suggestion was made to use building funds but states that this is an operational cost. Staff are maintaining the bathrooms and cleaning as much as possible now. Patty recommends trying the new applicant as custodian. Ideally, the applicant would come in on Tuesday, Thursday and a longer big clean on Saturday or Sunday. A suggestion was made for applying for a mini grant from the foundation for Roombas. Patty looking into a commercial Roomba.

Library Board Self-Evaluation: Dan will put some information together for the next meeting. Item tabled until then.

Library Director Evaluation Process: In the past, the board did a form, put in their feedback that the director is doing, compiled the information and give the director their review. Dan will set that up and get that out to everyone. At the next meeting the board will go to closed session and they will compile Jill's information. Ann Asbeck suggested to Dan that the board should get feedback from staff about the director. April was asked her opinion about how staff would prefer to do that. April suggested forms that will allow staff to be anonymous. Jeff agreed that staff should have input.

Donation Procedure: Discussion how monies are being taken care of. Donations go into the special account. If Celebration Garden related, that goes through the Foundation (Jill talked with the foundation in the beginning of the year, that the foundation keeps garden monies so they can use it as a fundraiser. Otherwise, the library cannot make a profit on an item). April printed new gift, memorial, and donation forms. Mention of the Celebration Garden not being on the form. Jill had not seen this form as it was not on the document server. Dianna wants a piece in the form about providing funding for the celebration garden. Karen suggests just a celebration garden specific brochure. Kathleen asks about checks given with no designation. Those funds are undesignated and go to just the general special account. Because each item in the garden is so custom, when folks inquire about adding to the garden, the library gives people Linnea's card. Could we use similar wording to "Those wishing to contribute to the payment of the library loan may contact the Town of Three Lakes Office" for the celebration garden? Kathleen asked about procedure for outsiders wanting certain items for the library. Unsure. Dianna wants to remedy that we do not currently have an online giving opportunity. Dan suggests we put something on the website about reworking our online donations.

Update By-laws: Table to next month.

Comments from public:

Future items:

Next Meeting: Regular meeting on December 17, 2024, 4:00 pm in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:42 PM. Motion by Patty , Seconded by Karen. All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director

Library Board of Trustees - Director's Report

December 17, 2024

ADMINISTRATION:

- V-Cat voted to enter contract negotiations with Sierra for a contract over the next 4 years. The hope is we have reevaluated the ILS offerings by the end of the contract to be able to switch to a cheaper and easier to use product.
- Final Usage Counts for the year were taken December 9-14.
- Preparation for the Annual Report has begun. Jill attended a training course on what has changed about the report requirements this year.
- We've received several AV items that we're able to begin the evaluation process on. These items include Playaways, Wazoodles, and Launchpads. We'll focus on the evaluation process of these items in 2025.
- The utility rate in the MOU between the Historical Society and the Library was renegotiated. This marks both the first time the Historical Society will be receiving a utility bill and it is at a fair rate.

STAFF

- Staff evaluations took place the week of Thanksgiving. April, Katie, Candice, and Erica all presented their self-evaluations and were offered feedback as well. Jamie will receive her first review next year. As roles change, new job descriptions have been discussed and amended as needed.
- Jill did additional reporting training with WVLS to be able to get a deeper understanding of the tools available and what we can glean from all our circulation data.
- Candice's class and Jill's two classes are completed. This leaves only one class left for Jill to receive her certification and it will be held in the fall.

COMMUNITY COLLABORATION:

- April is working on a collaboration with Scott Brandenburg of Scottie's Bait and Tackle. 1-2 ice fishing programs are in the works with Scottie for kids and/or adults.
- Braille Awareness Month is coming up! Talking Books will be helping us with creating some passive teen programming to learn about braille
- Some of our long-term planning programs are in the works! Next November, we have reached out to a photographer as we plan to set up a family portrait studio. Additionally, we've reserved a bus for a December (2025) trip to Rhinelander's Lights of the Northwoods. The plan is to take two trips of patrons in the bus to enjoy the lights together.

PROGRAMS AND OUTREACH:

November:

- Children: Lego Club **20**, Harry Potter Club **7**, Story Hour **151**
- YA: D&D **6**, Teen Hosted Book Club **4**
- Adult: Writers' Group **6**, Crafternoon **9**, BTOC **3**, Veterans Office Hours **8**
- General Interest: Scrabble Open Hours **6**, Pizza & Board Game Night **29**

December:

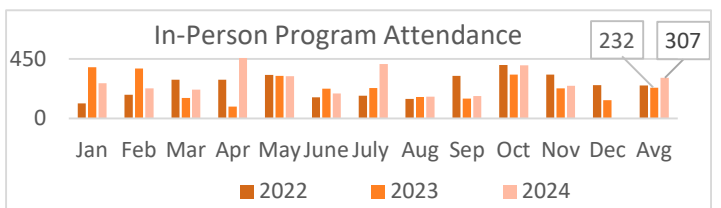
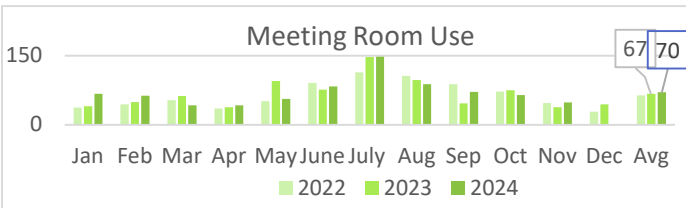
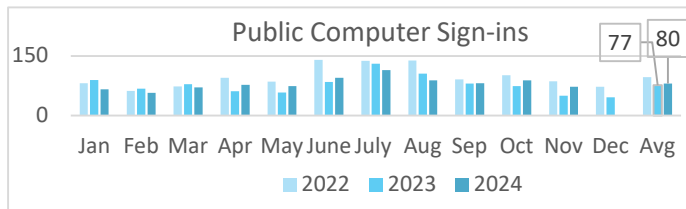
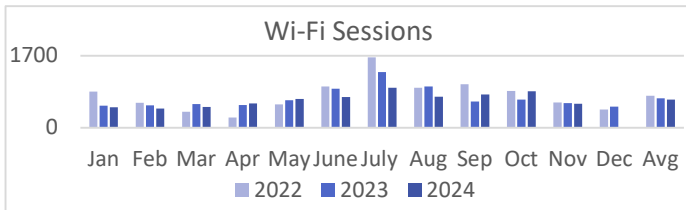
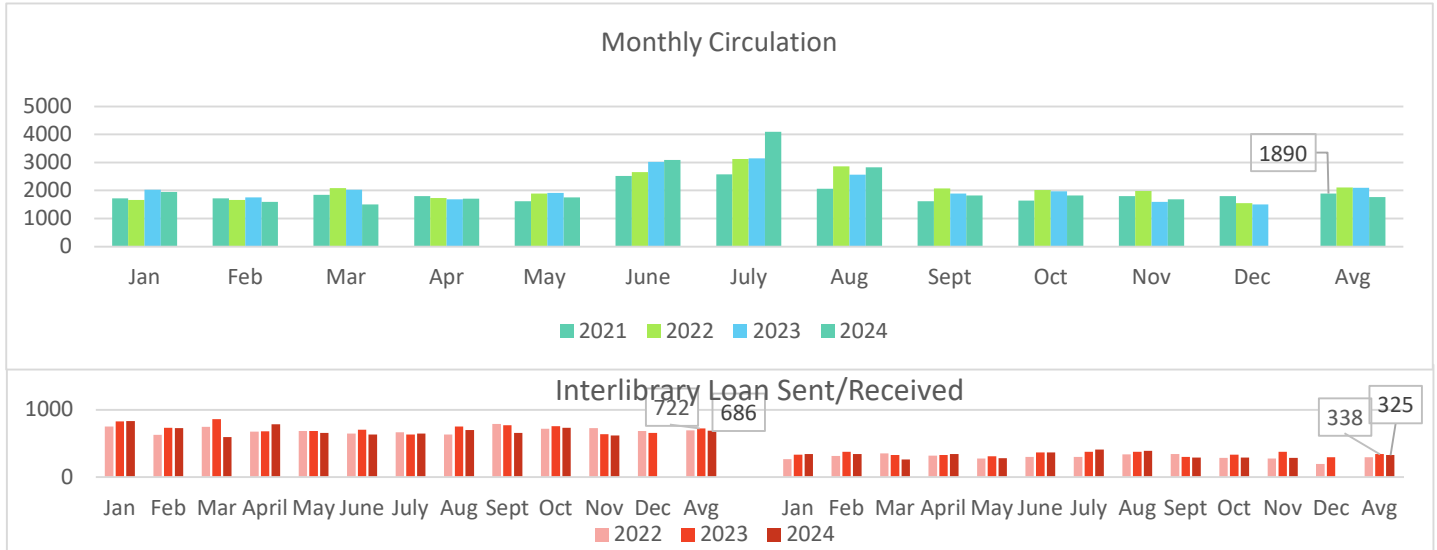
- Children: Lego Club, Harry Potter Club, Story Hour, Stuffed Animal Sleepover
- YA: D&D, Teen Library Council, Teen Hosted Book Club,
- Adult: Writers' Group, TLGS, Crafternoon, BTOC, Veterans Office Hours
- General Interest: Scrabble Open Hours, Santa's Workshop, Gingerbread Houses

Library Board of Trustees - Director's Report

December 17, 2024

Monthly and YTD Statistics

	Nov '24	YTD 2024	Nov '23	YTD 2023	Nov '22	YTD 2022
Circulation	1,688	24,069	1,590	25,830	1,982	24,025
Interlibrary loan sent	616/22	7,517/330	633/33	8,126/318	706/17	7,303/298
Interlibrary loan received	281	3,577	373	3,794	275	3,350

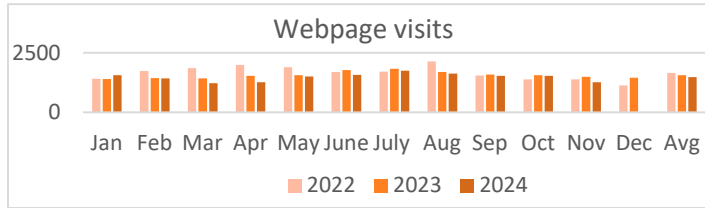


Library Usage - Survey 2024

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

Library Board of Trustees - Director's Report

December 17, 2024



Donations received:

- Tracy Brown - \$1000
- N. Roberts - \$4.75

Memorials:

-

Publicity of note:

Demmer Library to hold book sale this Saturday

Nov 27, 2024



The Demmer Library in Three Lakes will hold a Jingle Mingle used book sale this Saturday, Nov. 30, from 9:30 a.m.-12 p.m. in the lower level of the library.

A wide variety of adult fiction and nonfiction, youth, children's, hardcover and softcover are available for purchase.

A limited number of audiobooks, CDs, and DVDs will also be available. Hard cover books, audiobooks, DVDs and CDs are \$2; trade paperbacks and books on cassette are \$1, plus special bundle pricing on some items, or you can choose to fill a book-bag for \$10.

A new addition to the book sale is the sale of sweatshirts. The library is asking for a \$40 donation, with small, medium, large, extra large and XXL sizes available.

This is a volunteer-led sale and all proceeds go towards library functions and special programs.

For more information, contact the library at 715-546-3391, or visit their Facebook page.



TRENDING NOW

- 1 David Johnson
- 2 Wisconsin State Capitol to welcome local tree in December ceremony
- 3 Conover man pleads not guilty to battery, bail-jumping charges
- 4 Arbor Vitae man sentenced in drug, other cases
- 5 Lac du Flambeau man found

Demmer Library details free November programs

Nov 5, 2024



The Demmer Memorial Library in Three Lakes has announced a variety of free programs for November.

Story Hour, designed for young children and their caregivers, will take place on Tuesdays at 10 a.m. in the Demmer Maple Room, featuring stories, music, movement and art activities.

Lego enthusiasts of all ages are invited to the Lego Club on Monday, Nov. 11, from 3:30 to 5 p.m., with options for a Lego challenge, free build or creationary play.

Crafters can join "Craftermoon" on Tuesday, Nov. 12, at 2:30 p.m. in the Demmer Library; registration is required due to limited supplies.

The Three Lakes Genealogical Society will offer office hours for genealogy assistance on Thursdays from 2 to 4 p.m. in the local history room, available to anyone seeking help with family records.

For those looking to stay sharp, Scrabble drop-in play will be held on Thursday, Nov. 14, from 1 to 3 p.m. in the Demmer Fireplace Area.

Call the library for more information on any of these events at 715-546-3391.



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- 5 Lac du Flambeau man found not guilty in homicide case

Demmer Library invites youngsters to Stuffed Animal Sleepover Event

Nov 19, 2024



The Edward U. Demmer Memorial Library invites children to participate in a Stuffed Animal Sleepover on Monday, Dec. 2, at 6 p.m.

Young patrons are encouraged to wear pajamas and bring a stuffed animal for a cozy experience at the library. As a special bonus, the first 14 children to register will have the opportunity to build their own teddy bear to take home after the sleepover.

Children will enjoy stories and more before saying goodnight and leaving their stuffed animals for an overnight stay at the library.

The next morning, families can return to collect their stuffed friends at Story Hour at 10 a.m. in the Demmer Library. If unable to attend story hour, furry friends must be picked up by 4 p.m. on Dec. 3.

"This event creates a magical experience that helps children develop a deeper connection with the library, while fostering their imagination and love of reading," says Jill Roth, Library Director.

Registration is required for this event. To register, or for more information, please contact the Demmer Library at 715-546-3391 or email children@demmerlibrary.org.



TRENDING NOW

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- 5 Lac du Flambeau man found not guilty in homicide case



Respectfully submitted, Jill Roth – Director

Library Board of Trustees – Building and Maintenance Report

November 19, 2024

BUILDING:

- Our in-house “handyman” has identified the buzzing coming from a light fixture in the Maple Room. He and Jill plan to work on that together to correct (or at least minimize) the issue.

SYSTEMS:

- With the Giving plugin no longer accepted with WVLS, they’ve encouraged using PayPal for online donations instead. This is now an available option for the Library Foundation. It also appears there is a partnership between PayPal and Venmo that allows users to donate through Venmo (it appears the Foundation is not required to have a Venmo account for this to be an available function).

INTERIOR:

- Sixel’s is scheduled to do the duct cleaning/UV Light installation January 11.
- Carpet cleaning is scheduled for January 18.

EXTERIOR:

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Replace failing concrete on west entrance

Public Funds Voucher List 11/19 - 12/17

12/17/2024 through 12/17/2024

12/11/2024

Date	Num	Description	Memo	Category	Amount
12/17/2024	1046	Amazon Capital Services	v.84: inv.1V3K-PDWF-TP3H	07 1039 Materials:AV:AV Adult:Video	-186.09
12/17/2024	1052	April Hansen	v.90: Kwik Trip newspapers	07 1039 Materials:Subscriptions:Newspapers	-6.98
12/17/2024	1047	Arrow Lift	v.85: inv.P-SI58058 phone contract 11/24-11/25	05 1035 Property Maintenance:Security Systems	-275.00
12/17/2024	1048	S Baker & Taylor	2038679212;2038714316;2038718429;2038736974	07 1039 Materials:Books:Adult Books	-847.27
			2038679212;2038718429;2038736974	07 1039 Materials:Books:Juv-YA Books	-287.13
12/17/2024	1053	Candice Johnson	v.91: Story hour mileage	08 1040 Expenses:Staff Development:Mileage & Meals	-55.21
12/17/2024	1049	Cengage Learning Inc / Gale	v.87: inv. 86024966;86032511	07 1039 Materials:Books:Adult Books	-115.81
12/17/2024	1050	Demco Inc	v.88: inv. 7568895 book processing and display supplies	06 1038 Supplies:Library	-125.79
12/17/2024	1051	S Demmer Mem. Library	receipts 11/14-12-11	06 1038 Supplies:Petty Cash	-84.68
			USPS stamps & ILL	06 1038 Supplies:Postage	-23.40
			Amazon	07 1039 Materials:AV:AV Adult:Video	-37.98
			MJS	07 1039 Materials:Subscriptions:Newspapers	-87.25
			Canva subscription	08 1040 Expenses:Computer Expenses:Computer Soft...	-119.99
12/17/2024	1055	Jill Roth	v.93: mileage for V-Cat meeting and WLA conference	08 1040 Expenses:Staff Development:Mileage & Meals	-175.54
12/17/2024	1054	ODP Business Solutions, L...	v.92: inv. 397000176001;397097873001 tape & paper	06 1038 Supplies:Office	-128.65
12/17/2024	1056	S WVLS	barcodes	06 1038 Supplies:Library	-25.06
			movie license	08 1040 Expenses:Programming:Movie License	-235.00
12/17/2024 - 12/17/2024					-2,816.83
TOTAL INFLOWS					0.00
TOTAL OUTFLOWS					-2,816.83
NET TOTAL					-2,816.83

Laona Donation Account for Board
11/1/2024 through 12/17/2024

12/11/2024

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Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 10/31/2024							30,847.90
11/1/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/4/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/4/2024	Laona Special... Debit	Dollar General	YA Programming		Donation Expense:TLPLF	R	-9.50
11/5/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/6/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/7/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/8/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/8/2024	Laona Special... Debit	Hyatt Regency Green Bay	Candice's WLA Lodging		Donation Expense:TLPLF	R	-417.00
11/8/2024	Laona Special... Debit	Hyatt Regency Green Bay	Jill's WLA Lodging		Donation Expense:TLPLF	R	-417.00
11/11/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/12/2024	Laona Special... DEP ...	October Deposit	Copier Cash for October		Copier Income	R	222.45
			Fines Cash for October		Fines Income	R	57.10
			Donation Cash for October		Donation Income	R	68.53
			Mini Grants for Stumps, Stools, Leaves		Donation Income:TLPLF	R	740.23
			Mini Grants for Baby section and Jill WLA Conference		Donation Income:TLPLF	R	2,014.61
			Mini Grant for Candice WLA Conference		Donation Income:TLPLF	R	1,018.62
			Reimbursement for Carolyn's Party		Donation Income:Friends of th...	R	22.07
			Haeger Donation for Summer Reading		Donation Income:Programming	R	250.00
			Asbeck Donation for Carolyn's gift		Donation Income	R	25.00
			Asbeck Donation for Anniversary Party		Donation Income:Programming	R	100.00
			Kotarba Donation for Staff Lunch		Donation Income:Misc.	R	100.00
			Reimbursement for Operational Expenses		Town of Three Lakes Income	R	115.44
11/12/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/13/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/14/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/15/2024	Laona Special... DEP	Princh	Q3 Copies Deposit		Copier Income	R	194.94
11/18/2024	Laona Special... Debit	Rhineland Express	YA Programming		Donation Expense:TLPLF	R	-2.99
11/18/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/18/2024	Laona Special... Debit	Papa Murphy's Pizza	YA Programming - Pizza and Games		Donation Expense:TLPLF	R	-128.71
11/19/2024	Laona Special... 4071	Town Of Three Lakes	TLHS Historical Society 2024 Revenue Pass Through		Revenue Pass-through Expense	R	-2,800.00
11/19/2024	Laona Special... 4072 ...	Sara Stieve/Three Cubs Cookies	TLPLF Mini Grant		Donation Expense:TLPLF		-318.42
			Asbeck - Anniversary Party Donation		Donation Expense:Programming		-31.58
11/19/2024	Laona Special... 4073	Baker & Taylor	Invoice # 2038640551 Book Replacements		Fines Expense		-29.81
11/19/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/19/2024	Laona Special... Debit	Walmart	Festival of Lights School Project		Donation Expense:Misc.	R	-37.90
11/20/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/20/2024	Laona Special... Debit	Noah's Ark Animal Workshop	Children's Programming		Donation Expense:TLPLF	R	-85.94
11/21/2024	Laona Special... Debit	Walmart	Coffee Cart - Filters		Donation Expense:Coffee Cart	R	-5.84
11/21/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/21/2024	Laona Special... Debit...	Raymond Geddes Co.	Schomich Donation		Donation Expense:Programming	R	-25.27
			Programming Mini Grant - Children's		Donation Expense:TLPLF	R	-15.18

Laona Donation Account for Board
11/1/2024 through 12/17/2024

12/11/2024

Page 2

Date	Account	Num	Description	Memo	Category	Clr	Amount
11/22/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/24/2024	Laona Special... Debit...	Walmart	Story Hour - Programming		Donation Expense:TLPLF	R	-11.88
			Tree Lights		Donation Expense:Misc.	R	-2.98
11/25/2024	Laona Special... Debit	USPS	Library Mail and Stamps		Town of Three Lakes Expense	R	-23.40
11/25/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense	R	-3.49
11/26/2024	Laona Special... Debit	Walmart	Newspapers		Town of Three Lakes Expense	R	-3.49
12/2/2024	Laona Special... Debit	Canva	2025 Canva Invoice # 04351-52006599		Town of Three Lakes Expense		-119.99
12/2/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense		-3.49
12/3/2024	Laona Special... DEP ...	November Deposit	Tracy Brown (Susan Bauer) Undesignated		Donation Income		1,000.00
			Reimbursement for Party Expenses from Friends		Revenue Pass-through Income		170.69
			James Lake Farms Room Use		Misc. Income		40.00
			Mini-Grant for party refreshments		Donation Income:TLPLF		320.00
			Cash for November		Copier Income		105.55
			Cash for November		Fines Income		20.00
			Reimbursement Check		Town of Three Lakes Income		266.36
12/3/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense		-3.49
12/4/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense		-3.49
12/5/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense		-3.49
12/6/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense		-3.49
12/9/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense		-3.49
12/10/2024	Laona Special... Debit	Kwik Trip	Newspapers		Town of Three Lakes Expense		-3.49
12/11/2024	Laona Special... Debit	Amazon	Adult Programming		Donation Expense:TLPLF		-46.47
12/17/2024	Laona Special... 4074	April Hansen	Summer Reading Programming		Donation Expense:TLPLF		-9.79
12/17/2024	Laona Special... 4075	Candice Johnson	Mileage to and from WLA Conference in Green Bay (286...		Donation Expense:TLPLF		-191.62
12/17/2024	Laona Special... 4076	Jill Roth	Mileage to and from WLA Conference in Green Bay (190...		Donation Expense:TLPLF		-127.30
11/1/2024 - 12/17/2024							1,909.26
BALANCE 12/17/2024							32,757.16
TOTAL INFLOWS							6,851.59
TOTAL OUTFLOWS							-4,942.33
NET TOTAL							1,909.26

2024 December Budget Sheet

12/17/2024					
Account	2024 Budget	Spent		Balance	
01 Salaries 551 1001					
01 Director	\$ 49,440.00	\$ 45,296.35	\$ 4,143.65	92%	
02 Technical Services	\$ 35,647.04	\$ 33,070.82	\$ 2,576.22	93%	
03 Adult and Young Adult Librarian	\$ 35,647.04	\$ 33,010.04	\$ 2,637.00	93%	
04 Childrens Librarian	\$ 24,819.60	\$ 22,880.76	\$ 1,938.84	92%	
05 Outreach Coordinator	\$ 12,628.20	\$ 8,902.15	\$ 3,726.05	70%	
06 Circulation Clerk	\$ 11,247.60	\$ 12,136.09	\$ (888.49)	108%	
07 Relief Librarian	\$ 1,334.88	\$ -	\$ 1,334.88	0%	
08 Custodial	\$ 3,286.40	\$ 1,867.56	\$ 1,418.84	57%	
09 Misc Staff Salaries	\$ -	\$ -	\$ -		
Total Salaries	\$ 174,050.76	\$ 157,163.77	\$ 16,886.99		
		90%			
02 Benefits					
Social Security 551 1005	\$ 13,314.88	\$ 8,966.74	\$ 4,348.14	67%	
Health Insurance 551 1006	\$ 36,503.84	\$ 33,853.73	\$ 2,650.11	93%	
Life Insurance 551 1006	\$ -	\$ 57.69	\$ (57.69)		
Dental EBC 551 1008	\$ -	\$ 6,020.68	\$ (6,020.68)		
WRS 551 1009	\$ 10,915.13	\$ 9,706.98	\$ 1,208.15	89%	
Total Benefits	\$ 60,733.85	\$ 58,605.82	\$ 2,128.03		
		96%			
03 Contractual Services 551 1015					
Equipment Contracts	\$ 2,385.00	\$ 1,412.91	\$ 972.09	59%	
Professional Services	\$ 425.00	\$ -	\$ 425.00	0%	
Waltco Courier	\$ -	\$ -	\$ -		
Total Contractual Services	\$ 2,810.00	\$ 1,412.91	\$ 1,397.09		
		50%			
04 Utilites					
Electric 551 1031	\$ 6,370.00	\$ 5,891.71	\$ 478.29	92%	
Natural Gas 551 1034	\$ 2,700.00	\$ 1,125.18	\$ 1,574.82	42%	
Sewer and Water 551 1036	\$ 1,300.00	\$ 1,395.89	\$ (95.89)	107%	
Telephone 551 1020	\$ 2,650.00	\$ 3,085.39	\$ (435.39)	116%	
Total Utilites	\$ 13,020.00	\$ 11,498.17	\$ 1,521.83		
		88%			
05 Property Maintenance 550 1035					
Custodial Supplies	\$ 600.00	\$ 655.63	\$ (55.63)	109%	
Property Maintenance	\$ -	\$ 198.49	\$ (198.49)		
Security Systems	\$ 650.00	\$ 2,312.81	\$ (1,662.81)	356%	
Building Contingency	\$ -	\$ -	\$ -		
Total Property Maintenance	\$ 1,250.00	\$ 3,166.93	\$ (1,916.93)	253%	
		253%			
06 Supplies 551 1038					
Computer Hardware	\$ 750.00	\$ 2,868.57	\$ (2,118.57)	382%	
Library Supplies	\$ 750.00	\$ 751.39	\$ (1.39)	100%	
Office Supplies	\$ 750.00	\$ 747.34	\$ 2.66	100%	

Petty Cash	\$ 150.00	\$ 135.86	\$ 14.14	91%
Postage	\$ 400.00	\$ 326.03	\$ 73.97	82%
Total Supplies	\$ 2,800.00	\$ 4,829.19	\$ (2,029.19)	
		172%		
07 Materials - AV	551 1039			
Adult audiobook	\$ 2,025.00	\$ 181.42	\$ 1,843.58	9%
Adult music	\$ -	\$ -	\$ -	
Adult video	\$ 847.50	\$ 829.34	\$ 18.16	98%
Juvenile audiobook	\$ 435.00	\$ 45.53	\$ 389.47	10%
Juvenile music	\$ -	\$ -	\$ -	
Juvenile video	\$ 150.00	\$ 84.70	\$ 65.30	56%
Total Materials - AV	\$ 3,457.50	\$ 1,140.99	\$ 2,316.51	
		33%		
07 Materials - Books	551 1039			
Adult books	\$ 9,000.00	\$ 10,520.91	\$ (1,520.91)	117%
eBook consortium	\$ 848.84	\$ 870.61	\$ (21.77)	103%
Juvenile/YA books	\$ 2,812.50	\$ 4,022.56	\$ (1,210.06)	143%
Total Materials - Books	\$ 12,661.34	\$ 15,414.08	\$ (2,752.74)	
		122%		
07 Materials - Subscriptions	551 1039			
Individual subscriptions	\$ -	\$ -	\$ -	
Newspapers	\$ 740.00	\$ 1,119.34	\$ (379.34)	151%
Subscription Service	\$ 800.00	\$ 503.96	\$ 296.04	63%
Total Subscriptions	\$ 1,540.00	\$ 1,623.30	\$ (83.30)	
		105%		
08 Expenses - Computer	551 1040			
Maintenance and Repair	\$ 200.00	\$ -	\$ 200.00	0%
Software subscription/licenses	\$ 200.00	\$ 433.69	\$ (233.69)	217%
Computer Contingency	\$ -	\$ -	\$ -	
Total Computers	\$ 400.00	\$ 433.69	\$ (33.69)	
		108%		
08 Expenses - Programming	551 1040			
Adult	\$ 300.00	\$ 311.12	\$ (11.12)	104%
Children / Story Hour	\$ 300.00	\$ 302.01	\$ (2.01)	101%
Movie license	\$ 223.00	\$ 235.00	\$ (12.00)	105%
Reading Programs	\$ 800.00	\$ 799.44	\$ 0.56	100%
Young Adult	\$ 300.00	\$ 302.09	\$ (2.09)	101%
Total Programming	\$ 1,923.00	\$ 1,949.66	\$ (26.66)	101%
		101%		
08 Expenses - Publishing Fees	551 1040			
Job Posting	\$ 150.00	\$ 16.80	\$ 133.20	11%
Publicity	\$ -	\$ -	\$ -	
Total Publishing Fees	\$ 150.00	\$ 16.80	\$ 133.20	
		11%		
08 Expenses - Staff Development	551 1040			
Staff Development	\$ 900.00	\$ 1,635.24	\$ (735.24)	182%
Mileage and Meals	\$ 600.00	\$ 480.71	\$ 119.29	80%

Total Staff Development	\$ 1,500.00	\$ 2,115.95	\$ (615.95)	
		141%		
08 Expenses - WVLS	551 1040			
Internet	\$ 1,200.00	\$ 1,200.00	\$ -	100%
Network and Enterprise	\$ 1,770.00	\$ 1,770.00	\$ -	100%
V-Cat Maintenance	\$ 5,308.44	\$ 5,308.44	\$ -	100%
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00	\$ -	\$ 200.00	0%
Total WVLS	\$ 8,478.44	\$ 8,278.44	\$ 200.00	
		98%		
Total 2024 Budget	\$ 284,774.89	\$ 267,649.70	\$ 17,125.19	
Salary totals current through	11/27/2024	94%		

Demmer Library Board of Trustees Self-Evaluation Winter 2025Please be prepared to share your thoughts at our **December** 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>

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 2025
Advocacy for the library			
Meet the service needs of the community			
Fiscal responsibility			
Policy development and adherence			
Support of Library Director in operations			
Continuing education regarding roles and laws regarding libraries			

Other			
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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 2025
Attendance at meetings			
Preparation for meetings			
Participation in meetings			
Meeting format			
Following Roberts Rules of Order			
Following WI Open Meeting Law			
Other			

The Edward U. Demmer Memorial Library Board of Trustees Bylaws

Approved - 05.23.2017

Article I – Definition

The board of trustees of the Edward U. Demmer Memorial Library, herein referred to as the board, is located in, and established by, the municipality of Three Lakes, Wisconsin, deriving its powers and exercising its duties from Wisconsin Statutes, chapter 43, and the ordinances of the Town of Three Lakes.

Article II – Membership

Section 1 – Members: The board of the Edward U. Demmer Memorial Library shall be formed in accordance with relevant subsections of [Wisconsin Statutes section 43.54](#). The board shall consist of 7 appointed members, one of whom shall be the school administrator, or his/her representative, to represent the public school district in which the Demmer Library is located. All appointments shall be made by the town chair and approved by the Town of Three Lakes Board of Supervisors and all members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. Not more than one member of the town board shall at any time be a member of the library board. No compensation shall be paid to the trustees for their service as such, but they may be reimbursed for actual and necessary expenses incurred in performing their duties outside the municipality, if so authorized by the board.

Section 2 – Terms of Office: Upon creation of the board, the members shall be divided as nearly as practicable into 3 equal groups to serve 2-, 3-, and 4-year terms, respectively. Thereafter, each regular appointment shall be for a term of 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.

Section 3 – Attendance is expected of all trustees except as prevented by valid reason. Occasional attendance via virtual means would be allowed at the discretion of the president.

Article III – Officers

Section 1 – The officers are: 1-President, 2-Vice-President, 3-Treasurer. Officers are elected by the trustees to a one-year term from among the appointed trustees at the annual meeting of the board. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

Section 2 – The president presides at meetings of the board; authorizes calls for special meetings; appoints temporary committees; executes all documents authorized by the board; serves as ex-officio voting member of all committees except the nominating committee; moves, seconds, and votes on any proposal before the board; decides points of order, and generally performs the duties of a presiding officer.

Section 3 – The vice-president assumes the duties and functions of the absent president.

Section 4 – The treasurer co-signs all checks from the Edward U. Demmer Memorial Library Special Account and assumes the duties of the absent vice-president. In the absence of the treasurer, the president shall assume the duties of the treasurer.

Section 5 – The secretary of the board shall be the library director unless the board designates otherwise. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary.

Article IV - Meetings

Section 1 - Regular meetings shall be held monthly in the library. Public notification, which shall specify date, time,

location, and indicate all subject matter for consideration at the meeting, should be made at least three business days in advance. All board and committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stats. Sections 19.81 to 19.98). Virtual attendance of trustees or public at meeting shall be at the discretion of the president.

Section 2 – The annual meeting for the election of officers shall be at the time and place of the regular January meeting.

Section 3 – Special meetings may be called at the direction of the president or at the written request of three other members of the board to the Library director for transaction of business stated in the call for the meeting. The time, place, and purpose of the meeting must be provided to the board and to the public at least 48 hours in advance except in cases of emergency.

Section 4 - A quorum for the transaction of business at any meeting shall be a majority of the membership of the board.

Section 5 – The agendas, notices, minutes of the previous meeting, matters for consideration, and such other materials as may assist the board must be prepared and mailed or e-mailed as requested by individual trustees by the library director at least three business days prior to the meeting.

Section 6 – Amendments to the bylaws may be made at any meeting if the proposal was stated as a purpose of the meeting and the amendment is approved by the majority of the board.

Section 7 – The parliamentary authority used shall be Robert's Rules of Order, latest revised edition.

Section 8 – Order of business may be:

1. Call to order
2. Approval of the agenda
3. Approval of the minutes
4. Correspondence
5. Committee reports
6. Library director's report
7. Payment of bills
8. Unfinished business
9. New business
10. Determination of the next meeting date

Section 9 - An affirmative vote of the majority of trustees present at the time shall be necessary to approve any action before the board.

Article V - Committees

Ad hoc committees for the study of special problems may be appointed by the president, with the approval by vote of the board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Article VI - Powers and Duties of the Board of Trustees

The board shall have such powers as are provided for it and such duties as are imposed upon it by the statutes of the state of Wisconsin and the ordinances of the Town of Three Lakes.

Section 1 – Legal responsibility for the operation of the library is vested in the board. The board determines rules and regulations governing library operations and services.

Section 2 – The board shall supervise and maintain buildings and grounds and regularly review physical and building needs to ensure they meet the requirements of the total library program.

Section 3 – The board shall have exclusive control of the expenditures of all monies collected, donated, or appropriated for the library fund and shall audit and approve all library expenditures.

Section 4 – The board shall select, appoint, and supervise a properly certified and competent library director and determine the duties and compensation of all library employees.

Section 5 – The board shall approve the library’s budget and work with governmental units to provide the necessary funds.

Section 6 – The board shall approve and submit required annual reports to the Division for Libraries and Technology and the Town of Three Lakes Board of Supervisors.

Section 7 – The board studies and, as deemed appropriate, supports, advocates for, or acts upon local, regional, state, and national legislation that furthers the library program and mission.

Article VII - Library Director

The ~~Library~~library director shall be appointed by the board of trustees and shall be responsible to the board. 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. The director shall act as technical advisor to the board. The director shall attend all board meetings (but may be excused from closed sessions) and shall have no vote. The library director shall participate in all meetings of the board unless excused with cause.

Article VIII - Conflict of Interest

Section 1 – Trustees may not in their private capacity negotiate, bid for, or enter into any contract with the Demmer Library in which they have a direct or indirect financial interest.

Section 2 – A trustee shall withdraw from board’s consideration of any matter in which the board member, or an immediate family member, or an organization with which the board member is associated has a substantial financial interest.

Section 3 – A trustee may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX - General

Section 1 - Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the board are present and two-thirds of those present so approve.

Section 2 – Amendments to the bylaws may be made at any meeting if the proposal was stated as a purpose of the meeting and the amendment is approved by the majority of the board.

Adopted by the Board of Trustees of the Edward U. Demmer Memorial Library on the 23rd day of May, 2017.