

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, January 21, 2025, 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
 - December 17, 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 Year-End budget review
 - 2025 budget review
 - Quarterly Reports
- Unfinished Business
 - Progress on Strategic Planning Committee – Update
 - Friends of the Library revival
 - Library Board Self-Evaluation – Previously Tabled
 - Planning for 2025 Candidate forum
- New Business
 - 2025 Library Trustee Appointments
 - Election of board officers for 2025
 - Review/approve 2025 holiday closed days
 - Director Evaluation recap
- 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: February 18, 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 December 17, 2024
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Patty Wallesverd, Dan McKissack (arrived 4:27pm), Dianna Blicharz, Jeff Boehm, Rich Mahlerwein, Kathleen Olkowski (arrived 4:04pm)

Excused: Karen Meyer

Other Attendees: Jill Roth, April Hansen

Rich Mahlerwein called the meeting to order at 4:02 p.m.

Agenda:

Motion by Patty, seconded by Dianna to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes:

Motion by Patty, seconded by Rich to approve the regular meeting minutes of the November 19, 2024 meeting as presented. Patty asks about the UV lights comment. Jill clarified that she would be fine with whatever the board approved. All ayes, motion carried.

Budget Review:

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

Special Accounts: Motion by Patty, seconded by Dianna to approve payment of the special account of bills from the Laona Bank Special Account. A question was raised about the festival of lights tree and tree stump seats. Discussion. All ayes, motion carried.

2024 Budget Review: Discussion. Jill notes some bills did not come through that were expected and some bills were cut directly from the maintenance budget.

Correspondence: A card from a three-year old patron who gave her whole "jar of give money" (approx. \$4) was highlighted.

Committee Reports:

Three Lakes Public Library Foundation: Have not met

Oneida County Library Board: Kathleen and Dianna met with board. The Oneida County Board approved the budget for the year. Contracts with the county are not ready yet. The next meeting is on the 20th of February. Cook the book program noted as a programming novelty. Legislative Day will be coming up as well, Tuesday, February 11th. Jill will be attending, and April has gone in the past. Please thank legislators for their support (Felzkowski & Swearingen). Meetings will be scheduled by Kris Adams Wendt for meet-and-greets with legislators. Kris was honored with a Hall of Fame Lifetime Achievement Award. Rhinelander Library's Capital Funding Campaign was brought up if folks wanted to extend their support.

Director's Report:

Discussion: Last usage count of the year has been finished. Numbers were disappointing due to frigid temperatures. A few added things: The Lions has donated \$500 to the library for Large Print books. If he passes a background check, we will have a maintenance person. Jill has reapplied for her temporary certification for next

year while she finishes her classes. Patty asks for clarification regarding contract negotiations with Sierra. Jill explains that V-cat as a group agreed that we want to keep using Sierra for the next 4-years and with the quote given. Photographers and ways of incorporating digital literacy into a program with family portrait access. The utility rate was renegotiated with the Historical Society. MOU had only been good for 2 years but is now good for 5 years. The library will bill them quarterly. The donations of \$1000 was designated as, "put it toward the slush fund." The 3-year-old donor's funds are undesignated. Jeff requested somehow recognize her as patron of the month. (Dan Arrives) The Stuffed Animal Sleepover went really well. The animals got into shenanigans while the kids were gone. The kids, animals, and folks on social media had a blast.

Building and Maintenance Report:

Discussion: The buzzing light will be addressed with our handyman after the holidays. It will be switched with a non-dimming light at that time.

Unfinished Business:

Progress on Strategic Planning Committee: Jill passed out a rough draft version. Welcome has changed to welcoming (inclusivity or affability were also discussed. Patty's prefers Hospitality instead of Welcoming; others agree this word is better than welcome. Some folks don't like Hospitality vs welcoming and there is discussion of which one is warmer. Mention of Inviting---Change the values to We are Committed to: Making everyone feel welcome. This will be the plan for the next three years.

Friends of Library revival: Karen is not able to make it today. Karen and Patty are running into trouble recruiting people. Karen and Patty cannot be board members of being on the Library Board. Board member search will continue. Jingle Mingle Book Sale brought in \$300 or so. Karen thinks they should have also had a book sale for Pumpkin Fest. Book Sales are scheduled for Memorial Day, Fourth of July, PumpkinFest, and Jingle Mingle. Some of the books for sale are available to browse and buy during library hours out in the hallway.

Library Board Self-Evaluation: Rich makes a motion to table it. Dan did not have information put together about this. Ann had initiated the 2023 library board self-evaluation. The board mentions whether to talk through it or table it to have time to think about it. Going to discuss this at the next meeting with the sheet filled out. Jill will send it to board members as a word document.

Update By-laws: Kathleen asks about membership about residence. Clarification says only 2 people on the library board cannot live in the municipality. Talked about changing the wording, but Jill believes that this is state statute wording. Patty makes a motion to accept the Board of Trustees bylaws as presented. Dan seconded. All ayes, motion carried.

New Business:

Planning for Candidate Forum: Patty suggests going back to the high school. Members also discuss using the theater. Jeff liked the first candidate forum at the theater when they had no idea what the questions were. Last year attendance was low. The year at the high school it was well attended. A downside was the moderator had a difficult time. Overall folks like the idea of the school. Jeff, Roger Brisk, and Matt Olkowski positions are up for re-election. At the next board meeting we will know all the available candidates. Jeff says he will bring the list of town candidates to the next meeting and Dianna will bring the school candidates and check availability of school for the 24th or 26th. Jeff mentions an experience discussing Oneida County building a new EMS shelter on county A on year. People didn't realize there was a 7-minute response time and staffed with 2 paramedics and service was dramatically improving. The questions chosen for the event are important to help voters know what's going on. Rich mentions the board can bring some more questions about current topics. The airport is controversial

with some people. The airport has its own board, cannot spend money without town board approval. Airport does not spend that money and the same \$40,000 gets rolled over every year so it's not a big expense.

Comments from public: Dan asking about Director evaluation that once he gets the feedback he will meet with Jill. Everyone agrees this is fine.

Future items:

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

The meeting adjourned at 5:09 PM. Motion by Dan, Seconded by Patty. All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director

DRAFT

Library Board of Trustees - Director's Report

January 21, 2024

ADMINISTRATION:

- As of January 1, 2025, the state will no longer be tracking website visits as a part of their annual report data. This will be removed from the Director's Report statistics in February's meeting.
- Invoices for contract revenue with the school district and historical society went out January 6th.
- New labor laws have gone into effect. This means Jill is no longer allowed to work overtime hours. This will show up as less productivity over the year.
- Annual Report season has arrived.

STAFF

- Jill accepted a position to serve on the BadgerLink Advisory Group for Wisconsin's electronic resources. The BadgerLink Advisory Group seeks to improve the ability of all Wisconsin residents to access and effectively use high-quality, licensed resources from the BadgerLink collection, expand service visibility to audiences, and build stronger relationships between members and their various libraries or community organizations. The advisory group will provide a platform and space for members to grow professionally in their field, and the opportunity to provide feedback, advice, or development of tools, materials, etc. on various topics.
- Jill's temporary Grade 2 Certificate has been approved for another year.
- The Wild Wisconsin Winter Web Conference takes place January 22-23 offering great seminars. This is a free professional development digital seminar offered across the state. Jill and April will be attending sessions where possible.

COMMUNITY COLLABORATION:

- Scott from Scottie's Bait and Tackle is working with April on a 3-day ice fishing program. This will be taking place February 4th-6th from 5-5:45pm. This is leading up to the Three Lakes Fish and Wildlife's 'Maple Lake Frozen Ice Challenge' and Scottie will present different topics each day.

PROGRAMS AND OUTREACH:

December:

- Children: Lego Club **15**, Harry Potter Club **3**, Story Hour **116**, Stuffed Animal Sleepover **25**
- YA: D&D **9**
- Adult: Writers' Group **6**, TLGS **16**, Crafternoon **6**, BTOC **7**, Veterans Office Hours **3**
- General Interest: Scrabble Open Hours **9**, Santa's Workshop **1**, Gingerbread Houses **24**

January:

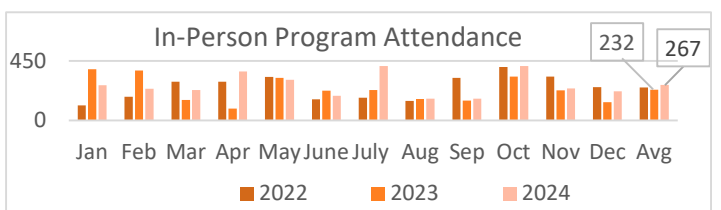
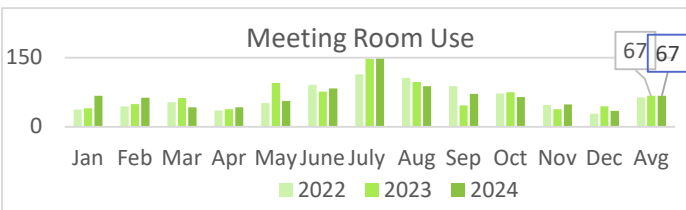
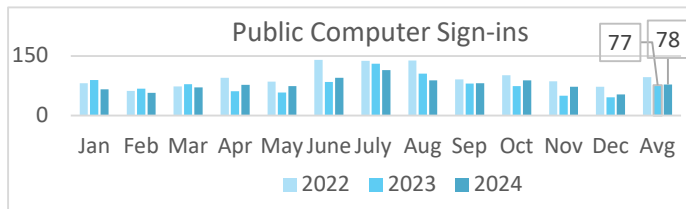
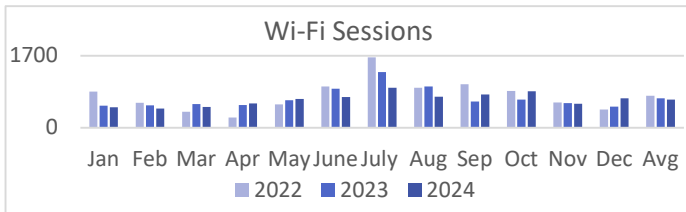
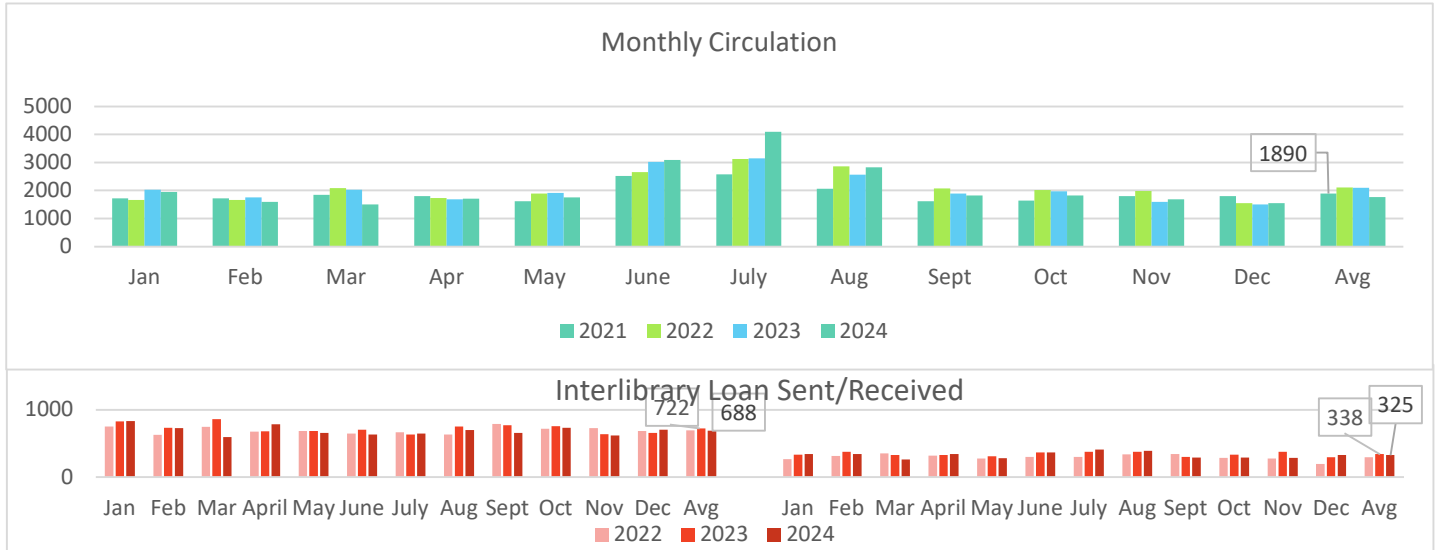
- Children: Lego Club, Harry Potter Club, Story Hour
- YA: D&D, Braille Literacy
- Adult: Writers' Group, TLGS, Crafternoon, BTOC, Veterans Office Hours
- General Interest: Scrabble Open Hours

Library Board of Trustees - Director's Report

January 21, 2024

Monthly and YTD Statistics

	Dec '24	YTD 2024	Dec '23	YTD 2023	Dec '22	YTD 2022
Circulation	1,548	25,617	1,495	23,531	1,549	25,441
Interlibrary loan sent	703/23	8,220/353	654/23	8,462/341	656/28	7,959/226
Interlibrary loan received	328	3,905	290	4,084	193	3543

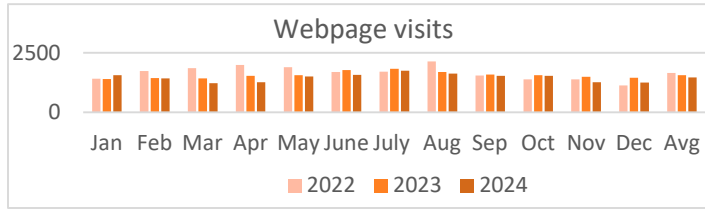


Library Usage - Survey 2024

	March	June	Oct	Dec	Total 2024	Total 2023	Total 2022
Library Visits	272	513	317	247	20,189	14,807	13,793
Reference Transactions	23	51	60	14	1,924	1,976	3,211
Program Attendance	Ave/week: 19 2 programs	Ave/week: 17 4 programs	Ave/week: 11 5 programs	Ave/week: 10 4 programs	Ave/wk: 51 4 programs	Ave/wk:54 5 programs	Avg/wk:65 6 programs

Library Board of Trustees - Director's Report

January 21, 2024



Donations received:

- Chapel in the Pines \$200
- Jerry and Kathy Gilbertson \$200
- Lion's Club \$500 – Large Print Books

Memorials:

- Claudia Wittmann \$100 in memory of Karl Wittmann

Publicity of note:



LIBRARY DONATION



The Three Lakes Lions Club has contributed a generous donation to the Demmer Memorial Library, enabling the acquisition of large print books to meet the needs of community members and visitors. This donation supports one of the Lions Club's core missions, which is to support vision-related projects within the community. Pictured from left to right are Lions Immediate Past District Governor Don Meeder, Library Director Jill Roth and Three Lakes Lions Club Vice President Sue Miller.

Demmer Library reflects on 2024

Posted Tuesday, January 14, 2025 10:50 am

As the year 2025 starts, the Demmer Library in Three Lakes wants to take a moment and reflect on 2024 and the 75 years of service it celebrated.

The vision for a public library in the town of Three Lakes formed out of the establishments of the local Women's Club. After creating the club in 1946, its members made organizing a community library their first priority. For three years the women collected books donated by residents and vacationers, and in June of 1949 the Free Library officially opened to the public. The library was set up in the first grade room at the Three Lakes School and was open Fridays from 2 to 5 p.m. with all members of the Women's Club expected to take turns to run it. However, as the coming school year approached, a new location had to be found. The Congregational Church invited the library to use the free space in the church's basements. In 1950, the first acting librarian, Francis Wake, was appointed, and it was voted on to pay her \$20 per month. In the winter of 1958, the Town of Three Lakes finished constructing a new civic building and welcomed the library inside its walls. Shortly after, the management of the library transferred to the town. For nine years, while inside the civic building, the library's impact within the community grew. Notably, in 1962, the popular Children's Story Hour began, a proud tradition that remains a part of the library to this day. By 1970 the library's collection had once again outgrown its space. As the library board searched for a new location, a Vilas County News article featured the cramped conditions of the library. That article captured the attention of the Edward U. Demmer Foundation and the Demmer family who arranged a meeting with the library board for a tour of Three Lakes and its library. After touring the community, the Demmer family decided to build a two-level library for the community, determining the lot next to the civic building to be the best location. Construction happened quickly, and in 1971 the Edward U. Demmer Memorial Library opened its doors to the public.

Since the construction of the original building, the library has seen two major upgrades. In 1987 an addition was added to the northwest side of the building to accommodate collection growth and to create office spaces for staff. In 2009, a gift from the estate of Lawrence Demmer, the son of Edward U. Demmer, kicked off a building renovation and expansion project. This project finished in 2019, adding two large meeting rooms, three study rooms, a "Library" interactive room, a Local History room with a connected Historical Museum visitor center, and an expanded children's section. To this day, Story Hour is a staple of Demmer Library programming.

Since 1949, and continuing today, the Three Lakes Women's Club has given support and donations to the library and the library continues to be extremely grateful to the club. On Friday, Oct. 25, 2024, the library celebrated its anniversary with an open house, a slideshow, a new logo, cookies, and memories. The Women's Club graciously provided historical photos of the library through the years and highlighted the many ways the library has supported the community.

The year 2024 also welcomed a new director who brings with her fresh ideas while also honoring what the Demmer Library has always been, a welcoming space.

"The Demmer has grown to be so much more than a library," says Director Jill Roth. "It's a community center, a classroom, a technology support desk, and so much more."

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

Demmer Library: December 25, 2024

Posted Monday, December 30, 2024 8:43 am

The Demmer Library will give families the opportunity to make their own gingerbread houses during the week of Dec. 25 in the Library. During business hours that week, families can drop in and will find everything they need to make a gingerbread house from graham crackers. "Graham crackers are an easier material than gingerbread," April Lammer, Demmer's Programming Librarian said. "Families can leave the houses here to be displayed in the young adult area or take them home to enjoy."

The program is free and offered the whole week.

Weekly Offerings

- No Story Hour the week of Dec. 30
- Have you started looking at your family tree and don't know where to go next? Let the Three Lakes Genealogical Society help you. The group loves to assist new, novice, and expert family sleuths find more records and more answers to questions. They are offering active "office hours" in the local history room of the library where you can drop in and ask your questions on Thursdays, 2 - 4 p.m. Call the library for more details.

Monthly Offerings

- In-Person and Virtual D&D (1st & 3rd Sundays)
- Harry Potter Club (1st Monday)
- Lego Club (2nd Monday)
- Crafternoon (2nd Tuesday)
- Drop-in Scrabble (2nd & 4th Thursdays)
- Writers Group (3rd Thursday)
- Teen Hosted Book Club (4th Monday)
- Books: The Other Channel (Third Wednesday)

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

Respectfully submitted, Jill Roth – Director

Library Board of Trustees – Building and Maintenance Report

January 21, 2025

BUILDING:

- Carbon Monoxide detectors were replaced and the maintenance manual updated to include them.

SYSTEMS:

- Zoom subscription/discount code has been requested. The aim is get the same special pricing we got last year.
- The Genetec contract (the software system that manages our cameras and door locks) has been renewed for another 5 years.

INTERIOR:

- Sixel's Duct Cleaning cleaned the ducts and installed UV lights in all the furnaces. Unfortunately, it also set off the fire alarm system. This forced a look at the security services and processes which have been updated and confirmed.
- Carpet cleaning will have taken place by the time of the meeting.

EXTERIOR:

- N/A

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Replace failing concrete on west entrance