

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, April 15, 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
  - March 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
  - 2025 budget review
  - Quarterly Reports
- Unfinished Business
  - Friends of the Library Revival
  - Review new donation form
- New Business
  - 2025 Candidate forum Recap
  - Mini Grant Requests
  - C. Circulation Policy – 2020
  - Trustee Essentials Chapter 4
- 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: SPECIAL MEETING May 13, 2025, 4:00 p.m., library lower level and/or via virtual attendance, Regular meeting May 20, 2025, 4:00 p.m.

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 March 18, 2025  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Dianna Blicharz, Jeff Boehm (arrives at 4:03, left 5:16), Rich Mahlerwein, Kathleen Olkowski (virtual), Karen Meyer (virtual), Patty Wallesverd (left at 5:31)

Other Attendees: Jill Roth

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

**Agenda:**

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

**Approval of Minutes:**

Motion by Patty, seconded by Dianna to approve the regular meeting minutes of February 18, 2025. All ayes, motion carried.

Motion by Patty, seconded by Dianna to approve the special meeting minutes of March 6, 2025 with corrections. All ayes, motion carried.

**Correspondence:** An email regarding the State School Superintendent online forum was sent out with a registration link. Registration was required to be completed by 4:00 PM on 3/19/2025. *Jeff arrived.* Jill read an email from WVLS regarding the executive order signed on 3/14/25, impacting the Institute of Museum and Library Services (IMLS). WVLS asked libraries to wait until they received further guidance regarding any necessary actions. Both emails would be provided to the entire board.

**Committee Reports:**

**Three Lakes Public Library Foundation:** Did not meet, and no meeting was scheduled.

**Oneida County Library Board:** Met recently for a short meeting. The county had expected to sign contracts, but legal counsel was reviewing them first. The county anticipated having the contracts ready for signatures by the next meeting. The contract would need to be signed by the Demmer Trustees before being sent to the next county meeting. The county planned not to meet again until July.

**Director's Report:**

Discussion: Year-over-year numbers compared to March of 2024 showed a 34% increase in foot traffic/visits. The New Director Training Camp would not cost the Demmer additional funds, though with the status of IMLS in flux, the event may be in limbo.

**Building and Maintenance Report:**

Discussion: The exterior windows and upper internal windows were starting to get dirty, so Jill solicited some quotes. Katie added additional signage for wayfinding in the adult section of the library to improve ease of use. She also expanded the romance section. Previously, it had only included

paperbacks that could fit in the carousels, but now the romance books are on the shelf next to the paperbacks. This helped with overcrowding in the adult fiction section and assisted with wayfinding for romance readers. The town's shop supervisor had been great and helpful in all recent communications regarding plowing. There had been issues with ensuring handicapped spaces were accessible in the snow, but Josh had been checking in regularly. Jeff planned to work with the town to see if the concrete work happening with the veteran's memorial could also help trigger some work for the library. Jill also planned to run a name by Dianna and Jeff regarding a person who does concrete work.

### **Budget Review:**

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

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

2025 Budget Review: Custodial supplies were a little high, as the year started with a large order. Jill expressed concern about property maintenance costs, as there always seemed to be surprises, and they weren't using operational funds this year. However, all other costs appeared to be expected.

### **Unfinished Business**

Friends of Library revival: The school is having a volunteer fair. As part of the fair, the school is having organizations come in over the lunch hour to set up a table/booth. The Friends of the Library are going to participate April 14 and 15. The Library will also have a table for a time. This was intended to target those still needing to complete volunteer hours. Eighth graders were required to walk around town to highlight different organizations as well. Karen might bring candy as a motivator. Jill also mentioned the e-cycling event as a potential fundraising opportunity, though details were still being worked out.

Library Board Self-Evaluation: Advocacy for the library: Dan thought the board did a good job advocating. All members were passionate supporters of the library. Board members participated in programs more often and understood the library's offerings. Jeff noted that his role as appointee was different and tricky at times but emphasized that he believed the library was a wonderful resource. Jill and Dan were discussing creating a brochure to highlight all the services the library could offer the community. Dianna suggested highlighting the names of Trustees in their specialized programming areas. Engaging people remained the hardest part.

Meeting the service needs of the community: Dan thought the board did a great job in this area. Rich agreed, noting that the library served the community better than the community realized. The board's involvement in programs and strategic planning helped meet community needs. Trustees aided in programming and idea creation.

Fiscal responsibility: Rich thought the board did a good job being cautious with spending. Expenditures usually occurred when necessary, such as getting the concrete fixed. Trustees had been proactive in areas like the recently installed lights. Jeff noted that the town was paying \$50K in interest, which had not been considered in previous discussions, but overall, the library managed funds well.

Policy development and adherence: The board had done an adequate job ensuring policies were current. They expressed interest in returning to a planned schedule for policy review.

Support for the Library Director in operations: Jill confirmed she had full support from the board. Jeff noted that communication was a two-way street. Kathleen emphasized that the board's presence in the library showed support. Any issues that arose should be communicated to the board.

Continuing education regarding roles and laws: Trustee training courses were very helpful. In the future, the board planned to leave time to share what was learned in the board meeting following training. The lunch provided during training was also appreciated.

Preparation for meetings: Some members expressed that they could do a better job coming to meetings fully prepared. It was suggested to bold items in the director's report to make it easier to skim. Paper hard copies were preferred, and the color coordination helped.

Participation in meetings: The board was active in discussions. Each member contributed something different, making the board more sustainable.

Meeting format: The format worked well.

Following Robert's Rules of Order: The board did fine.

Wisconsin Open Meeting Law: The board felt they could learn more about this law, but overall, they could rely on the director for guidance.

Planning for 2025 Candidate forum: The Brew Station had Wi-Fi, so a video conference would be created for the event. The goal was to send invitations out sooner next year for better candidate turnout. Juanita had already provided an information page for display at the library. Dan planned to reach out to school board candidates to obtain an information sheet about them for distribution at the event. Brian and Elisha had candidate pages on Facebook. A laptop would be available for viewing the video conference for Brian. All candidates, including the town board candidates, would do an online introduction. Rich would provide the laptop/webcam. At 6:30 PM, the school board candidates could introduce themselves for 5-10 minutes. Dan would introduce each candidate. In-person candidates would go first, then the video conference would take place. After the school board candidates, town board candidates could introduce themselves. Printed statements from each candidate would be helpful for informational and attendance tracking purposes. Jill wanted to include the statements from the candidates for superintendent of schools as well. The board would arrive an hour early for setup. The event would not be boosted on Facebook, but board members would reshare the event on their profiles. The goal was to have 30-50 attendees.

Review new donation form: A couple of small changes were made to the form. The commas on the front were a bit distracting so Dan will adjust. Linnea's contact information was included for the section on the Celebration Garden. It was suggested that the wording regarding donations in perpetuity be added, and it was clarified that donations were tax-deductible. A few printed forms would be made available at the Brew Station. Jill planned to sign the library up for Venmo and include a QR code on the form. *Jeff left the meeting.*

**New Business:**



Overtime funds: The letter Rich provided had appropriate wording. Jill would print it on letterhead, and Rich would sign it so it could be dropped off at the Town.

Laona Bank Accounts: Laona is closing, so Jill proposed moving the primary checking account for donations to Forward Bank. Motion by Patty, seconded by Dianna to move the library's Laona bank accounts to Forward Bank. All ayes, motion carried.

Linnea Ebann – Front of Building Landscaping: Linnea was unable to attend this meeting and would also be unable to attend the next two regular meetings. She asked to present landscaping plans to the board. The meeting would be brief, and the board agreed to meet on May 13th at 4:00 PM. Dianna requested to see the plans in advance so questions could be asked during the meeting. Jill would reach out to Linnea to confirm the date/time and request the materials.

Fine Procedure: Questions about the procedure/policy came up at the previous meeting. Jill had written a loose description of the procedure she had shared with staff. She explained the intentional wording behind the fines procedure and the research supporting it. More libraries in the consortium were becoming fine-free each year. Dan recommended adding the phrase "at the discretion of the director" to the policy for clarity. Dianna wished the fines procedure had been reviewed by the board beforehand. *Patty left the meeting.* Kathleen asked if anything prevented someone with overdue materials from checking out new items. Jill clarified that fines had to reach \$3 before a freeze on the account. The policy would be reviewed at the next meeting to update it with the discretionary wording.

Comments from public:

Future items:

Next Meeting: Regular meeting on April 15, 2024, 4:00 pm in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:37 PM. Motion by Karen, Seconded by Rich All ayes, motion carried.

Respectfully submitted: Jill Roth, Director



**DEMME IMPACTS:**

# THREATENED LIBRARY FUNDS



## WHAT'S GOING ON?

The Demmer needs your help! Federal funds for libraries have been cut. All staff at the Institute of Museum and Library Services (IMLS) have been put on leave and grants have been cancelled.

## WHAT IS AT STAKE?

Wisconsin is considered a leader in libraries and library efficiency. Cutting these funds means real impact to your local libraries, especially rural libraries who rely on this cooperative efficiency for support.

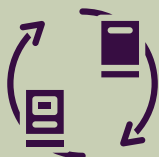
## WHAT ITEMS ARE FEDERALLY FUNDED?



Federally supported or funded items include:



**Libby**



**Lending Books between Libraries**



**Badgerlink Access**



**Cybersecurity and website hosting**




**Librarian Training**

And many more items!

## WHAT CAN I DO?

CONTACT YOUR LEGISLATORS. Share with them the importance of your library, what it means to you, and how it would impact you to lose these services. Encourage them to preserve funding for the IMLS to ensure services for your community are preserved!






**DEMME IMPACTS:**

# THREATENED LIBRARY FUNDS



## SPEAK UP!

Contact your federal and state legislators. You can find your legislators at <https://tinyurl.com/wielectedofficials>. The Demmer's federal legislators are Tom Tiffany, Tammy Baldwin, and Ron Johnson. The state legislators are Mary Felzkowski and Rob Swearingen. Scan the codes below to reach them directly.



**Tom Tiffany Contact Page**



**Tammy Baldwin Contact Page**



**Ron Johnson Contact Page**



**Rob Swearingen Contact Page**

**Mary Felzkowski's contact information is  
(608) 266-2509**

**or**

**[Sen.Felzkowski@legis.wisconsin.gov](mailto:Sen.Felzkowski@legis.wisconsin.gov)**



## Library Board of Trustees - Director's Report

April 15, 2025

### ADMINISTRATION:

- **A preliminary statistics booklet has been released** for WVLS libraries. This booklet typically publishes annual report data from libraries throughout the consortium. It compares year over year data, county data, and even some 5-10 year comparisons. The Demmer performed well in 2024. **Compared to 2023, we saw library visits increase 34%**, self-directed activity participation increased 96%, and registered users (**folks with a library card**) **increased 9.8%**. Each of these data points highlights **more people are using the library**, despite overall circulations being down 6.1% from 2023 (the last time we had a full materials budget).
- With the release of the statistics booklet, **new "About the Demmer" infographics have been created** and are waiting for the final county data to be released prior to publication.
- **Jill applied for a grant through Aspirus for future Soup & Social Hour events**. The grant is meant to cover one pot of soup per program for 9 months' worth of programs. The program is meant to reduce loneliness/isolation in seniors and increase social activities. We encourage seniors to bring their own bread or soups they like to make, but for those who cannot bring their own, we have a pot of soup available to share.
- WVLS/V-CAT Council voted to accept a policy stating the growing number of **fine free libraries can waive overdue fines on their own patron's account** even if the materials are owned by other libraries. This will of course exclude any replacement/damage charges and any excessive fine accumulation.
- **New library card or photo ID requirements are coming**. Currently, the library will request a patron's library card prior to checking out materials. If a patron doesn't have the card with them, we will look up their account using other methods and request they verify additional information. However, the consortium is asking that we require the card be present, or the patron presents a government issued photo ID. Without one of those two methods, a patron cannot check out the books. We are working on warning patrons of this upcoming change while the consortium finalizes the recommendation.

### STAFF

- **New Director Training Camp took place** in Marshfield. This was an intense few days where **Jill learned a great deal** about state resources and laws impacting libraries across the state. Additionally, there were excellent opportunities for idea sharing and understanding how municipal/library relationships work across the state.
- **Jill received a scholarship from WVLS to attend the Wisconsin Association of Public Libraries (WAPL) conference April 30-May 4. April will be attending WAPL** and focusing on community and programming sessions. Additionally, we're very excited that **Jamie will also be attending WAPL** through the Eagle River library!

### COMMUNITY COLLABORATION:

- **Soup and Social Hour soups are being donated by local businesses**. A special thank you to **PI Pizza** for kicking us off. **Deja Brew** has offered to be our next donor. The rest of the season will rely on donated soups, but we're **hoping next season we'll be able to pay for them**. We want to be able to support local businesses in addition to achieving program goals.
- **Women's Club Presentation** is coming in April. This annual meeting we'll continue to **present a bookmark made in honor of those club members who have passed** and give a short presentation on what's going on in the library.

## Library Board of Trustees - Director's Report

April 15, 2025

- The Demmer will be **staffing a table at the high school** on two different days as part of their expanded volunteer fair.
- Brian Fritz from **Forward Bank is coming to a financial program series**. Topics will include Edvest, investing, understanding your credit bureau, and switching banks.
- Planning for this year's **plant swap is underway**. April had been continuing to **work with EverGood Farms** who generously agreed to donate some plants despite cutting back their operations. Now, in addition, the **Lions club** would also like to **grow the event** as a component of their scrappers club focused on gardening. This group also manages the new seed library in our Northwoods Reading Room. The **Plant Swap** is scheduled for **Thursday May 29 and Friday May 30**.

### PROGRAMS AND OUTREACH:

March:

- Children: Mario Day/Lego Club **34**, Harry Potter Club **5**, Story Hour **111**
- YA: D&D **3**, Button Maker Week **2**
- Adult: Writers' Group **12**, TLGS **13**, Crafternoon **5**, BTOC **10**, Veterans Office Hours - **Cancelled**, Soup and Social Hour **5**
- General Interest: Scrabble Open Hours **13**, Meet the Candidates **26**, Leprechaun Traps **14**

April:

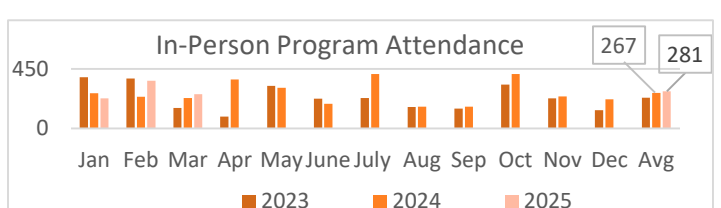
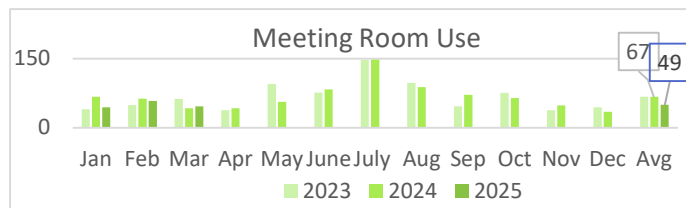
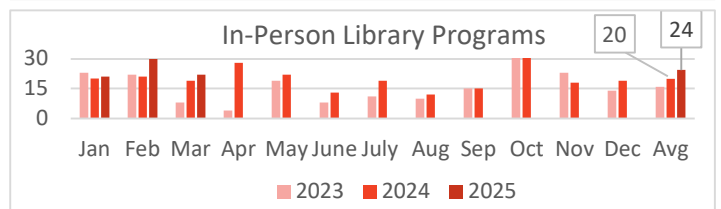
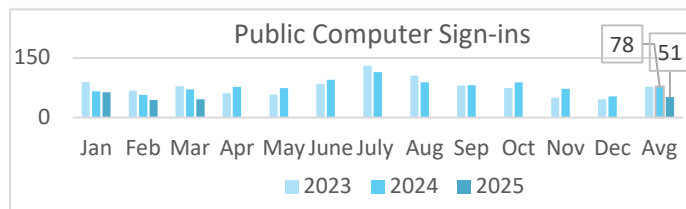
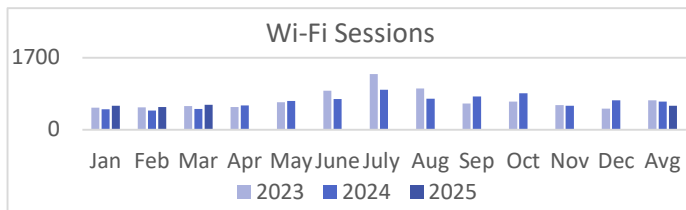
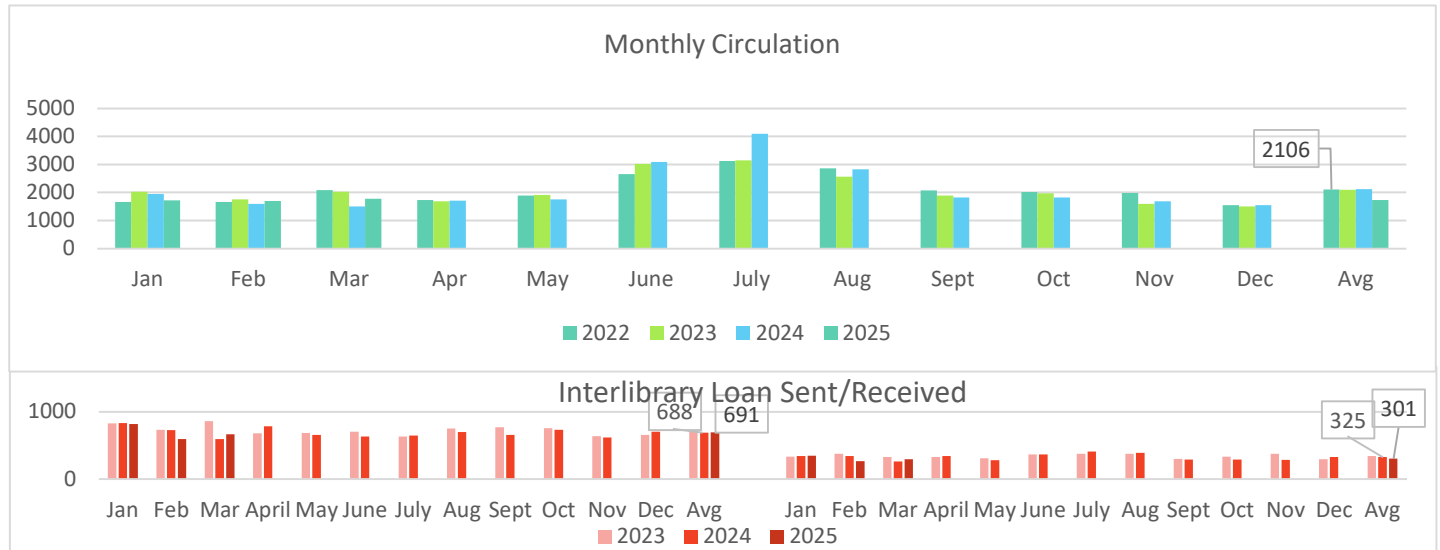
- Children: Lego Club, Harry Potter Club, Story Hour
- YA: D&D, Poetry Month: Spine Poetry
- Adult: Writers' Group, TLGS, Crafternoon, BTOC, Veterans Office Hours, Soup and Social Hour
- General Interest: Scrabble Open Hours, National Library Week: AI 101 2:30, National Library Week: AI 101 5:30, National Library Week: Time Capsule, National Library Week: Movie Day, Money Series: College Savings & Bank Switching, Money Series: Financial Planning, Money Series: Credit Bureau, Yarn Butterflies Crafting

## Library Board of Trustees - Director's Report

April 15, 2025

### Monthly and YTD Statistics

	March '25	YTD 2025	March '24	YTD 2024	March '23	YTD 2023
<b>Circulation</b>	1,777	5,198	1,500	4,424	2,021	5,798
<b>Interlibrary loan sent</b>	663/28	2,074/77	593/31	2,146/104	824/33	2,323/87
<b>Interlibrary loan received</b>	294	902	261	945	326	1027



### Library Usage - Survey 2025

	March	June	Oct	Dec	Total 2025	Total 2024	Total 2023
<b>Library Visits</b>	365				EST 22,516	20,189	14,807
<b>Reference Transactions</b>	55				EST 2,860	1,924	1,976
<b>Program Attendance</b>	Ave/week: 17 4 programs	Ave/week: programs	Ave/week: programs	Ave/week: programs	Ave/wk: 17 4 programs	Ave/wk: 43 3 programs	Ave/wk: 54 5 programs



# Library Board of Trustees - Director's Report

April 15, 2025

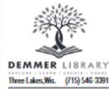
## Donations received:

## Memorials:

## Publicity of note:



Featured left to right is Jill Roth, Demmer Memorial Library Director, Kathy Hubbs, Salvation Army, Gerry Plank, Northwoods Jazz, Dave Gies, Moderator, Don Murch and Jan Harris, Three Lakes Christian Food Parity co-directors.



The Onondaga County Veterans Service Office will offer courses to veterans and their family members at the Demmer Library on Wednesday, March 19, from 12-4 p.m. Walk-ins are welcome, but you can also make an appointment by calling their office in advance at (715) 269-4127.

**Weekly Offerings**  
- Story Hour is a free program for young children and their caregivers. Join us on Thursdays at 10 a.m. in the Demmer Maple Room. Children will listen to stories, engage in music and movement, explore different art mediums, and more.  
- 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.

Drinks will be available for purchase.

The library is hosting a Seed Swap event to unveil the new seed library put on by the Three Lakes Lions Club on March 26 at 5 p.m. at the Demmer Library. A presentation on seed saving will take place in the Maple Room at 6 p.m.

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**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)  
Onondaga County Veterans Service Open Office Hours (2nd Wednesday)  
Writers Group (1st & 3rd Thursdays)  
Books: The Other Channel (4th Tuesday)

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Books: The Other Channel (4th Tuesday)



The Demmer Library Board invites Three Lakes electors to come and individually chat with local candidates for the April 1 election on Wednesday, March 26, from 6:30-8:30 p.m. at the Three Lakes Brew Station. Electors are encouraged to bring questions and concerns, and to get to know those seeking elected positions. This format is in lieu of the Candidate Forum as previously presented. Drinks will be available for purchase.

The library is hosting a Seed Swap event to unveil the new seed library put on by the Three Lakes Lions Club on March 26 at 5 p.m. at the Demmer Library. A presentation on seed saving will take place in the Maple Room at 6 p.m.

Want to keep your brain sharp this year? The Demmer is offering Scrabble drop-in play on Thursday, March 27, at 1 p.m. Come down to the Demmer Fireplace Area and play Scrabble with other community members.

Do you write poetry, short stories, novels, or children's stories? Join fellow writers on Thursday, April 3, at 1 p.m. in the Demmer Maple Room.

**Weekly Offerings**  
Story Hour is a free program for young children and their caregivers. Join us on Tuesdays at 10 a.m. in the Demmer Maple Room. Children will listen to stories, engage in music and movement, explore different art mediums, and more. 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.

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

## Union Congregational Church gives back to community

The Seed Committee at Union Congregational Church recently presented checks to the Three Lakes Christian Food Parity, Demmer Memorial Library, Salvation Army, and the Northwoods Jazz Group.

When faced with the prospect of closing its doors in January 2024, the story congregation, composed primarily of elderly individuals, embarked on a journey as reusers to its historical roots. Union Congregational Church has a rich history of serving the community and traces its heritage back to the community's very first church service held at a Three Lakes complex in July of 1880.

As the church transitions and restructures, it plans to build on this foundation. With a mission to proclaim Christ, promote community, and provide support to area historical ministries, the church has implemented three outreach ministry events in 2025. Concerts of Prayers, Come Christians, and Sing Hymn Press, and the Psalm 150 Project. Concerts of Prayers is a movement that originated in Scotland in 1744, with various prayers for specific purposes read by individuals, interspersed with music. Concerts of Prayers were held for the Three Lakes School District staff and students, and for elected and appointed government officials.

Concerts of Prayers is a movement that originated in Scotland in 1744, with various prayers for specific purposes read by individuals, interspersed with music. Concerts of Prayers were held for the Three Lakes School District staff and students, and for elected and appointed government officials. "We are grateful for the support of those in the community who support these organizations by attending these events," said Diane Gies, Moderator. Union holds a traditional biennial service at 10:30 a.m. on the 4th Sunday of the month.

## BID NOTICE

**PROJECT:** 2025 ROAD IMPROVEMENTS  
**OWNER:** Town of Three Lakes  
P.O. Box 545, 3000 West School Street  
Three Lakes, WI 54982

**SCOTCHDOUN/UNSUBSIDIZED:**  
Sealed bids are being requested for road improvements in the Town of Three Lakes that will be received until 2:00 p.m. local time, March 26, 2025, at the office of the Town Clerk. Bids will be publicly opened and read aloud immediately thereafter in the Town Board of Supervisors meeting room.

This is a single contract for crack filling, patching, application of a single layer of chip seal surface and fog seal on approximately 2.8 miles of roads and paving, addition of base course, clearing to produce acceptable drainage and capital equipment construction with open. Contract sealed asphalt curbs, two seasonal and drilling on approximately 2.5 miles of roads. The contract consists of the following approximate quantities:



## Library board to host candidate meet-and-greet

The Demmer Library Board invites Three Lakes electors to come and individually chat with local candidates for the April 1 election on Wednesday, March 26, 2025, from 6:30 p.m. to 8:30 p.m. at the Three Lakes Brew Station.

Electors are encouraged to bring questions and concerns, and get to know those seeking elected positions. This format is in place of the Candidate Forum as previously presented. Drinks will be available for purchase.

Please contact us at 715-546-3391 or demmer@demmerlibrary.org with questions.

Respectfully submitted, Jill Roth – Director

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

**April 15, 2025**

### **BUILDING:**

- The quote for the exterior windows (with the few interior windows) has come back. This would essentially be an operational maintenance item but would likely need to be pulled from the capital maintenance account this year.

### **SYSTEMS:**

- LEANWI and WVLS have launched a new room reservation tool called Book-A-Room. This plugs into the website and will feed into our current management tools. The new functionality will allow folks to see room availability in real time and reserve the exact room (or any room) they or their organization needs. The Demmer is on the waiting list for this plugin to launch on our website and eagerly anticipate its implementation.

### **INTERIOR:**

- The dry fire suppression system has had the wet spaces evacuated.

### **EXTERIOR:**

- One of the rain barrels has cracked rendering it unusable. We're investigating if it needs to be replaced.

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

- ☐ Replace failing concrete on west entrance



## Public Funds Voucher List 3/18/25 - 4/15/25

4/15/2025 through 4/15/2025

4/10/2025  
Date Num Description Memo Category Amount Page 1

4/15/2025	1028	S	Amazon Capital Services	tech cable; cross bands for box items	06 1038 Supplies:Office	-39.86
				DVDs	07 1039 Materials:AV:AV Adult:Video	-74.20
4/15/2025	1029	S	Baker & Taylor	Book	07 1039 Materials:Books:Adult Books	-17.76
				2038927588;2038952684;2038975221;2038973464;20...	07 1039 Materials:Books:Adult Books	-828.07
				2038975238	07 1039 Materials:Books:Juv-YA Books	-49.19
4/15/2025	1032	S	Candice Johnson	Story Hour supplies	08 1040 Expenses:Programming:Children & Story ...	-19.83
				Summer Reading Program supplies	08 1040 Expenses:Programming:Reading Program	-6.25
4/15/2025	1030	S	Demmer Mem. Library	receipt paper	06 1038 Supplies:Office	-61.42
				ILL	06 1038 Supplies:Postage	-5.82
				YA programming	08 1040 Expenses:Programming:YA	-4.08
4/15/2025	1031		EO Johnson	v.24: inv.1733691 Copier contract CN7185-01	03 1015 Contractual Services:Equipment Contracts	-272.10
4/15/2025	1033		ODP Business Solutions, ...	v.26: inv.410813314001- markers	06 1038 Supplies:Office	-9.51
4/15/2025	1034		Three Lakes Hardware	v.27: inv.B20200015 - plunger	05 1035 Property Maintenance:Property Maint	-26.99
<b>4/15/2025 - 4/15/2025</b>						<b>-1,415.08</b>

**TOTAL INFLOWS 0.00**

**TOTAL OUTFL... -1,415.08**

**NET TOTAL -1,415.08**

# Laona Donation Account for Board

3/1/2025 through 4/15/2025

4/11/2025

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 2/28/2025</b>							<b>47,513.44</b>
3/10/2025	Laona Special ... Debit	USPS	Library Mail		Town of Three Lakes Expense	R	-5.82
3/11/2025	Laona Special ... DEP	... March Additional Deposit	Oneida County		Revenue Pass-through Income	R	52,908.00
			Three Lakes Community Foundation		Donation Income	R	100.00
3/11/2025	Laona Special ... Debit	Stash Tea	Tea		Donation Expense:Coffee Cart	R	-51.35
3/18/2025	Laona Special ... 4087	... Town Of Three Lakes	2025 Librarian Services Part 1		TL Historical Society Expense		-1,400.00
			2025 Q1 Utilities		TL Historical Society Expense		-330.00
			2024 Utilities		TL Historical Society Expense		-1,000.00
			Three Lakes School District TLSD '24-'25		Revenue Pass-through Expense		-8,500.00
			County of Forest '23 circulations		Revenue Pass-through Expense		-2,509.00
			Oneida County '23 circulations		Revenue Pass-through Expense		-52,908.00
3/18/2025	Laona Special ... 4088	Loyal Public Library	Loyal Public Library - Invoice DM250221		Fines Expense		-16.99
3/18/2025	Laona Special ... 4089	... Baker & Taylor Books	Book Replacements		Fines Expense		-71.67
			Wheeler, Kern		Memorial Expense:Books		-53.77
			TLPLF		Donation Expense:Books		-98.77
3/18/2025	Laona Special ... 4090	Cengage	Invoice 86974314 Lions Club Large Print		Donation Expense:Books:Lions...		-34.84
3/18/2025	Laona Special ... 4091	ODP Buisness Solutions	Inv 411939293001		Donation Expense		-47.49
3/18/2025	Laona Special ... 4092	... Amazon	Invoice # 1XRX-39TJ-NCF3 - Replacement		Fines Expense		-16.52
			Invoice # 1XRX-39TJ-NCF3 - Memorial		Memorial Expense:Books		-21.99
			Invoice # 1XRX-39TJ-NCF3 - Foundation		Donation Expense:TLPLF		-89.18
3/24/2025	Laona Special ... Debit	Hobby Lobby	YA Programming		Town of Three Lakes Expense	R	-4.08
3/31/2025	Forward Speci...	Opening Balance			[Forward Special Account Chec...	R	0.00
4/1/2025	Laona Special ... DEP	... March Regular Deposit	March Copies Cash		Copier Income		126.10
			2242		Copier Income		12.75
			1512		Copier Income		18.00
			9775		Copier Income		13.50
			March Fines Cash		Fines Income		58.00
			March Donation Cash		Donation Income		27.85
			County of Lincoln Reimbursement		Revenue Pass-through Income		148.03
			Adult Graphic Novel Collection		Donation Income:TLPLF		450.00
			Book Reimbursements		Donation Income:TLPLF:2023 ...		393.00
			Reimbursements		Town of Three Lakes Income		50.55
4/3/2025	Laona Special ... Debit	Michael's Stores	Adult Programming		Town of Three Lakes Expense		-104.89
4/11/2025	Forward Speci... DEP	Starting Deposit From Laona	Starting Deposit From Laona				20,000.00
4/11/2025	Laona Special ... Debit	Withdrawl To Start Forward Acc...	Withdrawl To Start Forward Account				-20,000.00
4/15/2025	Forward Speci... 1001	ODP Buisness Solutions	Inv 410806791001		Donation Expense:Coffee Cart		-141.49
4/15/2025	Forward Speci... 1002	... Baker & Taylor	Memorial Expense - Invoice 2038952684		Memorial Expense:Books		-32.93
			TLPLF Book Donation - Invoice 2038952684		Donation Expense:TLPLF:2023...		-44.99
			Memorial Expense - Invoice 2038973464		Memorial Expense:Books		-17.40
			TLPLF Book Donation - Invoice 2038973464		Donation Expense:TLPLF:2023...		-101.85
4/15/2025	Forward Speci... 1003	... Amazon	Amazon Invoice # 1YPT-KN6C-HHLF - TLPLF Book Dona...		Donation Expense:TLPLF:2023...		-14.99
			Amazon Invoice # 1YPT-KN6C-HHLF - Replacement		Fines Expense		-58.94
4/15/2025	Forward Speci... 1004	... Cengage	Cengage Invoice 87057860		Donation Expense:Books:Lions...		-34.84
			Cengage Invoice 86979110		Donation Expense:Books:Lions...		-109.46

## 3/1/2025 through 4/15/2025

Page 2

Date	Account	Num	Description	Memo	Category	Clr	Amount
4/15/2025	Forward Speci...	1005 ...	Town Of Three Lakes	Copies 1st Qtr 2025	Copier Transfer to Town		-477.81
				Fines 1st Qtr 2025	Fine Transfer to Town		-8.64
3/1/2025 - 4/15/2025							-14,001.92
BALANCE 4/15/2025							33,511.52
TOTAL INFLOWS							74,305.78
TOTAL OUTFLOWS							-88,307.70
NET TOTAL							-14,001.92

## 2025 April Budget Sheet

4/15/2025					
Account	2025 Budget		Spent		Balance
<b>01 Salaries 551 1001</b>					
01 Director	\$ 48,460.61	\$ 11,073.60	\$ 37,387.01		23%
02 Technical Services	\$ 37,081.22	\$ 8,442.79	\$ 28,638.43		23%
03 Assistant Director Adult/YA Librarian	\$ 37,919.44	\$ 8,756.00	\$ 29,163.44		23%
04 Childrens Librarian	\$ 25,824.08	\$ 5,783.35	\$ 20,040.73		22%
05 Circulation Clerk 1	\$ 11,950.40	\$ 2,472.72	\$ 9,477.68		21%
06 Circulation Clerk 2	\$ 11,360.08	\$ 2,156.00	\$ 9,204.08		19%
07 Relief Librarian	\$ 606.00	\$ -	\$ 606.00		0%
08 Custodial	\$ 3,676.40	\$ 430.10	\$ 3,246.30		12%
09 Misc Staff Salaries	\$ -	\$ -	\$ -		
<b>Total Salaries</b>	<b>\$ 176,878.23</b>	<b>\$ 39,114.56</b>	<b>\$ 137,763.67</b>		
		22%			
<b>02 Benefits</b>					
Social Security 551 1005	\$ 13,531.18	\$ 2,706.73	\$ 10,824.45		20%
Health Insurance 551 1006	\$ 36,503.84	\$ 10,196.31	\$ 26,307.53		28%
Life Insurance 551 1006	\$ -	\$ 16.89	\$ (16.89)		
Dental EBC 551 1008	\$ -	\$ 1,040.00	\$ (1,040.00)		
WRS 551 1009	\$ 10,451.47	\$ 2,366.90	\$ 8,084.57		23%
<b>Total Benefits</b>	<b>\$ 60,486.49</b>	<b>\$ 16,326.83</b>	<b>\$ 44,159.66</b>		
		27%			
<b>03 Contractual Services</b>	<b>551 1015</b>				
Equipment Contracts	\$ 1,784.75	\$ 492.07	\$ 1,292.68		28%
Professional Services	\$ 619.00	\$ -	\$ 619.00		0%
Waltco Courier	\$ -	\$ -	\$ -		
<b>Total Contractual Services</b>	<b>\$ 2,403.75</b>	<b>\$ 492.07</b>	<b>\$ 1,911.68</b>		
		20%			
<b>04 Utilites</b>					
Electric 551 1031	\$ 6,370.00	\$ 1,723.64	\$ 4,646.36		27%
Natural Gas 551 1034	\$ 2,700.00	\$ 888.97	\$ 1,811.03		33%
Sewer and Water 551 1036	\$ 1,400.00	\$ 304.11	\$ 1,095.89		22%
Telephone 551 1020	\$ 2,650.00	\$ 992.00	\$ 1,658.00		37%
<b>Total Utilites</b>	<b>\$ 13,120.00</b>	<b>\$ 3,908.72</b>	<b>\$ 9,211.28</b>		
		30%			
<b>05 Property Maintenance</b>	<b>550 1035</b>				
Custodial Supplies	\$ 600.00	\$ 285.36	\$ 314.64		48%
Property Maintenance	\$ -	\$ 54.93	\$ (54.93)		
Security Systems	see below	\$ -			
Building Contingency	\$ -	\$ -	\$ -		
<b>Total Property Maintenance</b>	<b>\$ 600.00</b>	<b>\$ 340.29</b>	<b>\$ 259.71</b>		57%
		57%			
<b>06 Supplies</b>	<b>551 1038</b>				
Computer Hardware	\$ 3,640.00	\$ -	\$ 3,640.00		0%
Library Supplies	\$ 750.00	\$ -	\$ 750.00		0%
Office Supplies	\$ 750.00	\$ 234.83	\$ 515.17		31%

Petty Cash	\$ 150.00	\$ -	\$ 150.00	0%
Postage	\$ 400.00	\$ 77.44	\$ 322.56	19%
<b>Total Supplies</b>	<b>\$ 5,690.00</b>	<b>\$ 312.27</b>	<b>\$ 5,377.73</b>	
		5%		
<b>07 Materials - AV</b>	<b>551 1039</b>			
Adult audiobook	\$ 750.00	\$ 53.67	\$ 696.33	7%
Adult video	\$ 850.00	\$ 210.02	\$ 639.98	25%
Juvenile audiobook	\$ 150.00	\$ -	\$ 150.00	0%
Juvenile video	\$ 100.00	\$ -	\$ 100.00	0%
<b>Total Materials - AV</b>	<b>\$ 1,850.00</b>	<b>\$ 263.69</b>	<b>\$ 1,586.31</b>	
		14%		
<b>07 Materials - Books</b>	<b>551 1039</b>			
Adult books	\$ 11,000.00	\$ 2,810.05	\$ 8,189.95	26%
eBook consortium	\$ 908.36	\$ -	\$ 908.36	0%
Juvenile/YA books	\$ 3,000.00	\$ 827.44	\$ 2,172.56	28%
<b>Total Materials - Books</b>	<b>\$ 14,908.36</b>	<b>\$ 3,637.49</b>	<b>\$ 11,270.87</b>	
		24%		
<b>07 Materials - Subscriptions</b>	<b>551 1039</b>			
Individual subscriptions	\$ -	\$ -	\$ -	
Newspapers	\$ -	\$ -	\$ -	
Subscription Service	\$ 800.00	\$ 474.79	\$ 325.21	59%
<b>Total Subscriptions</b>	<b>\$ 800.00</b>	<b>\$ 474.79</b>	<b>\$ 325.21</b>	
		59%		
<b>08 Expenses - Computer</b>	<b>551 1040</b>			
Maintenance and Repair	\$ 100.00	\$ -	\$ 100.00	0%
Software subscription/licenses	\$ 310.00	\$ 97.95	\$ 212.05	32%
Computer Contingency	\$ -	\$ -	\$ -	
<b>Total Computers</b>	<b>\$ 410.00</b>	<b>\$ 97.95</b>	<b>\$ 312.05</b>	
		24%		
<b>08 Expenses - Programming</b>	<b>551 1040</b>			
Adult	\$ 300.00	\$ 56.56	\$ 243.44	19%
Children / Story Hour	\$ 300.00	\$ 69.89	\$ 230.11	23%
Movie license	\$ 223.00	\$ -	\$ 223.00	0%
Reading Programs	\$ 800.00	\$ 15.24	\$ 784.76	2%
Young Adult	\$ 300.00	\$ 60.30	\$ 239.70	20%
<b>Total Programming</b>	<b>\$ 1,923.00</b>	<b>\$ 201.99</b>	<b>\$ 1,721.01</b>	11%
		11%		
<b>08 Expenses - Publishing Fees</b>	<b>551 1040</b>			
Job Posting	\$ 50.00	\$ 63.30	\$ (13.30)	127%
Publicity	\$ -	\$ -	\$ -	
<b>Total Publishing Fees</b>	<b>\$ 50.00</b>	<b>\$ 63.30</b>	<b>\$ (13.30)</b>	
		127%		
<b>08 Expenses - Staff Development</b>	<b>551 1040</b>			
Staff Development	\$ 900.00	\$ 144.00	\$ 756.00	16%
Mileage and Meals	\$ 400.00	\$ 238.56	\$ 161.44	60%
<b>Total Staff Development</b>	<b>\$ 1,300.00</b>	<b>\$ 382.56</b>	<b>\$ 917.44</b>	
		29%		

<b>08 Expenses - WVLS</b>	<b>551 1040</b>			
Internet	\$ 1,200.00	\$ 600.00	\$ 600.00	50%
Network and Enterprise	\$ 1,950.00	\$ -	\$ 1,950.00	0%
V-Cat Maintenance	\$ 5,632.67	\$ -	\$ 5,632.67	0%
Wiscat (DPI) & WorldCat (WILS)	\$ -	\$ -	\$ -	
<b>Total WVLS</b>	<b>\$ 8,782.67</b>	<b>\$ 600.00</b>	<b>\$ 8,182.67</b>	
		7%		
<b>Total 2025 Budget</b>	<b>\$ 289,202.50</b>	<b>\$ 66,216.51</b>	<b>\$ 222,985.99</b>	
Salary totals current through	3/19/2025	23%		
<b>05 Property Maintenance to be paid by Special Accounts only in 2025</b>	<b>550 1035</b>			
Filters & Carpet Cleaning	\$ 2,833.00	\$ 2,869.57	\$ (36.57)	101%
Security Systems	\$ 2,338.93	\$ 2,017.72	\$ 321.21	86%
Property Maintenance Fee	\$ 3,300.00	\$ -	\$ 3,300.00	0%
<b>Total Property Maintenance</b>	<b>\$ 8,471.93</b>	<b>\$ 4,887.29</b>	<b>\$ 3,584.64</b>	58%
		58%		

## Library Board of Trustees – Quarterly Account Report

1<sup>st</sup> Quarter 2025

April 15, 2025

**Special Donation Account:** Income: donations, memorials, fund raising. Expense: donation/memorial/fine expenses, coffee cart supplies, special donation expenses.

Laona State Bank account:

<b>Beginning balance 01/01/2025:</b>	<b>\$34,299.17</b>
<b>Ending balance 03/31/2025:</b>	<b>\$100,483.98</b>
<b>Net change:</b>	<b>\$66,184.81</b>

**Money Market Maintenance:** Income: funds remaining from Demmer Trust funds allocated for major maintenance projects in 1998 and additional funds from Demmer Trust annual disbursement. Expense: building maintenance only.

Forward account:

<b>Beginning balance 01/01/2025:</b>	<b>\$68,053.52</b>
<b>Ending balance 03/31/2025:</b>	<b>\$57,388.46</b>
<b>Net change:</b>	<b>-\$10,665.06</b>

**Former Friends:** funds raised and previously maintained by the Friends of the Demmer Memorial Library until August 2016. Income: quarterly book sales. Expense: projects to support Demmer programs and services.

Forward account:

<b>Beginning balance 101/01/2025:</b>	<b>\$10,788.51</b>
<b>Ending balance 03/31/2025:</b>	<b>\$11,093.76</b>
<b>Net change:</b>	<b>\$305.25</b>

Respectfully submitted,

Jill Roth – Director

# Fines/Copies - Last quarter

1/1/2025 through 4/11/2025

4/11/2025

Page 1

Date	Account	Num	Description	Memo	Clr	Amount
<b>INCOME</b>						<b>610.51</b>
<b>Copier Income</b>						<b>477.81</b>
1/30/2025	Laona Special Acco...	DEP S	January Deposit	January Cash ...	R	124.15
2/7/2025	Laona Special Acco...	DEP	Princh	Q4 2025 deposit	R	99.61
2/26/2025	Laona Special Acco...	DEP S	February Deposit	Feb Cash Copies	R	83.70
4/1/2025	Laona Special Acco...	DEP S	March Regular Dep...	March Copies ...		126.10
				2242		12.75
				1512		18.00
				9775		13.50
<b>Fines Income</b>						<b>132.70</b>
1/30/2025	Laona Special Acco...	DEP S	January Deposit	January Cash ...	R	58.15
2/26/2025	Laona Special Acco...	DEP S	February Deposit	Feb Cash Fines	R	16.55
4/1/2025	Laona Special Acco...	DEP S	March Regular Dep...	March Fines C...		58.00
<b>EXPENSES</b>						<b>-124.06</b>
<b>Fines Expense</b>						<b>-124.06</b>
1/21/2025	Laona Special Acco...	4083	Baker & Taylor	Invoice # 2038...	R	-18.88
3/18/2025	Laona Special Acco...	4088	Loyal Public Library	Loyal Public Li...		-16.99
3/18/2025	Laona Special Acco...	4089 S	Baker & Taylor Books	Book Replace...		-71.67
3/18/2025	Laona Special Acco...	4092 S	Amazon	Invoice # 1XRX...		-16.52
<b>OVERALL TOTAL</b>						<b>486.45</b>



# Demmer Staff Mini Grant

Edward U. Demmer Memorial Library  
Three Lakes, Wisconsin

Date 4/15/2025

Program Name: Staff Education - WAPL  
Staff name: April Hansen  
Date(s) of program: April 30-May 2  
Amount requested: \$751.18 (estimates are okay)

**Brief description of program:**  
*Who is involved, what materials are needed, when do you want to start, why is this important, and how will funds help?*

Hotel: 213.98, Parking \$5/day: \$15, Registration: \$315,  
Mileage: \$0.70\*296=207.2

Tracks include 'Collections, Intellectual Freedom, Reader's Advisory', 'Community Engagement, Partnerships & Outreach', 'Trustee Education', 'Technology, Social Media & Marketing', 'Administration, Management & Leadership', 'Programs and Public Services', and 'Youth Services'

<b>Library board use:</b>	<b>Source of funds:</b>
Approved/Denied: _____	_____ Operational budget
Amount approved: _____	_____ Special account donations
	_____ Used book sale funds
Signature: _____	_____ Capital/Building maintenance
	x _____ Forward to Foundation
	_____ Other (specify: _____)

## Demmer Staff Mini Grant

Edward U. Demmer Memorial Library  
Three Lakes, Wisconsin

**Date:** 1/1/2025

*Program name:* Increase funding for all library programming in 2025

*Staff name:* Jill Roth

*Date(s) of program:* January-December 2025

*Amount Requested:* \$1,400

### **Brief description of program:**

*Who is involved, what materials are needed, when do you want to start, why is this important, and how will funds help*

In 2024 the staff of the Demmer Library have offered quality programming for Three Lakes community members of all ages, despite severe budget cuts. A grant of \$1,400 for increase funding toward library programming would be used as follows:

Adult Programming: **\$400**  
Children's/Story Hour Programming: **\$400**  
Summer Reading Programming: **\$200**  
Young Adult Programming: **\$400**

Increasing funding in these areas will mean the library can bring in outside programmers, properly promote summer reading, find new ways to engage young adults, and much more through regular programming.

Library Board use:	Source of funds:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Operational Budget
Amount approved: _____	<input type="checkbox"/> Special Account
Signature: _____	<input type="checkbox"/> Used book sale funds
	<input type="checkbox"/> Capital/Building maintenance
	<input type="checkbox"/> Forward to Foundation
	<input type="checkbox"/> Other: _____

## Circulation Policy

Approved by Library Board: ~~04/2012, 07/2015, 11/2020~~04/2025

Last reviewed by Library Board: ~~11/2020~~04/2025

### Purpose

The purpose of this circulation policy is to offer the materials of the Edward U. Demmer Memorial Library to as many people in as efficient a manner as possible. These policies are not meant to be restrictive, but rather a means by which fair treatment and the maximum use of publicly owned materials can be encouraged.

### Registration

#### ***Eligible borrowers include:***

- Residents of Oneida County.
- Residents of other Wisconsin counties and/or states who own property within Oneida County.
- Residents of any other municipality with which Wisconsin Valley Library Service has a reciprocal borrowing contract, and who have a valid library card from the library serving their permanent residence.
- Regular/seasonal visitors who provide a local mailing address and phone/cell phone number.
- Residents of area counties outside of WVLS who provide a permanent address and phone.

#### ***Obtaining a Library Card:***

##### Adult Borrower's Card

Persons eighteen (18) years and older must show photo identification with name and current address to apply for an adult borrower's card. Acceptable forms of ID are a Driver's License or other government-issued ID.

##### Juvenile Borrower's Card

Persons under eighteen (18) years of age may apply for a borrower's card with parent or guardian's signature.

It is the library's belief that the parent must assume responsibility for the selection of materials for his/her child. ~~If a parent or guardian requests that the library restricts access to the adult collection for his or her own child, the library will not check out adult materials to the child, and/or allow physical access to the adult collection until the child reaches the age of eighteen (18) or until a parent deems otherwise. The child may be allowed to check out adult materials and/or access the adult collection if the child is accompanied by his/her parent or legal guardian. A signed restriction form with the parent or guardian's signature must be on file at the front desk for this policy to be in effect.~~

#### ***Expiration and Deletion of Borrower Records***

A borrower's card will expire annually to ensure patron contact information is up-to-date. A borrower's registration may be deleted from the system when it has not been used for five (5) years. The patron will be eligible to re-register, following the guidelines above.

## Circulation Policy

Approved by Library Board: ~~04/2012, 07/2015, 11/2020~~04/2025

Last reviewed by Library Board: ~~11/2020~~04/2025

### ***Authorization of Use of Borrowers' Card***

The library will assume that anyone in possession of another person's Wisconsin Valley Library System card is authorized by that person to use it to check out and renew materials and to inspect any of their records.

### ***Replacement Cards***

A replacement cost of \$.50 (fifty cents) will be charged for lost or damaged borrowers' cards.

## Loan of Materials

### ***Circulation Time Periods***

Loan periods are aligned with recommendations of the V-Cat Council of the Wisconsin Valley Library Service and loan periods of WVLS member libraries.

Item Type (all audiences unless otherwise indicated)	Loan Time	Renewals	Renewal Time
New/High Demand Books	14 days	2	14 days
Books	21 days	2	21 days
New/High Demand Audiobooks	21 days	2	21 days
Audiobooks	21 days	2	21 days
New/High Demand Videos	7 days	2	7 days
Non-series Videos	7 days	2	7 days
Series Videos (e.g., TV, multiple disc set)	14 days	2	14 days
Music CDs	14 days	2	14 days
Magazines	7 days	2	7 days
Kits	7 days	2	7 days
<del>Equipment</del> <u>Library of Things</u>	<del>By arrangement with library staff</del> <u>Borrow time determined by item type</u>		
Interlibrary Loan (ILL) materials from outside WVLS (Wiscat)	Per the time specified by the loaning library		

### ***Vacation Loans***

Longer circulation periods are available on request for patrons wishing to take materials with them on vacation. Staff may limit this request if necessary.

### ***Renewal of Materials***

Materials may be renewed twice provided there are no holds on the item.

Interlibrary loan materials from outside of the WVLS system may be renewed if permission has been granted from the loaning library.

Overdue materials may be renewed. Fines will accrue from the date due to the date of

## Circulation Policy

Approved by Library Board: ~~04/2012, 07/2015, 11/2020~~04/2025

Last reviewed by Library Board: ~~11/2020~~04/2025

renewal.

### ***Borrowing Limits***

Under special circumstances, Library staff may restrict the number of items checked out, such as new or high-demand items.

A borrower must be eighteen (18) years of age or older to check out equipment. Equipment booking may be made one calendar month in advance.

There is no limit on the total number of library materials a patron may check out as long as the patron abides by the policies outlined above.

## **Overdue Materials and Fines**

### ***Fines***

A five-cent (\$.05) per day fine is charged for all overdue items at the discretion of the director.

If an item is returned with its case and/or parts missing, the item will not be considered returned and will accumulate fines until the missing parts are returned in full.

No overdue charge will be made for the days when the library is closed. Maximum fine per item is the replacement cost of the item.

Patron access to materials will be restricted if the patron owes fines over \$3.00 for lost or damaged library materials, and/or he/she has library materials past due greater than sixty (60) days.

### ***Overdue Notices***

A first notice will be sent when any library item is ten (10) days past the due date. When an item is thirty (30) days overdue, a second notice will be sent.

When an item is forty-five (45) days overdue, a final notice will be sent.

After the final notice is sent, a bill stating the fine and replacement cost of each item will be sent.

Persons failing to return materials may be referred to the Three Lakes Police Department.

### ***Lost or Damaged Items***

Damaged items will be examined by the library staff who will determine the appropriate fine. Full replacement cost will be required for any materials that are lost or damaged so badly they must be replaced. The library does not accept materials purchased by the patron as a replacement for a lost or damaged item.

The borrower may keep any damaged materials on which he/she has paid the replacement cost.

A patron who finds and returns a lost item which has already been paid for will not be entitled to a refund.

## Circulation Policy

Approved by Library Board: ~~04/2012, 07/2015, 11/2020~~04/2025  
Last reviewed by Library Board: ~~11/2020~~04/2025

Person failing to pay for damaged materials may be referred to the Three Lakes Police Department.

## Interlibrary Loan (materials obtained outside the WVLS system)

### ***Availability***

If the library does not have a title or information readily available, the library staff will make every attempt to obtain it through various interlibrary loan channels.

Patrons who abuse the use of interlibrary loan by repeatedly damaging, not picking up, or not returning materials from another library may be denied the use of interlibrary loan.

### ***Loan Periods***

The period of time for which material may be borrowed on interlibrary loan is determined by the lending library.

Interlibrary loan materials may be renewed if permission has been granted from the loaning library.

## Fax Policy

### ***Availability***

The fax machine at the Edward U. Demmer Memorial Library is available for use by the staff. The staff will operate the fax machine for the public. Library business will receive priority when the library is busy.

### ***Fees***

A fee of \$2.00 for the first page sent, and \$1.00 for each additional page will be charged to the public and to staff members using the fax machine for personal use. No fee will be charged for the cover sheet. There will be no charge for faxes to a toll-free or local phone number.

A fee of \$1.00 per page will be charged to the public and to staff members receiving a personal fax.

## Copier and Printer Policy

### ***Availability***

The copier and Internet printer at the Edward U. Demmer Memorial Library are available for use by the staff and public. The public may operate the copier or request the assistance of staff members. The needs of the library and its staff will receive priority when the library is busy.

### ***Fees***

A fee of twenty-five cents (\$0.25) per page for the copy machine or printers will be charged for black and white copies and fifty cents (\$0.50) per page for color copies.

## Circulation Policy

Approved by Library Board: ~~04/2012, 07/2015, 11/2020~~04/2025  
Last reviewed by Library Board: ~~11/2020~~04/2025

The Friends of the Demmer Library, members of the library foundation, or library board of trustees may use the copier at no charge for organization business.

Due to the number of profit and non-profit organizations working within Three Lakes, the Library cannot offer free copies, and will charge these organizations the regular fee of twenty- five cents (\$0.25) or fifty cents (\$0.50) per page.

## Scanning Policy

### ***Availability***

The scanner at the Edward U. Demmer Memorial Library is available for use by the staff and public. The public may operate the scanner or request the assistance of staff members. The needs of the library and its staff will receive priority when the library is busy.

### ***Fees***

The scanning function allows for scanning of document to be sent as a PDF file to an e-mail address. The public will not be charged for use of the scanning function alone. If a printout is made of a scanned document, fees for printing or copying will apply.

## **EFFECTIVE BOARD MEETINGS AND TRUSTEE PARTICIPATION**

To a great extent, the work done before each library board meeting will determine the effectiveness of the board. The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Board members can contribute best if they have taken the time to adequately study the agenda and background materials before each meeting.

### **Follow the law**

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (see Trustee Essential #14 for details)

### **Effective decision-making**

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Board meetings are the place to raise questions and make requests or demands on director and/or staff. Individual trustees should never make such requests or demands on their own – you are members of a governing body and must act as a body.

### **More legal requirements**

Wisconsin's Public Records Law requires that written meeting minutes be kept and be made available to the public. At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials such as the library director or city manager as *ex officio* members. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of WIS.STATS., Chapter 43.

### **Continuing trustee education**

Board meetings can be an effective arena for continuing trustee education. For example: time could be set aside to review and discuss the chapters in Trustee Essentials; staff members could be invited to make presentations to inform the board more fully about library operations or services; outside experts such as municipal officials or members of the library system staff could be invited to make presentations about areas of interest or concern to the library board.

(This presentation was prepared by Heather Eldred, Director Emerita of the Wisconsin Valley Library Service. It is loosely based on the 4<sup>th</sup> chapter of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*, © 2002 by the Wisconsin DPI. This handbook is available at [http://pld.dpi.wi.gov/pld\\_handbook](http://pld.dpi.wi.gov/pld_handbook). 11/2007)



# Effective Board Meetings and Trustee Participation

# 4

## Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached [Sample Board Meeting Agenda](#).) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

## Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.) Also, be sure to avoid conflict of interest situations. (See [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) for more information.)

## At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

### In This Trustee Essential

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

## Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See [\*Trustee Essential #14: The Library Board and the Open Meetings Law\*](#) for more information.)

## More Legal Requirements

Wisconsin’s Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#) for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See [\*Trustee Essential #18: Library Board Appointments and Composition\*](#) for further details on the legally required process. [\*Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees\*](#) discusses certain impermissible appointments under Wisconsin’s “incompatibility doctrine,” such as the appointment of a library director to the library board.)

## Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library*

*Standards*. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See [\*Trustee Essential #27: Trustee Orientation and Continuing Education\*](#) for other ideas.)

## Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a “refresher” on certain issues? What issues?

## Sources of Additional Information

- Your library system staff (See [\*Trustee Tool B: Library System Map and Contact Information\*](#).)
- Attached [\*Sample Board Meeting Agenda\*](#)
- Attached [\*Sample Annual Library Board Calendar\*](#)
- OWLS webpage on meetings at [owlsnet.org/l4l/meetings](http://owlsnet.org/l4l/meetings) (See especially the links on effective meetings.)
- *Robert’s Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

*Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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## Sample Board Meeting Agenda

Below is a sample board meeting agenda. Wisconsin's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information on agenda, notice, and posting requirements of the law.)

### NOTICE

Hometown Public Library Board Meeting

Date,  
Time,  
Place

**Note:** Please contact \_\_\_\_\_ at \_\_\_\_\_ if you need accommodations to attend the meeting.

1. Call to Order *Board President*
2. Roll call and introduction of guests *Board President*
3. Approval of minutes of previous meeting  
[Provide copy of minutes to board members in advance of the meeting.]
4. Director's report and statistical report *Library Director*  
[Provide copy of reports to board members in advance of the meeting.]
5. Financial report  
*Library Director and/or Board Treasurer or Financial Secretary*  
[Provide copy of report to board members in advance of the meeting.]
6. Audit and approval of monthly expenditures [Provide list of bills to board members in advance of the meeting.]
7. Committee reports or other reports [such as a report on legislative or other statewide issues] [Optional—include on agenda only if there is actually something to report]
8. Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]
9. Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]
10. Public comment period [This is not required, but it can be helpful for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]

11. Board continuing education session to be held to review and discuss [for example] Trustee Essential #14: The Library Board and the Open Meetings Law
12. Roll call vote to hold **closed session** for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).
13. Reconvene in open session
14. Approval of the performance evaluation and compensation of the library director.
15. Adjournment

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## Sample Annual Library Board Calendar

(Note: The time frame for some of the activities listed below may be different for your library and municipality. Of course, your annual calendar should list the dates of your monthly library board meetings.)

### January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives [see December].
- Board conducts annual performance review of director.

### February

- Annual report reviewed, approved, and forwarded to municipal [or county] governing body, library system, and DLT.
- Nominating committee appointed.
- Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.

### March

- March 1. Due date for libraries to receive county payments as required by Wisconsin Statutes Section 43.12.
- Library strategic plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.

### April

- April 1. Due date for a consolidated county public library providing notice to any public library from which it plans to request a payment.
- Appointments of new board members made by the municipality/county.
- Provide prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.
- Continue discussion of budget goals/needs for next year.

## May

- May 1. New member board terms begin.
- Orientation sessions held for new board members.
- Board annual meeting held, board officers elected.
- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

## June

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.

## July

- July 1. Due date for providing prior year usage and expenditure statistics to county.
- Budget and funding request approved for upcoming year.

## August

- Discussion of needed trustee continuing education.

## September

- Municipalities that levy a tax for public library service apply for an exemption from next year's county library levy.
- Board representatives attend municipal [or county] budget hearings to explain and advocate for budget.

## October

- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.
- Municipality [or county] approves library appropriation.

## November

- Budget revised, if necessary, based on actual funding approved.
- Library policies reviewed and revised if necessary.
- Strategic planning committee appointed, if necessary, and given charge and timetable.
- Trustee continuing education session held during meeting.

## December

- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Trustee continuing education session held during meeting.



# THE LIBRARY PAGE

*Demmer Memorial Library, Three Lakes, Wisconsin 54562*



Connecting people to the TRANSFORMATIVE power of knowledge by providing opportunities to explore, learn, create, and share.

Spring has arrived, and with it comes a fresh lineup of exciting programs at our library this April. We're pleased to offer several opportunities for learning, connection, and celebration throughout the month.

## **Money Series**

In recognition of Financial Literacy Month, the Demmer is hosting Forward Bank for a three-part workshop series April 21-23 at 5:30PM each day. Whether you're just starting your financial journey or looking to enhance your knowledge, these sessions offer valuable information for every stage of life. Topics will include: Edvest College Savings Plans, financial planning, and understanding your credit bureau.

## **Soup & Social Hour**

Join us for our popular Soup & Social Hour Wednesday April 16 from 5-6PM. Bring your favorite soup or bread while connecting with neighbors and making new friends. Rumor has it, even if you don't bring food yourself, there is plenty to go around ☺.

## **National Library Week: April 7-11**

Help us celebrate National Library Week with special events throughout the week:

- AI 101 w/Erica Brewster – Are you AI-curious? Be at either the 2:30pm or 5:30pm session on April 9<sup>th</sup> in the Demmer Maple Room for this beginner-friendly session.
- Community Collaborative Project – All ages can drop by the library during open hours see how they can contribute to our “Time Travel” box.
- Movie Day – On Thursday, April 10<sup>th</sup> the Demmer Library will have three movie showings at 10pm, 12:30pm, and 3pm. All movies are rated PG, free to the public and popcorn will be provided.

We look forward to seeing you at the library this April!

Warmly, Jill

## **HOURS**

**MON/WED 9AM-7PM**

**TUES/THURS/FRI 9AM-5PM**

**SAT 9AM-2PM**

## **CONTACT**

Phone: 715-546-3391

Fax: 715-546-3914

[www.demmerlibrary.org](http://www.demmerlibrary.org)

[demmer@demmerlibrary.org](mailto:demmer@demmerlibrary.org)

# Three Lakes Genealogical Society



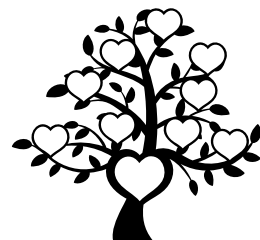
The Three Lakes Genealogical Society (TLGS) will meet next on Monday, April 28, at 1 p.m. in the lower level of the Edward U. Demmer Memorial Library in Three Lakes. The meeting can also be viewed on Zoom, courtesy of the Demmer Library. To attend the meeting virtually, email the library at [demmer@demmerlibrary.org](mailto:demmer@demmerlibrary.org) to get the link. The program for this meeting is **using hidden clues in photos**. Are you missing family history clues in old family photographs? Join us for a video presentation by Lisa Lisson, renowned genealogy researcher and creator of the “Are You My Cousin” Blog. She will help you learn to closely examine those boxes of unidentified photos for clues you might be missing, then use My Heritage photo tools to restore, enhance and date them, so please bring your laptop. Anyone interested in genealogy, discovering family roots or learning about family history is welcome to attend all meetings. For more information contact Mari Lynn at (715)891-1146

Every Thursday from 2-4 p.m., in the Local History Room within the library, there is a TLGS member present to help anyone with investigating their family history. Everyone is welcome to come in and have a little one-on-one time with someone who could help. No scheduling required. A dedicated computer for genealogical research is available to use, and a curated collection of genealogical books are available for check out.

TLGS website: [www.3lgs.org](http://www.3lgs.org)

TLGS email: [familyhistory@demmer.org](mailto:familyhistory@demmer.org)

We Are Three Lakes: <http://3lgs.org/TNG/index.php>



## Books the Other Channel Book Club

Tuesday, April 22nd--6:30 PM

**in person or via Zoom**

Books the Other Channel book discussion group will discuss *The Bear* by Andrew Krivak on April 22nd at 6:30 PM.

Meet in person at the library or join online via Zoom. Email [demmer@demmerlibrary.org](mailto:demmer@demmerlibrary.org) to receive sign-in information if you don't receive it directly from the organizer.

Each book for the group may be checked out at the Demmer. Everyone is welcome!

To register call 715-546-3391 or email [librarian@demmerlibrary.org](mailto:librarian@demmerlibrary.org)





# **DRAWN TO THE FUTURE**

## **NATIONAL LIBRARY WEEK**

APRIL 7-11, 2025

ALA American Library Association

Library Champions  
Investing in America's Libraries

SCHOLASTIC

### **TIME TRAVEL BOX**

All ages can stop by the Libratory to find out how you can communicate with the future.

### **MOVIE DAY**

**THURSDAY APRIL 10TH**

Check the website for three movies featuring our future theme.

**AI 101 W/ERICA BREWSTER**

**WED, APRIL 9TH**

**@ 2:30PM & 5:30PM**

IN ACKNOWLEDGEMENT OF FINANCIAL LITERACY MONTH  
THE DEMMER LIBRARY IS HOSTING:

## **MONEY SERIES**

W/BRIAN F. FROM



FORWARD  
BANK

**THREE PART SERIES**

**DEMME MAPLE ROOM @ 5:30 PM**

**APRIL 21ST**

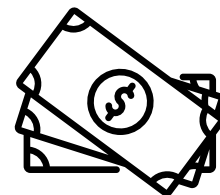
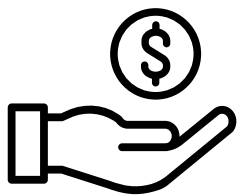
COLLEGE SAVINGS PLANS & BANK SWITCHING

**APRIL 22ND**

FINANCIAL PLANNING

**APRIL 23RD**

UNDERSTANDING YOUR CREDIT BUREAU





# Story Hour Demmer Library

## Tuesdays@ 10 am

Story Hour is 30 to 45 minutes of stories, games, songs, and interactive fun.

(Arrival/social time begins at 9:45am)

## Harry Potter Club

at the Demmer Library

Monday, April 7th  
3:30pm  
Tamarack Room



Crafts, games, trivia and more!



## Lego Club

Monday, April 14th 3:30 PM - 5:00 PM

@Demmer Maple Room. Lego Club is for children of all ages. Come and free build with your friends or play Lego Creationary.



## D&D AT THE LIBRARY

**First and Third Sundays @ NEW TIME!!!**

**4:00PM**

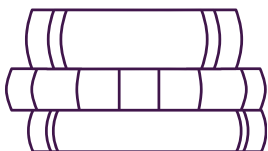
**in person at the Demmer Maple Room or virtual**

Fight Dragons, Goblins, and more! Join us as we use Roll20 to virtually play D&D. Email [librarian@demmerlibrary.org](mailto:librarian@demmerlibrary.org) to get your invitation to our game.



## Spine Poetry in YA section for April

Show off your skills by arranging the book spine magnets to create a poem.







## Monthly Writing Group

### TWO MEETINGS THIS MONTH!

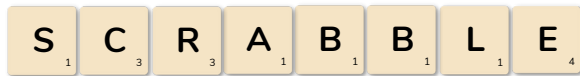
Thursday, April 3rd @ 1:00pm  
Thursday, April 17th @ 1:00pm  
Demmer Maple Room

Beginning writers as well as established authors are encouraged to attend, share writing projects, successes, and help each other.



PROVIDING SUPPORT AND RESOURCES FOR OUR VETERANS.

**Veterans Services Office Hours**  
Demmer Library  
**SPECIAL DATE THIS MONTH-**  
**Thursday, April 17th**  
**-12-4 PM**



### Drop In Play

2nd & 4th  
Thursdays  
1 pm-3 pm  
Demmer Fireplace  
Area

How many of us miss playing a good game of Scrabble? Stop by the Demmer on the dates and times listed as we bring Scrabble players together.



## Demmer Crafternoon

The 2nd Tuesday of each month  
2:30pm  
Demmer Libratory

Registration is required.



## SOUP AND SOCIAL HOUR

April 16th  
5PM-6PM

DEMMEER NORTHWOODS ROOM

Bring a pot of soup or a loaf of bread to share and warm up with good company at the library.





# Booking Ahead

High interest titles added to the catalog and released in April.  
Give us a call to put your name on the list - (715) 546-3391



*The Last Session* by Julia Bartz

*Gifted & Talented* by Olivie Blake

*The World's Fair Quilt* by Jennifer Chiaverini

*Nobody's Fool* by Harlan Coben

*American Scary* by Jeremy Dauber

*A Duke Never Tells* by Suzanne Enoch

*The Murder Show* by Matt Goldman

*The Sirens* by Emilia Hart

*Saltwater* by Katy Hays

*The Library of Lost Dollhouses* by Elise Hooper

*Overkill* by J.A. Jance

*Say You'll Remember Me* by Abby Jimenez

*I Would Die for You* by Sandie Jones

*The French Honeymoon* by Anne-Sophie Jouhanneau

*Any Trope but You* by Victoria Lavine

*The Unlucky Ones* by Hannah Morrissey

*The Cat Who Saved the Library* by Sosuke Natsukawa & Louise Heal Kawai

*Swept Away* by Beth O'Leary,

*Happy Land* by Dolen Perkins-Valdez

*The Maid's Secret* by Nita Prose

*The Other Lata* by Kirthana Ramiseti

*Save the Date* by Allison Raskin

*The Perfect Divorce* by Jeneva Rose

*Coram House* by Bailey Seybolt

*Passion Project* by London Sperry

*The Float Test* by Lynn Steger Strong

*What If I Never Get over You* by Paige Toon

*Their Monstrous Hearts* by Yigit Turhan

*One Death at a Time* by Abbi Waxman

*The Griffin Sisters' Greatest Hits* by Jennifer Weiner

*The Haunting of Room 904* by Erika T. Wurth

# Historical Clippings

Three Lakes Museum

April 2025

## *The Black Forest* 1765 Superior Street

Over the years the Black Forest Pub & Grille has served as a gathering place for Three Lakes visitors and locals alike to share a drink or enjoy a meal, but this iconic Three Lakes landmark had much simpler beginnings.

The earliest accounts of this location tell us that in 1922 it was a Western Union and telephone exchange run out of the home of William and Clara Brandner. A dentist, listed on the Oneida County mail directory of 1930, also shared the space.

It was an unrelated event unfolding during this same time period that would set up what happened next at the little house at 1765 Superior. Thunder Lake and the vast marshlands to the west of town had lain undisturbed for centuries until farmers began to harvest hay. All went well until the early 1920's when land speculators moved in with dredges and plows digging vast drainage ditches and destroying forever the true potential of the marsh.

One dark night, a disgruntled individual detonated dynamite on the north shore of the lake near one of the existing ditches. The damage from the blast dropped the lake level several feet, and for several years the lake was left like this. Gus Anders, who owned the nearby Sky Lodge, hired the Basch brothers, Orville, Gil and Clyde, to construct a log dam to bring the water level back to its original point. Dam shenanigans in the marsh continued through the following decades. It was this activity that introduced the Basch brothers to Three Lakes.

In 1934, partners Anders and Orville Basch purchased the property 1765 Superior Street and became the original proprietors of the Black Forest. Anders worked in Chicago as a stock trader. Basch worked in Three Lakes. In developing the new business Orville sought the help of local architect and former Major League Baseball player Fred "Cy" Williams to help him transform the building into a tavern. Orville commissioned Cy to model the tavern after the beer gardens of Germany's Black Forest and the attractive Old Heidelberg Inn featured at Chicago's 1933 World's Fair.



<https://chuckmanchicagonostalgia.wordpress.com/2015/08/07/post-card-chicago-old-heidelberg-inn-14-w-randolph-people-walking-cl1920/x>





Clyde Basch, working for Anders and his brother, began bartending at the Black Forest in 1934.

In September of 1938, Anders and Orville Basch purchased the Hotel Badger on Superior Street next to the hardware store. This hotel, built in 1920 by Cy Williams, would again be remodeled by Cy to Orville's design standards to become The Chalet. Clyde Basch, seen in the photo on the right on steps of The Chalet, would run it.



True to the original design of 1934, a large addition was added to the Black Forest as a dance floor in 1939 and restaurant features were added in 1941. The bowling alley in back was built in 1948. While ownership has changed over the years, the distinct features of the Black Forest have retained their classic look from the early days of the tavern. The beamed cathedral ceilings in the dining room, the original bar from 1934, and the distinct exterior design keep alive the original vision and character of the building envisioned by Orville Basch.



A new partnership agreement in 1968 brought local entertainment and a stage to the Black Forest. Henry Wagner (b 1934), who had formed the Hank Wagner Polka Band at age 19 and learned to play over 20 instruments became known professionally as Skip Wagner. He joined Bill and Helen Swain, Roger Debban and Willie Hobson to purchase and operate the business where Skip showcased his musical, comedic and artistic abilities.



Over the years owners and elements of the original tavern have changed, such as the addition of a bowling alley which remained until the 1990's when a roof cave-in caused the transition of this space into a game room. But the exterior of the building still compliments the interior which remains true to its origins in the 1930's and invokes as many feelings as the food and drinks served inside. The Black Forest is an irreplaceable icon as a snapshot of Three Lakes history.

