

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, May 20, 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
 - April 15, 2025, Regular Meeting
 - May 13, 2025, Special 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
- Unfinished Business
 - Friends of the Library Revival
 - C. Circulation Policy – 2020
 - Trustee Essentials Chapter 4
- New Business
 - O. Inclement Weather and Emergencies Policy - 03-2020
 - Oa. Emergency procedures - 09-2020
 - Landscaping Project
- 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: Regular meeting June 17, 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 April 15, 2025
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Other Attendees: Jill Roth, April Hansen

Excused: Jeff Boehm, Kathleen Olkowski

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 Rich to approve the regular meeting minutes of March 18, 2025, with amendment to add the words "per year" to a fiscal discussion. All ayes, motion carried.

Correspondence: Jill included a fact sheet in each board packet explaining how federal funding cuts affected the library. WVLS approved the sheet. WVLS received the most state funding among the consortiums in Wisconsin. The fact sheet encouraged community members to contact their federal and state legislators. Jill offered to share a copy of the library's statement of support for WVLS, highlighting the consortium's contributions. Correspondence from WVLS Director Marla expressed appreciation for the board's initiative in conducting a self-evaluation. The WVLS liaison also sent an invitation to the state biennial budget hearing in Wausau. Jill briefly read the invitation. The hearing was scheduled for Tuesday, April 29, at North Central Technical College. Attendees were encouraged to stand behind the library speakers.

Committee Reports:

Three Lakes Public Library Foundation: The foundation had not met but approved a few mini grants via email.

Oneida County Library Board: This board planned to meet in June.

Director's Report:

Jill presented a new report format designed to be easier to skim. She reported that the New Director's Training Camp was educational and provided helpful tips. Due to the early meeting this month and a later meeting next month, she previewed upcoming programs. She addressed a question about the requirement for photo ID when a library card is not presented, a policy previously voted down in the V-Cat meeting. Jill noted that this requirement would be implemented in the future, and the staff had been informed.

Building and Maintenance Report:

Discussion: Dianna provided Jeff with the name of a contractor to inspect the concrete. The board and Jill expressed excitement about the soon-to-be-implemented "Book a Room" tool. A question arose regarding the building's fire suppression systems. Jill explained the differences between the dry and wet systems and noted that one required draining a portion.

Budget Review:

Public Accounts: Motion by Karen, second by Dianna, to pay bills listed on the public funds voucher list. Discussion. All ayes, motion carried.

Special Accounts: Motion by Patty, seconded by Rich to approve payment of the bills from the Laona Bank Special Account. The board discussed billing the Women's Club for book memorials exceeding \$25. Karen planned to mention it, and Jill noted that undesignated donations could also be used. All ayes, motion carried.

2025 Budget Review: Discussion

Quarterly Reports: Motion by Patty, seconded by Karen to accept the Quarterly Reports as presented. All ayes, motion carried.

Unfinished Business

Friends of Library revival: Karen and Patty visited the high school during lunch periods to recruit student volunteers for the Friends group. Participation was low. However, one volunteer had started sorting books for the Memorial Day sale.

Review New Donation Form: A new donation form had been printed. The board noted that Venmo charges a fee, but removing barriers to donation was considered worth the cost. The board discussed whether to print in-house or professionally. They considered using funds from the Friends or the Foundation and planned to request quotes from Press Express in Rhinelander and Eagle Copy in Eagle River.

New Business:

2025 Candidate Forum Recap: The board agreed the event went well. Jill proposed that next year, when candidates submit their paperwork, they also receive a "save the date" for the forum. Another suggestion included recording the event. The Brew Station venue worked out well.

Mini Grant Requests: A request for funds for a staff member to attend WAPL conference in Green Bay was presented. Motion by Patty, second by Karen for the mini grant to pass on to the Library Foundation for funds. All ayes, motion carried. A request for supplementary funds for all programming was also presented. Motion by Rich, seconded by Patty for the mini grant to pass on to the Library Foundation for funds. All ayes, motion carried.

C. Circulation Policy – 2020: The board discussed going fine-free. Members who researched the topic shared positive feedback. Fines will still be charged for lost or damaged items for replacement costs. Motion by Rich seconded by Karen to amend the circulation policy to remove daily overdue fines for late materials and change wording to match this change. All ayes, motion carried. A revised policy would appear in next month's board packet.

Trustee Essentials Chapter 4 : Motion by Patty, seconded by Rich to table this until the next meeting. All ayes, motion carried.

Comments from public: none

Next Meeting: Special Meeting on May 13, 2025, 4:00 pm in the lower level of the library and/or via video/teleconference. Regular meeting on May 20, 2025, 4:00 pm in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:06 PM. Motion by Karen, Seconded by Rich All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director

Approved Minutes May 13, 2025
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting – Special Meeting

Trustee Attendance: Dan McKissack, Patty Wallesverd, Dianna Blicharz, Kathleen Olkowski, Karen Meyer, Rich Mahlerwein (arrives 4:07)

Excused: Jeff Boehm

Other Attendees: Jill Roth, Linnea Ebann, Mari Lynn Garbowicz, Beth Jacobson, Josh Paetow

Dan McKissack called the meeting to order at 4:02 p.m.

Agenda:

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

Landscaping Plan: The meeting began with introductions. Linnea presented the proposed front landscaping project and then discussed the slight changes. The team planned to build a buffer in the space between the library and the veterans memorial and to install pavers along the sidewalk. The overall aesthetic aimed to align cohesively with the celebration garden.

The group reviewed and discussed the proposed plans. Rich arrived at 4:07. The team discussed using mulch sealant to secure the woodchips. They planned the pavers along the sidewalk to protect town machinery.

The group discussed the manhole access point for Bug Tussel and its proposed relocation toward the town building. They also explored the Storybook Garden idea behind the veteran's memorial.

They discussed the timeline, agreeing to start on the south side of the library entrance and extend to the north side after completing the drainage and manhole relocation. The group determined that updated quotes and adjustments were needed for the Storybook Garden plans.

Linnea agreed to split the quotes between the south and north sides of the entrance. The board planned to discuss forwarding the proposal to the foundation at their next meeting.

The team needed further discussion to determine if the back of the veteran's memorial would be available. Landscaping work on the south side was set to begin after trustee approval, while the north side would proceed following discussions on the Storybook Garden and town coordination.

Karen left at 4:50. The team discussed the extent of the veteran's memorial. Josh left at 5:06. Fundraising for the memorial was approximately 50% complete.

Comments from public:

Future items:

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

The meeting adjourned at 5:08. Motion by Patty, Seconded by Rich. All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director

Library Board of Trustees - Director's Report

May 20, 2025

ADMINISTRATION:

- **There is a caller** making its rounds through libraries **requesting information on corporal punishment** when it is not a legitimate reference request. This caller is on the radar of **Wausau law enforcement** and they **provided some helpful information** for the handling of such phone calls. We haven't received any of these calls, though they continue to occur and are getting closer to the Demmer.
- **Letters for cross county circulations** and reimbursements **have been drawn up for Langlade, Lincoln, and Forest Counties**. The letter for Oneida county funding has also been drawn up. There is **no change in the Oneida County request** and the cross-county letters are a **net positive reimbursement** rate this year.
- Meeting Room and Welcome **forms have been updated** to accommodate the new Book-a-Room tool, and the website has been updated accordingly.
- Our **9-month CD funds matured** and were moved into a **19-month CD with Forward Bank**.
- The **Laona Bank bank account was officially closed** and all other funds were moved into our Forward Bank checking account. New debit cards were issued for the Forward Bank checking account to April and Jill and normal operations have fully transitioned over to that account.

STAFF

- **April, Jill, and Jamie all attended the Wisconsin Association of Public Libraries (WAPL) conference** last week. Sessions were helpful in learning more about Title II website accessibility needs, AI use in libraries, Libraries and the Law, Inclusive Programming for Adults with Intellectual and Developmental Disabilities, and Reflecting on Wisconsin's Public Library Standards.
- The **Summer Reading theme for this year is Color Our World**. The programming team has been working on building out a color-based program schedule for folks of all ages. **Summer Reading kickoff**, including registration for necessary events, runs **on June 16 and 17 at 10am**.

COMMUNITY COLLABORATION:

- **Soup and Social Hour** has had a bit of a stuttering start with its first rendition occurring on the day of a predicted snowstorm and the second occurring during a holiday week. However, we **had a patron come** this month, clearly hungry, and **so thankful for having a hot meal when her benefits had been cut!**
- **The Plant Swap** has grown into a full community event! After partnering with the Lions, the event now **includes the plant swap itself, the Lion's food trailer, corn hole, and the finale of the library's ice bucket challenge**.
- **Summer Reading** programming has brought a **new collaboration** and partnership **with Food Wise**, a UW-Madison Division of Extension. This organization helps **educate and support healthy eating** and drinking habits for all folks, particularly those who are low income. They do programming for all ages from children to seniors.
- **April** has been **partnering** with the ladies of **the Storybook Gardens and the Historical Society** to bring back the **Pioneer Days event**. The event will take place on July 22nd at the Historical Society and run from 12-4pm.

Library Board of Trustees - Director's Report

May 20, 2025

PROGRAMS AND OUTREACH:

April:

- Children: Lego Club **13**, Harry Potter Club **2**, Story Hour **216**
- YA: D&D **4**, Poetry Month: Spine Poetry **22**
- Adult: Writers' Group **11**, TLGS **13**, Crafternoon **8**, BTOC **10**, Veterans Office Hours **0**, Soup and Social Hour **6**
- General Interest: Scrabble Open Hours **7**, National Library Week: AI 101 2:30 **7**, National Library Week: AI 101 5:30 **3**, National Library Week: Time Capsule **23**, National Library Week: Movie Day **2**, Money Series: College Savings & Bank Switching **3**, Money Series: Financial Planning **3**, Money Series: Credit Bureau **5**, Yarn Butterflies Crafting **10**

May:

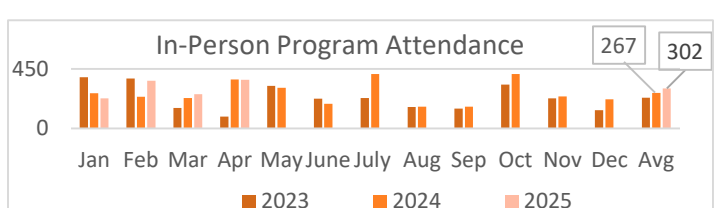
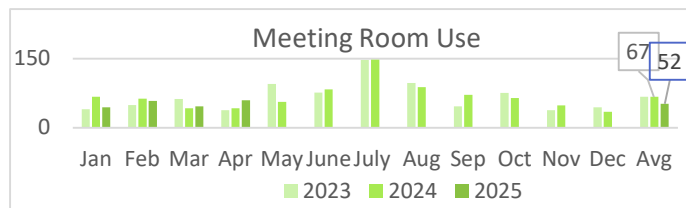
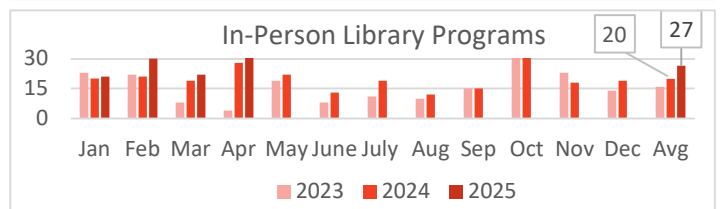
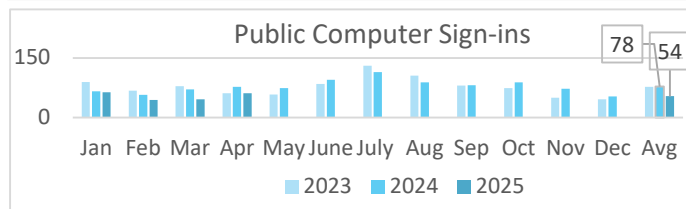
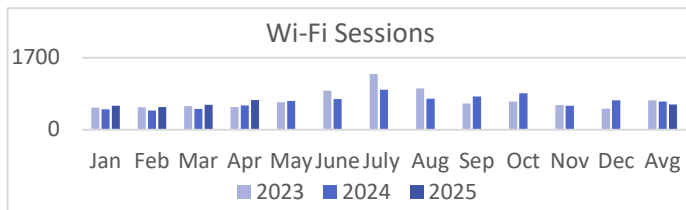
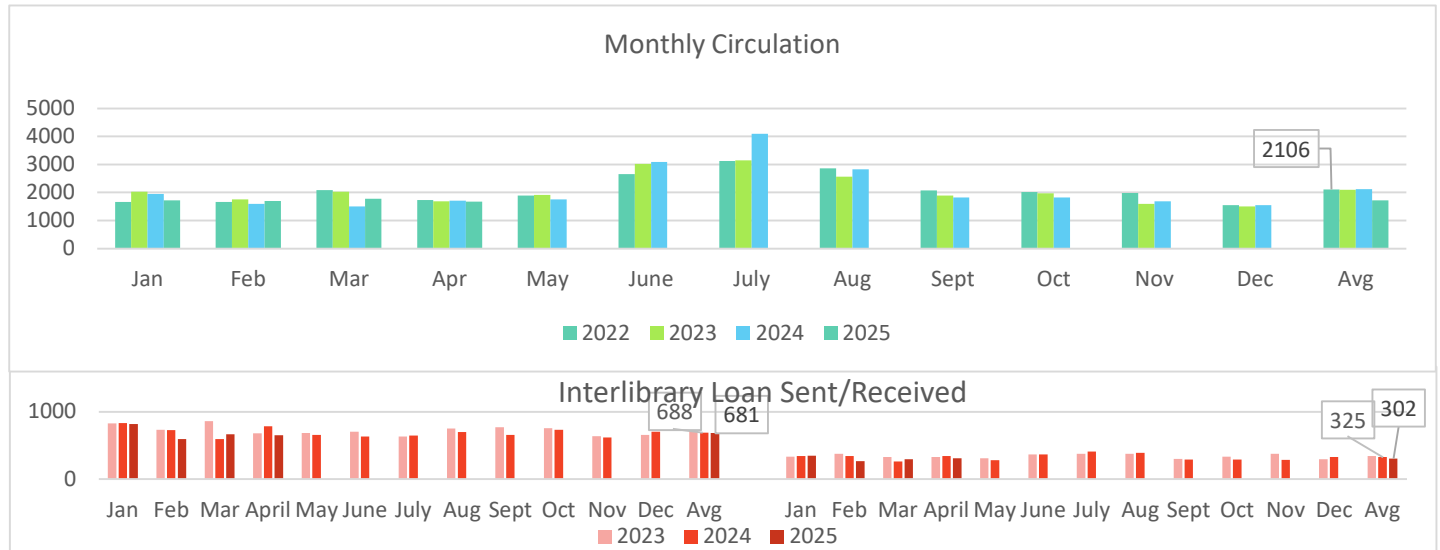
- Children: Lego Club, Harry Potter Club, Story Hour
- YA: D&D
- Adult: Writers' Group, TLGS, Crafternoon, BTOC, Veterans Office Hours, Soup and Social Hour
- General Interest: Scrabble Open Hours, Plant Swap

Library Board of Trustees - Director's Report

May 20, 2025

Monthly and YTD Statistics

	April '25	YTD 2025	April '24	YTD 2024	April '23	YTD 2023
Circulation	1,666	6,859	1,711	6,976	1,683	7,481
Interlibrary loan sent	650/37	2,724/114	782/32	2,928/136	677/32	2,968
Interlibrary loan received	306	1,208	341	1,286	324	1,351



Library Usage - Survey 2025

	March	June	Oct	Dec	Total 2025	Total 2024	Total 2023
Library Visits	365				EST 22,516	20,189	14,807
Reference Transactions	55				EST 2,860	1,924	1,976
Program Attendance	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

May 20, 2025

Donations received:

- Janet L. \$2,000

Memorials:

- Bill Kirby - \$20

Publicity of note:





DEMMER LIBRARY
EXPLORE • LEARN • CREATE • SHARE
Three Lakes, Wis. (715) 546-3391

The Edward U. Demmer Memorial Library in Three Lakes will offer Scrabble drop-in play on Thursday, May 8, at 1 p.m.

Lego Club is set for Monday, May 12, from 3:30 to 5 p.m. All ages are encouraged to attend and participate in a Lego challenge, free build, or play creationary.

The library will host a Crafternoon Tuesday, May 13, at 2:30 p.m. Registration is required as supplies may be limited. Contact the library for more information.


A story hour for young children and their caregivers is held Tuesdays at 10 a.m. in the Maple Room. Children listen to stories, engage in music and movement, explore

different art mediums, and more.

Another weekly offering is open office hours with the Three Lakes Genealogical Society on Thursdays from 2-4 p.m., where members will assist patrons in finding records and answering questions.

Monthly offerings include In-Person and Virtual Dungeons and Dragons, a Harry Potter Club, Onelida County Veterans Service open office hours, soup and social hour, a writer's group, and Books: The Other Channel group.

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



LOCAL NEWS ONLINE
vcnewsreview.com



DEMMER LIBRARY
EXPLORE • LEARN • CREATE • SHARE
Three Lakes, Wis. (715) 546-3391

The Edward U. Demmer Memorial Library in Three Lakes will host a Soup and Social Hour Wednesday, April 16, from 5 to 6 p.m. The community is invited to bring a pot of soup and bread or stop by to socialize.

The Onelida County Veterans Service Office will offer outreach to veterans and family members Thursday, April 17, from noon to 4 p.m. Walk-ins are welcome, or appointments can be made by calling 715-369-6127.

For those who write poetry, short stories, novels, or children's stories, join fellow writers Thursday, April 17, at 1 p.m. in the Maple Room.

In recognition of Financial Literacy Month, the library is hosting Forward Bank for a three-part workshop series from Monday, April 21, to


Wednesday, April 23, at 5:30 p.m. These sessions will offer information for every stage of life. Topics include Edvest college savings plans, financial planning, and credit bureaus.

Books: The Other Channel group will discuss "The Bear" by Andrew Krivak Tuesday, April 22, at 6:30 p.m. The group meets in person at the library or online via Zoom. Email demmer@demmerlibrary.org to receive sign-in information.

The library's weekly offerings include story hour and open office hours with the Three Lakes Genealogical Society, where members will assist patrons in finding records and answering questions.

Monthly offerings include in-person and virtual Dungeons and Dragons, a Harry Potter Club, Lego Club, Crafternoons, and Scrabble games.


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



DEMMER LIBRARY
EXPLORE • LEARN • CREATE • SHARE
Three Lakes, Wis. (715) 546-3391

The Edward U. Demmer Memorial Library in Three Lakes will hold a writer's group meeting Thursday, May 1, at 1 p.m., in the Maple Room.

Join the library in person



DEMMER LIBRARY
EXPLORE • LEARN • CREATE • SHARE
Three Lakes, Wis. (715) 546-3391

The Edward U. Demmer Memorial Library in Three Lakes will recognize Financial Literacy Month by hosting Forward Bank

for a three-part workshop series from Monday, April 21, to Wednesday, April 23, at 5:30 p.m. These sessions will offer information for every stage of life. Topics include Edvest college savings plans, financial planning, and credit bureaus.

The library will offer Scrabble drop-in play on Thursday, April 24, at 1 p.m. in the Demmer fireplace area.

For those who write poetry, short stories, novels, or children's stories, join fellow writers Thursday, May 1, at 1 p.m., in the Maple Room.

The library's weekly offerings include story hour and open office hours with the Three Lakes Genealogical Society, where members will assist patrons in finding records and answering questions.

Monthly offerings include a Lego Club, Crafternoons, drop-in Scrabble, Onelida County Veterans Service open office hours, soup and social hour, and Books: The Other Channel group.

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

In the Tamarack Room or virtually as it uses Roll20 and Twitch Sunday, May 4, at 4 p.m. to play Dungeons and Dragons. No experience is required; drop-in play is encouraged; email librarian@demmerlibrary.org for more information and invitations to the game.

The Harry Potter Club will meet Monday, May 5 at 3:30 p.m. in the Tamarack Room.

Weekly offerings include story hour and open office

hours with the Three Lakes Genealogical Society, where members will assist patrons in finding records and answering questions.

Monthly offerings include in-person and virtual Dungeons and Dragons, a Harry Potter Club, a Lego Club, Crafternoons, Onelida County Veterans Service Open Office Hours, and a Books: The Other Channel group.

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

Library Board of Trustees – Building and Maintenance Report

May 20, 2025

BUILDING:

- Josh helped organize the annual **wet fire suppression system test**. The **testing went well**, though, some of the water evacuation eroded some of the land in the Celebration Garden. Josh also helped locate a hose we could purchase to protect the garden in tests in the future.
- The **annual lift inspection** occurred and there was an issue in the communication between the lift and the backup battery (the lift worked fine but would not work if the power went out). It was also necessary to **order a replacement lift battery and phone battery** now that they are 5 years old. The lift was out of order during the week it took to get the parts and then the lift was repaired and put back in commission.
- The **dehumidifier has been turned back on** with a new water detection sensor, drip pan, and raised the system higher for improved drainage. Between these efforts and the new drainage system being installed by the Veteran's Memorial, we hope this resolves the office flooding issue.
- We **passed the fire extinguisher inspection**! Josh graciously sets up these inspections and communicates thoroughly on their status. We are all set on extinguishers this year, though we should expect to have to **replace some in the coming years**.

SYSTEMS:

- **Book-a-Room is live!** Staff have had time to use the tool and we've made modifications to tailor it to the Demmer's needs. We've done a week of training/testing with staff, a week of soft launching the tool, and are now beginning to advertise its existence to patrons. This tool will allow patrons to book rooms themselves online and will provide robust reporting on the back end reducing some of the work on front desk staff and backend administration.
- **PerMar Security had an antenna alarm go off**. While we were able to silence the alarm locally, we were unable to clear it. PerMar sent a person to examine the issue and determined it was a cabling issue. They fixed the cable and the alarm is resolved.

INTERIOR:

- As a memorial, the family of Betty Hintz would like to **donate an item of significance** to the library. I brought up Jeff's idea about a **sign in the entrance** stating something like '**Knowledge Empowers**' and they've latched onto the idea. They're now working to get designs for a sign in her name.
- The touch-up painting was planned for; however, the **paint** has **spoiled**. The originally purchased **paint** base has been **discontinued**, though, the paint store assures us we're unlikely to see any difference with their **new base product**. We're **testing** the new paint in small sections to **determine if we can move forward** with it.

EXTERIOR:

- Upon further inspection, **two rain barrels are cracked** and unusable. Additionally, with the construction of the drainage system beginning, the rain barrels on the north side of the building

Library Board of Trustees – Building and Maintenance Report

May 20, 2025

need to be relocated. To prevent further washout in the celebration garden, **one barrel will be moved near the meter enclosure** to help refill the fountain at a steady pace and hopefully reduce some of the erosive effects.

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- ☐ Replace failing concrete on west entrance

Public Funds Voucher List 4/15/25 - 5/20/25

5/20/2025 through 5/20/2025

5/14/2025

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Date	Num		Description	Memo	Category	Amount
5/20/2025	1035	S	Amazon Capital Services	webcam & dock	06 1038 Supplies:Computer Hardware	-95.98
				LoT tags	06 1038 Supplies:Library	-9.99
				adult DVDs	07 1039 Materials:AV:AV Adult:Video	-63.86
				juv DVDs	07 1039 Materials:AV:AV Juv-YA:Video	-49.41
				juv books	07 1039 Materials:Books:Juv-YA Books	-3.99
				kit materials	08 1040 Expenses:Programming:Children & Story H...	-28.98
				Summer Reading supplies	08 1040 Expenses:Programming:Reading Program	-97.37
				YA programming	08 1040 Expenses:Programming:YA	-12.99
5/20/2025	1036	S	Baker & Taylor	2038999517;2039027147;2039037761;2039047752	07 1039 Materials:Books:Adult Books	-935.11
				2038999517;2039027147;2039037761;2039047752;203...	07 1039 Materials:Books:Juv-YA Books	-296.12
5/20/2025	1038		Candice Johnson	v.31: mileage reimbursement	08 1040 Expenses:Staff Development:Mileage & Me...	-67.55
5/20/2025	1037	S	Demmer Mem. Library	Crafternoon & movie day	08 1040 Expenses:Programming:Adult	-119.49
				YA programming	08 1040 Expenses:Programming:YA	-21.28
5/20/2025	1039		Precision Fire Suppression LLC	v.32: inv. 2022295 - annual sprinkler inspection	05 1035 Property Maintenance:Security Systems	-675.00
5/20/2025	1040	S	WVLS	1 public, 3 staff computers	06 1038 Supplies:Computer Hardware	-3,640.00
				patron cards	06 1038 Supplies:Library	-66.00
				annual V-Cat member fee	08 1040 Expenses:WVLS:V-Cat Maintenance	-5,632.67
5/20/2025 - 5/20/2025						-11,815.79

TOTAL INFLOWS 0.00

TOTAL OUTFLOWS -11,815.79

NET TOTAL -11,815.79

Laona/Forward Donation Account for Board

4/1/2025 through 5/20/2025

5/14/2025

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2025							33,385.76
4/1/2025	Laona Special ... DEP	...	March Regular Deposit	March Copies Cash	Copier Income	R	126.10
				2242	Copier Income	R	12.75
				1512	Copier Income	R	18.00
				9775	Copier Income	R	13.50
				March Fines Cash	Fines Income	R	58.00
				March Donation Cash	Donation Income	R	27.85
				County of Lincoln Reimbursement	Revenue Pass-through Income	R	148.03
				Adult Graphic Novel Collection	Donation Income:TLPLF:Adult ...	R	450.00
				Book Reimbursements	Donation Income:TLPLF:2023 ...	R	393.00
				Reimbursements	Town of Three Lakes Income	R	50.55
4/3/2025	Laona Special ... Debit	Michael's Stores	Adult Programming		Town of Three Lakes Expense	R	-104.89
4/10/2025	Laona Special ... Debit	Walmart	Adult Programming		Town of Three Lakes Expense	R	-14.60
4/11/2025	Forward Speci...	DEP	Starting Deposit From Laona	Starting Deposit From Laona		R	20,000.00
4/11/2025	Laona Special ... Debit	Withdrawl To Start Forward Acc...	Withdrawl To Start Forward Account			R	-20,000.00
4/15/2025	Forward Speci...	1001	ODP Buisness Solutions	Inv 410806791001	Donation Expense:Coffee Cart	R	-141.49
4/15/2025	Forward Speci...	1002	... Baker & Taylor	Memorial Expense - Invoice 2038952684	Memorial Expense:Books	R	-32.93
				TLPLF Book Donation - Invoice 2038952684	Donation Expense:TLPLF:2023...	R	-44.99
				Memorial Expense - Invoice 2038973464	Memorial Expense:Books	R	-17.40
				TLPLF Book Donation - Invoice 2038973464	Donation Expense:TLPLF:2023...	R	-101.85
4/15/2025	Forward Speci...	1003	... Amazon	Amazon Invoice # 1YPT-KN6C-HHLF - TLPLF Book Dona...	Donation Expense:TLPLF:2023...	R	-14.99
				Amazon Invoice # 1YPT-KN6C-HHLF - Replacement	Fines Expense	R	-58.94
4/15/2025	Forward Speci...	1004	... Cengage	Cengage Invoice 87057860	Donation Expense:Books:Lions...	R	-34.84
				Cengage Invoice 86979110	Donation Expense:Books:Lions...	R	-109.46
4/15/2025	Forward Speci...	1005	... Town Of Three Lakes	Copies 1st Qtr 2025	Copier Transfer to Town	R	-477.81
				Fines 1st Qtr 2025	Fine Transfer to Town	R	-8.64
4/17/2025	Laona Special ... Debit	Dollar General	YA Programming		Town of Three Lakes Expense	R	-21.28
4/30/2025	Forward Speci...	DEP	... April Deposit	April Copier Cash	Copier Income	R	121.00
				April Donation Cash	Donation Income	R	15.41
				Lederhaus	Donation Income	R	2,000.00
				Kirby - Bill Kirby	Memorial Income	R	20.00
				Reimbursements	Town of Three Lakes Income	R	71.32
				Story Hour Toy Replacements Mini Grant	Donation Income:TLPLF	R	400.00
				April WAPL Mini Grant	Donation Income:TLPLF	R	751.18
				Programming Mini Grant	Donation Income:TLPLF:'25 Ad...	R	400.00
				Programming Mini Grant	Donation Income:TLPLF:'25 Ch...	R	400.00
				Programming Mini Grant	Donation Income:TLPLF:'25 Su...	R	200.00
				Programming Mini Grant	Donation Income:TLPLF:'25 YA...	R	400.00
5/2/2025	Laona Special ... Debit	Marriot Oshkosh Waterfron	WAPL Lodging - April		Donation Expense:TLPLF		-213.98
5/5/2025	Laona Special ... Debit	Hobby Lobby	YA Programming		Town of Three Lakes Expense		-13.48
5/6/2025	Laona Special ... Debit	Backwoods DCB	Invoice 1185 Board Nametags		Donation Expense		-23.79
5/7/2025	Laona Special ... Debit	USPS	Library Mail		Town of Three Lakes Expense		-5.11
5/14/2025	Forward Speci...	DEP	Account Closure	Account closure - moved to Forward Bank			14,286.41
5/14/2025	Laona Special ... Debit	Account Closure	Account closure - moved to Forward Bank		Miscellaneous Expense		-14,286.41

4/1/2025 through 5/20/2025

Page 2

Date	Account	Num	Description	Memo	Category	Clr	Amount
5/20/2025	Forward Speci...	1006	Rhinelanders District Library	Invoice 2025-5 Replacements	Fines Expense		-109.86
5/20/2025	Forward Speci...	1009	... Cengage	Lions Club Large Print - Inv 999100356006	Donation Expense:Books:Lions...		-34.84
				Lions Club Large Print - Inv 999100369986	Donation Expense:Books:Lions...		-27.74
5/20/2025	Forward Speci...	1010	April Hansen	Reimbursement for WAPL invoice 22892	Donation Expense:TLPLF		-315.00
5/20/2025	Forward Speci...	1011	... Amazon	INV # 1TVY-6QJW-Q346 TLPLF	Donation Expense:TLPLF		-49.96
				INV # 1TVY-6QJW-Q346 Replacements	Fines Expense		-42.62
5/20/2025	Forward Speci...	1007	... Baker & Taylor Books	Invoice 2038999517 - Replacement	Fines Expense		-6.74
				Invoice 2038999517 - Foundation Donation	Donation Expense:TLPLF:2023...		-18.00
				Invoice 2039037761 - Memorial	Memorial Expense:Books		-19.00
				Invoice 2039056620 - Foundation Graphic Novels	Donation Expense:TLPLF:Adult...		-50.00
				Invoice 2039058339 - Foundation Graphic Novels	Donation Expense:TLPLF:Adult...		-18.99
				Invoice 2039058339 - Foundation Donation	Donation Expense:TLPLF:2023...		-32.29
5/20/2025	Forward Speci...	1008	Jamie Harney	Coffee Reimbursement	Donation Expense:Coffee Cart		-15.98
4/1/2025 - 5/20/2025							3,895.20
BALANCE 5/20/2025							37,280.96
TOTAL INFLOWS							40,363.10
TOTAL OUTFLOWS							-36,467.90
NET TOTAL							3,895.20

2025 May Budget Sheet

5/20/2025					
Account	2025 Budget		Spent		Balance
01 Salaries 551 1001					
01 Director	\$ 48,460.61	\$ 16,645.02	\$ 31,815.59		34%
02 Technical Services	\$ 37,081.22	\$ 12,679.05	\$ 24,402.17		34%
03 Assistant Director Adult/YA Librarian	\$ 37,919.44	\$ 13,115.36	\$ 24,804.08		35%
04 Childrens Librarian	\$ 25,824.08	\$ 8,717.17	\$ 17,106.91		34%
05 Circulation Clerk 1	\$ 11,950.40	\$ 3,887.32	\$ 8,063.08		33%
06 Circulation Clerk 2	\$ 11,360.08	\$ 3,262.00	\$ 8,098.08		29%
07 Relief Librarian	\$ 606.00	\$ -	\$ 606.00		0%
08 Custodial	\$ 3,676.40	\$ 777.98	\$ 2,898.42		21%
09 Misc Staff Salaries	\$ -	\$ -	\$ -		
Total Salaries	\$ 176,878.23	\$ 59,083.90	\$ 117,794.33		
		33%			
02 Benefits					
Social Security 551 1005	\$ 13,531.18	\$ 2,706.73	\$ 10,824.45		20%
Health Insurance 551 1006	\$ 36,503.84	\$ 13,322.99	\$ 23,180.85		36%
Life Insurance 551 1006	\$ -	\$ 22.52	\$ (22.52)		
Dental EBC 551 1008	\$ -	\$ 1,040.00	\$ (1,040.00)		
WRS 551 1009	\$ 10,451.47	\$ 3,555.42	\$ 6,896.05		34%
Total Benefits	\$ 60,486.49	\$ 20,647.66	\$ 39,838.83		
		34%			
03 Contractual Services	551 1015				
Equipment Contracts	\$ 1,784.75	\$ 492.07	\$ 1,292.68		28%
Professional Services	\$ 619.00	\$ -	\$ 619.00		0%
Waltco Courier	\$ -	\$ -	\$ -		
Total Contractual Services	\$ 2,403.75	\$ 492.07	\$ 1,911.68		
		20%			
04 Utilites					
Electric 551 1031	\$ 6,370.00	\$ 2,224.58	\$ 4,145.42		35%
Natural Gas 551 1034	\$ 2,700.00	\$ 1,059.42	\$ 1,640.58		39%
Sewer and Water 551 1036	\$ 1,400.00	\$ 606.79	\$ 793.21		43%
Telephone 551 1020	\$ 2,650.00	\$ 1,342.64	\$ 1,307.36		51%
Total Utilites	\$ 13,120.00	\$ 5,233.43	\$ 7,886.57		
		40%			
05 Property Maintenance	550 1035				
Custodial Supplies	\$ 600.00	\$ 285.36	\$ 314.64		48%
Property Maintenance	\$ -	\$ 54.93	\$ (54.93)		
Security Systems - split	\$ -	\$ 675.00	\$ (675.00)		
Security Systems - split	also see below				
Building Contingency	\$ -	\$ -	\$ -		
Total Property Maintenance	\$ 600.00	\$ 1,015.29	\$ (415.29)		169%
		169%			
06 Supplies	551 1038				
Computer Hardware	\$ 3,640.00	\$ 3,735.98	\$ (95.98)		103%
Library Supplies	\$ 750.00	\$ 75.99	\$ 674.01		10%

Office Supplies	\$ 750.00	\$ 234.83	\$ 515.17	31%
Petty Cash	\$ 150.00	\$ -	\$ 150.00	0%
Postage	\$ 400.00	\$ 77.44	\$ 322.56	19%
Total Supplies	\$ 5,690.00	\$ 4,124.24	\$ 1,565.76	
		72%		
07 Materials - AV	551 1039			
Adult audiobook	\$ 750.00	\$ 53.67	\$ 696.33	7%
Adult video	\$ 850.00	\$ 273.88	\$ 576.12	32%
Juvenile audiobook	\$ 150.00	\$ -	\$ 150.00	0%
Juvenile video	\$ 100.00	\$ 49.41	\$ 50.59	49%
Total Materials - AV	\$ 1,850.00	\$ 376.96	\$ 1,473.04	
		20%		
07 Materials - Books	551 1039			
Adult books	\$ 11,000.00	\$ 3,745.16	\$ 7,254.84	34%
eBook consortium	\$ 908.36	\$ -	\$ 908.36	0%
Juvenile/YA books	\$ 3,000.00	\$ 1,127.55	\$ 1,872.45	38%
Total Materials - Books	\$ 14,908.36	\$ 4,872.71	\$ 10,035.65	
		33%		
07 Materials - Subscriptions	551 1039			
Individual subscriptions	\$ -	\$ -	\$ -	
Newspapers	\$ -	\$ -	\$ -	
Subscription Service	\$ 800.00	\$ 474.79	\$ 325.21	59%
Total Subscriptions	\$ 800.00	\$ 474.79	\$ 325.21	
		59%		
08 Expenses - Computer	551 1040			
Maintenance and Repair	\$ 100.00	\$ -	\$ 100.00	0%
Software subscription/licenses	\$ 310.00	\$ 97.95	\$ 212.05	32%
Computer Contingency	\$ -	\$ -	\$ -	
Total Computers	\$ 410.00	\$ 97.95	\$ 312.05	
		24%		
08 Expenses - Programming	551 1040			
Adult	\$ 300.00	\$ 176.05	\$ 123.95	59%
Children / Story Hour	\$ 300.00	\$ 98.87	\$ 201.13	33%
Movie license	\$ 223.00	\$ -	\$ 223.00	0%
Reading Programs	\$ 800.00	\$ 112.61	\$ 687.39	14%
Young Adult	\$ 300.00	\$ 94.57	\$ 205.43	32%
Total Programming	\$ 1,923.00	\$ 482.10	\$ 1,440.90	25%
		25%		
08 Expenses - Publishing Fees	551 1040			
Job Posting	\$ 50.00	\$ 63.30	\$ (13.30)	127%
Publicity	\$ -	\$ -	\$ -	
Total Publishing Fees	\$ 50.00	\$ 63.30	\$ (13.30)	
		127%		
08 Expenses - Staff Development	551 1040			
Staff Development	\$ 900.00	\$ 144.00	\$ 756.00	16%
Mileage and Meals	\$ 400.00	\$ 306.11	\$ 93.89	77%
Total Staff Development	\$ 1,300.00	\$ 450.11	\$ 849.89	

			35%	
08 Expenses - WVLS	551 1040			
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	\$ -	100%
Wiscat (DPI) & WorldCat (WILS)	\$ -	\$ -	\$ -	
Total WVLS	\$ 8,782.67	\$ 6,232.67	\$ 2,550.00	
			71%	
Total 2025 Budget	\$ 289,202.50	\$ 103,647.18	\$ 185,555.32	
Salary totals current through	3/19/2025		36%	
05 Property Maintenance to be paid by Special Accounts only in 2025	550 1035			
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%
Total Property Maintenance	\$ 8,471.93	\$ 4,887.29	\$ 3,584.64	58%
			58%	

Circulation Policy

Approved by Library Board: 04/2025
Last reviewed by Library Board: 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.

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.

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

Circulation Policy

Approved by Library Board: 04/2025

Last reviewed by Library Board: 04/2025

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
Library of Things	Borrow time determined by item type		
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.

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

Circulation Policy

Approved by Library Board: 04/2025
Last reviewed by Library Board: 04/2025

the patron abides by the policies outlined above.

Overdue Materials and Fines

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 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

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

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 maximum fine per item is the replacement cost of the item. The library does not accept materials purchased by the patron as a replacement for a lost or damaged item.

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

The borrower may keep any damaged materials on which they have 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.

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.

Circulation Policy

Approved by Library Board:04/2025
Last reviewed by Library Board: 04/2025

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.

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

Circulation Policy

Approved by Library Board:04/2025

Last reviewed by Library Board: 04/2025

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 4th 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. 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 (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.

Edward U. Demmer Memorial Library

Inclement Weather and Emergencies Policy

Approved by Library Board: 04/2008, 04/2012, 03/2020, 05/2025

Last reviewed by Library Board: ~~03/2020~~05/2025

PURPOSE AND GENERAL POLICY

Library services will continue to be provided to the maximum extent possible under inclement weather conditions or other disruptive/emergency situations. The library will be prepared to respond to other disasters or disruptive events as a warming/cooling center, access to communications and wi-fi, and an emergency charging location. The library will be closed when concern for the safety of library staff and patrons overrides the value of continued work or when unable to provide services due to condition of library facility or equipment failure.

AUTHORITY TO CLOSE

The decision to close the library will be made by the director and the president of the Demmer board of trustees. In the director's absence, the designated person-in-charge, shall communicate with the board president to decide to close. If the president is unavailable, the vice president or treasurer in succession shall be asked to make the decision.

Staff members who live outside the town limits will not receive any special consideration. Those employees must recognize the possible additional difficulties of traveling to work and should be prepared to make any necessary arrangements for transportation.

PROCEDURES

Procedures for response to specific threats are outlined in addendum Oa. Emergency Procedures. Due to the rapidly evolving nature of many emergencies, procedures outlined in the addendum may be adapted without requiring board approval prior to implementation.

Edward U. Demmer Memorial Library

Inclement Weather and Emergencies Policy addendum - procedures

Reviewed by Library Board: 09/2020, 05/2025

Approved: ~~09/2020~~ 05/2025

HEALTH EMERGENCIES

Individual emergency (medical, accident)

If it is determined that a person is experiencing a health emergency, the first responsibility of library staff is to alert emergency responders and/or call 911. No medication, including aspirin, should ever be dispensed to the public. Library staff should always rely on trained first responders or medical professionals to administer care.

All health emergency incidents will be documented by the library director as appropriate.

Infectious disease

In the case of a declared public health threat, the goal will be to remain open and offer as complete of services as possible without putting staff or the community at risk. Steps will be taken to mitigate that risk, and additional measures may be added as deemed necessary or advised by the county health department, Wisconsin Department of Health Services, the Centers for Disease Control and Prevention, or the National Institute of Health, or under guidance from the Wisconsin Department of Public Instruction or through Wisconsin Valley Library Service.

Procedures will be developed and implemented by the director in collaboration with health authorities as needed to respond to levels of health threat. These may include, but not be limited to:

- implementing disinfecting procedures per the infectious agent,
- requiring personal distancing or limiting the number of people inside the building,
- requiring face coverings or other personal protective equipment be worn by staff and the public in the building or during library programs as advised by health authorities,
- limiting or modifying the types of services available,
- screening those entering the building for symptoms of infection,
- up to closing the building to the public if the threat is deemed severe enough or if adequate staffing is not available to serve the public.

Any or all procedures will be reviewed based on the latest scientific and public health information available by the library board and library director and implemented by the director and library staff as appropriate.

FIRE

At the first indication of smoke or flame, library staff will investigate the situation to determine location and extent of the fire. Evacuation of library users is priority. The lift will NOT be used to evacuate the building. If the fire can obviously be contained and extinguished quickly and safely by staff, they will proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

Staff will be trained on location of fire alarm equipment and process for disarming the fire alarm in case of a false alarm.

Edward U. Demmer Memorial Library

Inclement Weather and Emergencies Policy addendum - procedures

Reviewed by Library Board: 09/2020, 05/2025

Approved: ~~09/2020~~ 05/2025

Immediately following a fire of any size, local law enforcement, fire department, or building maintenance personnel will be alerted, depending on need. The library director will document the incident and library board president will determine the necessity of reporting damage to the town offices for insurance purposes.

SEVERE WEATHER ALERTS

The library will monitor severe weather alerts via internet, smart phone, NOAA weather radio or other reliable sources.

Summer Storms:

In the case of a thunderstorm watch or warning, or tornado watch for the Three Lakes area, staff will monitor conditions for increased severity. Additionally, an announcement on the Public Address System will be made alerting patrons that reads: "The National Weather Service has issued a Severe Weather Warning. Threatening weather conditions may develop. If a tornado warning is issued, the library will require you to move to the lower level or leave the facility immediately." If the staff become aware of a tornado warning issued for the Three Lakes area, staff and patrons will proceed to the lower level hallway. If time does not permit this action, shelter will be taken in the main floor bathrooms.

Winter Storms:

In the case of a winter storm warning (ice or snow), the library will remain open as long as it is determined the safety of library staff and visitors can be maintained. The library will close if the Oneida County Sheriff's declares a snow emergency and restricts travel. Other closures will be determined per "AUTHORITY TO CLOSE".

POWER OUTAGE

If a power outage occurs in the building, emergency lights will activate. Library staff will investigate the cause of the outage to determine if it is a localized or widespread issue. If there is any threat to health and safety, library users will be evacuated. If no immediate threat is detected and it is believed the outage will be of short duration, the public may remain in the building per the discretion of the available staff.