

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, June 17, 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
  - May 20, 2025, 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
- Unfinished Business
  - Friends of the Library Revival
  - O. Inclement Weather and Emergencies Policy - 03-2020
  - Oa. Emergency procedures - 09-2020
  - Landscaping Project – Stage 1 (Conceptual)
- New Business
  - Budget Review with Sue Harris
- 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#

Meeting ID: 89118780893

Passcode: 501152

Next Meeting: Regular meeting July 15, 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 May 20, 2025  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Dianna Blicharz (Arrives 4:05), Rich Mahlerwein (virtual), Kathleen Olkowski, Karen Meyer (virtual), Patty Wallesverd

Other Attendees: Jill Roth, April Hansen, Beth Jacobsen, Ann Asbeck

Absent: Jeff Boehm

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 April 15, 2025, as amended. (Amendments: a request to add last names under correspondence; correction of Kathleen's status to "absent" only; and clarification of volunteer details under Friends of the Library.) All ayes, motion carried. Motion by Patty, seconded by Dianna, to approve the special meeting minutes of May 13, 2025, as amended. (Amendments: {Dianna arrives} adding the name of the virtual attendee; removing the word "team"; and rewording sentences for clarity.) All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

Three Lakes Public Library Foundation: Not met

Oneida County Library Board: Not met

**Director's Report:**

Jill reported that the "Book a Room" tool had officially launched and that people could now book rooms online. She highlighted upcoming programs and addressed the topic of a harassment caller. When asked about her favorite sessions at WAPL, Jill shared that she found sessions on copyright, record retention, and AI policy sharing to be valuable learning experiences. She noted that Soup and Social Hour had gotten off to a slow start but was highly valued.

**Building and Maintenance Report:**

Staff suggested the previously recommended idea of a "Knowledge Empowers" sign to a requesting family, and they are reviewing this option with relatives. Staff went to Sherwin Williams to purchase touch-up paint and received the contractor discount. Per Mar returned and informed staff that the communication box was no longer working. They replaced it, and the installer committed to requesting that the library not be charged.

**Budget Review:**

Public Accounts: Motion by Patty, second by Karen, to pay bills listed on the public funds voucher list. A question arose regarding the patron cards line item. The library had been running short on library cards. Discussion followed. All ayes, motion carried.

Special Accounts: Motion by Karen, seconded by Rich to approve payment of the bills from the Laona/Forward Special Account. Money has been moved from Laona. All ayes, motion carried.

2025 Budget Review: Jill noted that the cost of lift batteries would come from the maintenance account and that the yearly Children's Museum Pass would be paid from the Friends Account. Copies of those reports were available upon request.

### **Unfinished Business**

**Friends of Library revival:** The Friends group prepared for the Memorial Day Book Sale. Five volunteers had been assigned to the sale. Volunteers could enter at 8:45 a.m. for setup. Discussion occurred about pricing changes. All items would be priced at \$1. A cash drawer and new pricing sheets were ready.

**C. Circulation Policy – 2020:** Kathleen pointed out a spacing issue in the written policy. Rich asked when library card expiration dates occurred. Jill explained that expiration now occurred on the cardholder's birthday rather than the date of issue, allowing for a more even renewal distribution. Staff had been instructed to ask patrons if any contact information had changed in the last year. The policy language on "Fine to Fee" was also revised. A question was raised about whether patrons would still be fined by other libraries. Jill explained the VCAT recommendation for libraries to waive fines for patrons whose home library is fine-free. Motion to approve the circulation policy with specified changes by Kathleen, seconded by Patty. All ayes. Motion carried.

**Trustee Essentials Chapter 4:** The board reviewed the chapter and commented that trustees had consistently attended and come prepared. Trustee Week will occur in August.

### **New Business:**

**O. Inclement Weather and Emergencies Policy - 03-2020/ Oa. Emergency procedures - 09-2020:** Rich noted that exceptional circumstances might prevent staff availability due to non-public-health-related diseases. He suggested adding "or health of library staff" to the final sentence of the first paragraph. Rich mentioned editing the "no medication including aspirin should be dispensed to the public" portion to include "except in extreme life-threatening circumstances" or other means of including epi-pen, Narcan, or AED dispensation. Jill will make changes to the policy and come back with another draft. Motion by Patty, seconded by Rich to table this policy review. All ayes. Motion carried.

**Landscaping Project:** Staff distributed the new quote for phase one of the landscaping project on the left side of the entrance. Discussion followed on quote changes and pricing. The new quote included pavers. Board members requested more detailed information, particularly regarding the line "Labor and materials not included." Ann Asbeck commented that MK would have charged for installing the stone tables, but the town had completed the installation, saving \$5,000. Kathleen questioned proceeding without a full project overview. The board discussed tabling the project until more detailed, itemized quotes were provided, including clarification on electrical, labor, placement, and boulder counts. Stage 2 involving the StoryBook Garden was also discussed. Beth encouraged the board to review previous plans to determine municipal vs. library control and was encouraged by the board's diligence. Ann said she might have drawings available. Jill agreed to gather clarifications and proposed a special meeting if needed. Motion by Patty makes a motion, seconded by Dianna to table this until more information is available. All ayes, motion carried.

**Comments from public:** Kathleen requested that the board clarify the library's property boundaries before the next meeting. Ann Asbeck commented that doing work in phases could imply approval of the full project. She suggested renaming it the "Left Landscaping Project." She asked whether anyone had consulted Sue Harris regarding bid requirements for projects exceeding a specific amount unless funded privately. She also noted that if any public employee participated, the project must go to bid. StoryBook Gardens would need to restart its funding process. She also noted the town's designation of the green space as public.

### **Next Meeting: Regular meeting on June 17, 2025, 4:00 pm in the lower level of the library and/or via video/teleconference**

The meeting adjourned at 5:31 PM. Motion by Patty, Seconded by Karen All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director

## Library Board of Trustees - Director's Report

June 17, 2025

### ADMINISTRATION:

- **Plant Swap was a great success** seeing twice the turnout of last year. **We continued to learn new things**, such as herbs are in high demand, pots may be a helpful addition to include in the swap, and we should extend the swap past school hours to include more families.
- The **WVLS ILS Administrator was on medical leave** so any **systemic changes** to our fines **will take some time**. It will likely need to wait until her return which should happen soon. We will continue our previous procedures in the meantime.
- A **meeting** was held with the executive **director of Headwaters in Rhinelander**. With Headwaters being such a significant part of the library's weekly foot traffic, it was important to continue to build bridges and begin an open channel of communication.
- Next to our magazine rack, a new section has taken up residence. The **new adult graphic novel collection** is in its infancy but contains both fiction and non-fiction graphic novels for any adult reader. Thanks to the Foundation's min-grant, we're continuing to build up the initial collection before putting
- June library **usage/survey data is being collected June 16-21**. Next month I'll be able to report on the results of our data.
- The **grant funding** of our library hot spots has **run its course** and billing is moving from WVLS to individual libraries for their respective units. We will be **reducing hot spots from two to one** for the remainder of the year, at which time we will **likely eliminate the final hot spot**.

### STAFF

- Our **custodian** has been let go and the **process of hiring a new person has begun**. There is a promising lead on one candidate we are hoping to hire as soon as possible.
- **Increased circulation desk staffing begins** to better serve the community during the busy season. This means there will be at least two people at the desk during the busiest period of the day all the way through summer to the end of summer reading programming.

### COMMUNITY COLLABORATION:

- **Soup & Social Hour is pausing for the summer months** while staff focuses on bringing another outstanding year of summer reading programming to the library. It will return in autumn.
- **Storybook Gardens is officially open!** Memorial Day weekend the gardens opened with new stories and activities at all the garden houses throughout town. Once again, folks can pick up their maps at the library for further instructions on how to claim their prizes at the end!
- **Immersion Excursions continue to be a collaboration between the historical society and the library**. In addition to Historical Society, Jan Kurtz is collaborating as well on the Johnson House excursion. This year's excursions include Dairy Cow Pass, Historic Downtown Walking Tours, Johnson House, Black Forest, the Three Lakes Cemetery, and Sheltered Valley.
- **Make-It Camp continues** the legacy of collaboration **with the Fab Lab** at the school. Kids ages 8-15 are invited to register and participate in creating projects on three consecutive Wednesdays in July.
- The Three Lakes 3, or the team of folks from the **library, historical society, and genealogy**, have been meeting and **collaborating on a "Legacy Lab"**. This event provides the opportunity to **digitize many kinds of media** and files using machines from across WVLS. This program will provide the opportunity to digitize photos, slides, and more. Legacy Lab is planned for **August 13**.

## Library Board of Trustees - Director's Report

June 17, 2025

### PROGRAMS AND OUTREACH:

May:

- Children: Lego Club **17**, Harry Potter Club **3**, Story Hour **131**
- YA: D&D **0**
- Adult: Writers' Group **11**, TLGS **11**, Crafternoon **7**, BTOC **7**, Veterans Office Hours - CANCELLED, Soup and Social Hour **9**
- General Interest: Scrabble Open Hours **5**, Plant Swap **68**, Ice Bucket Reveal **8**

June:

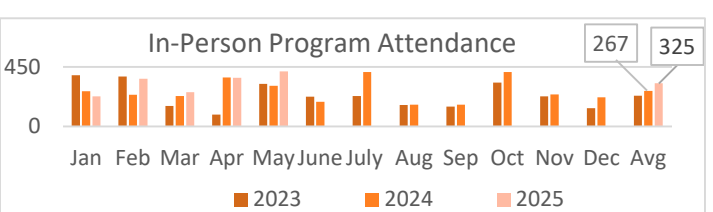
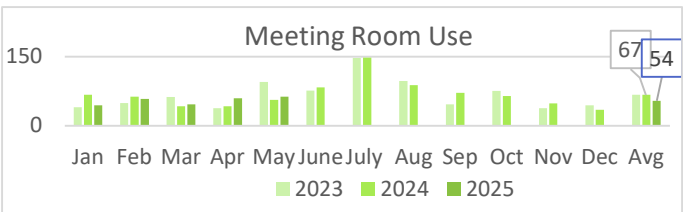
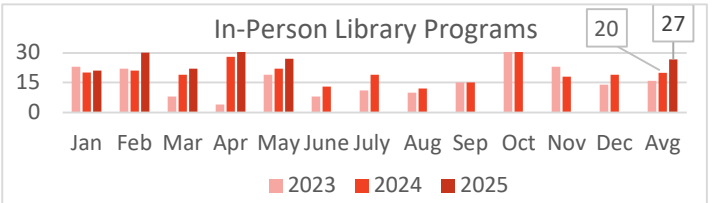
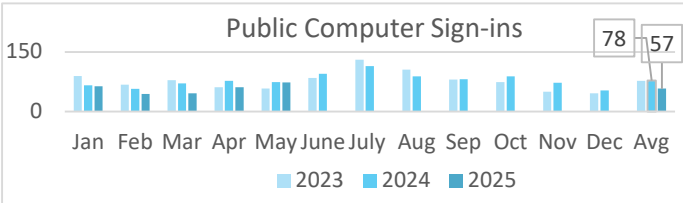
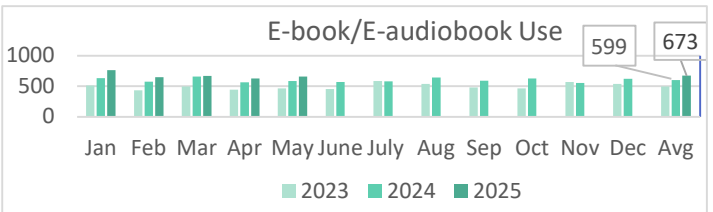
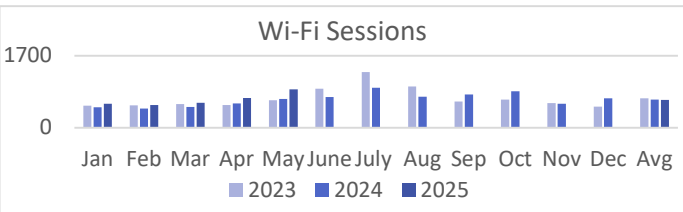
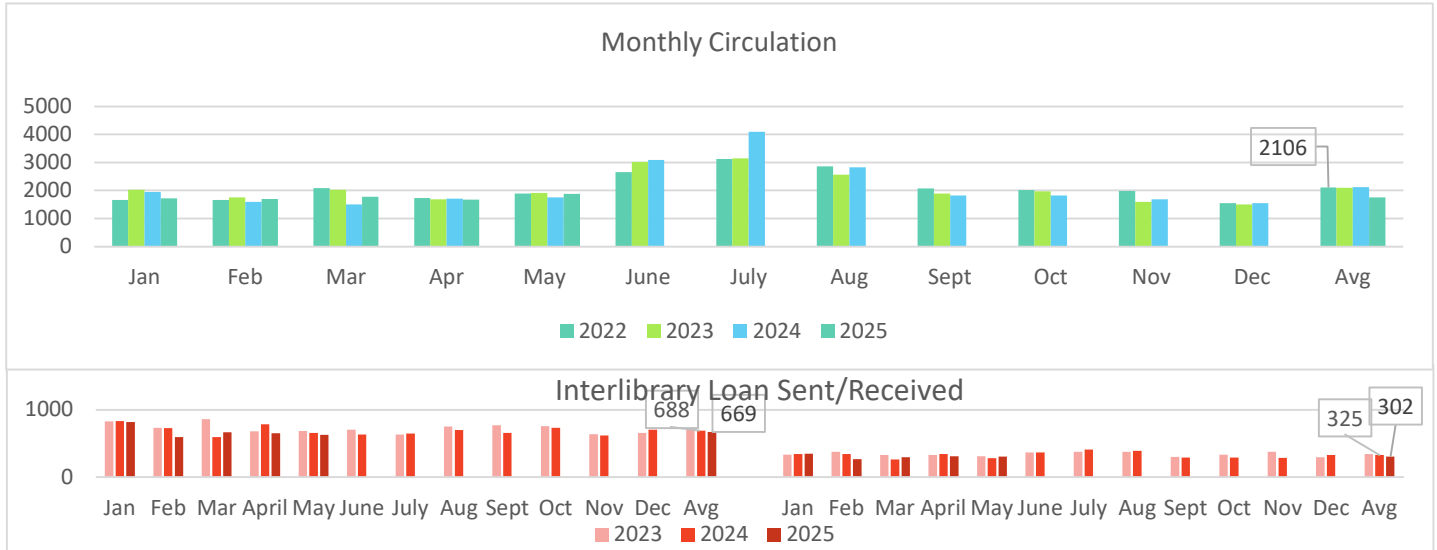
- Children: Lego Club, Summer Kickoff June 16, Summer Kickoff June 17, Messy Masterpieces
- YA: D&D, Black Light Party
- Adult: Writers' Group, TLGS, Crafternoon, BTOC, Veterans Office Hours, Oil Painting with Tom's Drawing Board
- General Interest: Scrabble Open Hours, Hook & Needle Club, Immersion Excursion – Dairy Cow Pass

# Library Board of Trustees - Director's Report

June 17, 2025

## Monthly and YTD Statistics

|                                   | May '25 | YTD 2025  | May '24 | YTD 2024  | May '23 | YTD 2023 |
|-----------------------------------|---------|-----------|---------|-----------|---------|----------|
| <b>Circulation</b>                | 1,880   | 8,739     | 1,751   | 8,727     | 1,908   | 9,508    |
| <b>Interlibrary loan sent</b>     | 623/26  | 3,347/140 | 654/22  | 3,582/158 | 684/18  | 3,771    |
| <b>Interlibrary loan received</b> | 301     | 1,509     | 277     | 1,563     | 324     | 1,659    |



## 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<br>4 programs | Ave/week:<br>programs | Ave/week:<br>programs | Ave/week:<br>programs | Ave/wk: 17<br>4 programs | Ave/wk: 43<br>3 programs | Ave/wk:54<br>5 programs |

# Library Board of Trustees - Director's Report

June 17, 2025

## Donations received:

- Clearwater Lake Association - \$100
- Affeldt - \$100

## Memorials:

- Allan Wheeler - \$50

## Publicity of note:



The Edward U. Demmer Memorial Library in Three Lakes will offer outreach to veterans and their families thanks to the Oneida County Veterans' Service Office on Wednesday, May 21, from noon to 4 p.m. Walk-ins are welcome.

Participants can also make an appointment by calling 715-369-6127.

The library will host a soup and social hour on Wednesday, May 21, from 5 to 6 p.m. Join community members for soup, bread, and conversation; attendees

are welcome to bring soup to share. Scrabble drop-in play is set for Thursday, May 22, at 1 p.m. in the Demmer fireplace area.

The Memorial Day Weekend Used Book Sale will be held Saturday, May

24, from 9:30 a.m. to noon in the library's lower level. A wide selection of adult fiction and nonfiction, youth, children's, hardcover, and paperback books will be available.

The library will play Dungeons and Dragons Sunday, May 25, at 4 p.m. in the Tamarack Room or virtually. No experience is required; drop-in play is encouraged—email [librarian@demmerlibrary.org](mailto:librarian@demmerlibrary.org) for more information and invitations to the game.

Books: The Other Channel group will discuss "The Heaven and Earth Grocery Store" by James McBride on Tuesday, May 27, at 6:30 p.m. at the library or via Zoom. Email [demmer@demmerlibrary.org](mailto:demmer@demmerlibrary.org) to receive sign-in information.

The library will host a plant swap with the Three Lakes Lions Scrappers Club on Thursday, May 29, and Friday, May 30, from noon to 3 p.m. The Lions will bring their food truck, demonstrate how to make compost, and more.

Weekly offerings include 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 and a writer's group.

The library will be closed on Monday, May 26, for Memorial Day.

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



The Edward U. Demmer Memorial Library in Three Lakes will hold a writer's group meeting Thursday, June 5, at 1 p.m. in the Maple Room.

Lego Club is set for Monday, June 9, from 3:30 to 5 p.m. All ages are encouraged to participate in a Lego challenge, free build, or play creationary.

The library will offer Scrabble drop-in play Thursday, June 12, at 1 p.m. in the fireplace area.

Weekly offerings include open office hours with the Three Lakes Genealogical Society Thursdays from 2 to 4 p.m. Members will assist

patrons in finding records and answering questions.

Monthly offerings include in-person and virtual Dungeons and Dragons (the first and third Sundays), Oneida County Veterans Service open office hours (the third Wednesday), and Books: The Other Channel group (the fourth Tuesday).

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



## Demmer Library to kick off summer reading program

The Edward U. Demmer Memorial Library in Three Lakes will kick off its summer reading program with the theme "Color Your World" on Monday, June 16, and Tuesday, June 17, at 10 a.m.

Children are invited to color a pinwheel and sign up for summer reading

challenges and programs.

Teens ages 12 to 18 are welcome to attend a free YA Black Light Party on Monday, June 16, at 3 p.m.

For questions about programming or to learn more, contact the Demmer Library at 715-546-3391 or email [demmer@demmerlibrary.org](mailto:demmer@demmerlibrary.org).

## Demmer library to launch summer reading program

Edward U. Demmer Memorial Library in Three Lakes will kick off its summer reading program Monday, June 16.

This year's theme is Color Our World.

The library will host special events that encourage learning, exploration, creation, and sharing with

others. Incentive programs will be offered for all ages.

The program will run through Aug. 8.

For more information, call 715-546-3391, visit [demmerlibrary.org](http://demmerlibrary.org), or follow the library on Facebook for more details.



The Edward U. Demmer Memorial Library in Three Lakes will offer drop-in Scrabble play on Thursday, June 12, at 1 p.m. in the fireplace area.

The Oneida County Veterans' Service Office will provide outreach to veterans and their family members on Wednesday, June 18, from noon to 4 p.m. Walk-ins are welcome, or you can make an

appointment by calling 715-369-6127.

A writer's group will meet on Thursday, June 19, at 1 p.m. in the Maple Room.

Weekly offerings include open office hours with the Three Lakes Genealogical Society on Thursdays from 2 to 4 p.m. Members will assist patrons in locating records and answering questions.

Monthly programs include in-person and virtual Dungeons and Dragons, Lego Club, Hook and Needle Night, and the Books: The Other Channel discussion group.

For more information, call the library at 715-546-3391 or visit [demmerlibrary.org](http://demmerlibrary.org).

## Demmer Library to host third annual plant swap

The Demmer Memorial Library and the Three Lakes Lions Scrappers Club have announced the return of its Plant Swap event on Thursday, May 29, and Friday, May 30, from noon to 3 p.m. at the library.

The library encourages

participants to "take a plant, leave a plant."

But even those who don't have a plant to bring are welcome to participate. In addition to the plant exchange, the Scrappers Club will be on-site with their food truck. They will

also host a composting demonstration.

For more information about this event or other library programs, contact the Demmer Library at 715-546-3391 or email [librarian@demmerlibrary.org](mailto:librarian@demmerlibrary.org).

Respectfully submitted, Jill Roth – Director

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

**June 17, 2025**

### **BUILDING:**

- A communications alarm had been triggered after our security monitoring equipment stopped communicating with PerMar. A tech came out to do a check on things discovering an issue with a cable and then returned to replace the electronic monitoring box. All systems are now in working order again.
- Josh graciously made many calls to successfully send a plumber to the library to snake our toilets after a big plumbing issue. They spent the time checking all our toilets and snaked the offending toilet multiple times to ensure the issue wouldn't return.

### **SYSTEMS:**

- N/A

### **INTERIOR:**

- After an accident with the touchup paint being spilled, Jeff graciously came in to replace a section of carpet squares outside of the children's section of the library. Several squares needed replacement, and new paint will need to be purchased.

### **EXTERIOR:**

- The manhole in the front yard on the north (right) side of the main entrance stairs has been moved! Another thank-you to Josh for his continued diligence on that project.
- The storm sewer and earth work for the veteran's memorial is currently scheduled to be take place in the week of July 7<sup>th</sup>. This is estimated to take approximately 5 working days with completion by July 18.

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

- Replace failing concrete on west entrance

Public Funds Voucher List 5/20 - 6/17

6/17/2025 through 6/17/2025

6/11/2025

| Date                         | Num  | Description                      | Memo  | Category   | Amount           |
|------------------------------|------|----------------------------------|---|--|------------------|
| 6/17/2025                    | 1041 | S Amazon Capital Services        | drainage hose                                     | 05 1035 Property Maintenance:Property Maint          | -40.66           |
|                              |      |                                  | DVDs  | 07 1039 Materials:AV:AV Adult:Video                  | -79.84           |
|                              |      |                                  | books   | 07 1039 Materials:Books:Adult Books                  | -16.95           |
|                              |      |                                  | prizes & supplies                                 | 08 1040 Expenses:Programming:Reading Program         | -186.91          |
|                              |      |                                  | supplies  | 08 1040 Expenses:Programming:YA                      | -11.99           |
| 6/17/2025                    | 1042 | S Baker & Taylor                 | books   | 07 1039 Materials:Books:Juv-YA Books                 | -146.88          |
|                              |      |                                  | books   | 07 1039 Materials:Books:Adult Books                  | -847.06          |
| 6/17/2025                    | 1045 | S Candice Johnson                | Story Hour supplies                               | 08 1040 Expenses:Programming:Children & Story Hour   | -34.64           |
| 6/17/2025                    | 1043 | S Demmer Mem. Library            | TL & SC Story Hour mileage                        | 08 1040 Expenses:Staff Development:Mileage & Meals   | -53.69           |
|                              |      |                                  | wall paint  | 05 1035 Property Maintenance:Property Maint          | -27.95           |
|                              |      |                                  | ILL & stamps                                      | 06 1038 Supplies:Postage                             | -21.19           |
|                              |      |                                  | TLHS yearbook                                     | 07 1039 Materials:Books:Adult Books                  | -79.99           |
|                              |      |                                  | prizes & supplies                                 | 08 1040 Expenses:Programming:Reading Program         | -112.67          |
|                              |      |                                  | supplies  | 08 1040 Expenses:Programming:YA                      | -13.48           |
| 6/17/2025                    | 1044 | IFLS Library System              | v.37: inv. 241424 - co-op bulk library supplies   | 06 1038 Supplies:Library                             | -641.52          |
| 6/17/2025                    | 1047 | Jill Roth                        | v.40: V-Cat meeting mileage                       | 08 1040 Expenses:Staff Development:Mileage & Meals   | -113.40          |
| 6/17/2025                    | 1046 | Rivistas, LLC                    | v.39: inv.20840 magazines                         | 07 1039 Materials:Subscriptions:Subscription Service | -308.34          |
| 6/17/2025                    | 1048 | Three Lakes Hardware             | v.41: B20202583 super glue                        | 06 1038 Supplies:Office                              | -4.99            |
| 6/17/2025                    | 1049 | U.S. Postal Service              | v.42: PO Box service fee 12 months                | 06 1038 Supplies:Postage                             | -154.00          |
| 6/17/2025                    | 1050 | Wisconsin Valley Library Service | v.43: inv. 2025-2790 WPLC ebook & mag buying pool | 07 1039 Materials:Books:eBook Consortium             | -908.36          |
| <b>6/17/2025 - 6/17/2025</b> |      |                                  |   |  | <b>-3,804.51</b> |

**TOTAL INFLOWS 0.00**

**TOTAL OUTFLOWS -3,804.51**

**NET TOTAL -3,804.51**

Laona/Forward Donation Account for Board

5/1/2025 through 6/17/2025

6/12/2025

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| Date                        | Account           | Num      | Description                         | Memo   | Category                        | Clr | Amount           |
|-----------------------------|-------------------|----------|-------------------------------------|--|---------------------------------|-----|------------------|
| <b>BALANCE 4/30/2025</b>    |                   |          |                                     |  |                                 |     | <b>38,278.34</b> |
| 5/2/2025                    | Laona Special ... | Debit    | Marriot Oshkosh Waterfron           | WAPL Lodging - April                           | Donation Expense:TLPLF          | R   | -213.98          |
| 5/5/2025                    | Laona Special ... | Debit    | Hobby Lobby                         | YA Programming                                 | Town of Three Lakes Expense     | R   | -13.48           |
| 5/6/2025                    | Laona Special ... | Debit    | Backwoods DCB                       | Invoice 1185 Board Nametags                    | Donation Expense                | R   | -23.79           |
| 5/7/2025                    | Laona Special ... | Debit    | USPS                                | Library Mail                                   | Town of Three Lakes Expense     | R   | -5.11            |
| 5/14/2025                   | Forward Speci...  | DEP      | Account Closure                     | Account closure - moved to Forward Bank        | Misc. Income                    | R   | 14,286.41        |
| 5/14/2025                   | Forward Speci...  | Debit    | USPS                                | Stamps   | Town of Three Lakes Expense     | R   | -11.68           |
| 5/14/2025                   | Forward Speci...  | Debit    | Jostons Inc.                        | 2025 Yearbook                                  | Town of Three Lakes Expense     | R   | -79.99           |
| 5/14/2025                   | Laona Special ... | Debit    | Account Closure                     | Account closure - moved to Forward Bank        | Miscellaneous Expense           | R   | -14,286.41       |
| 5/15/2025                   | Forward Speci...  | Debit    | Dollar General                      | Coffee   | Donation Expense:Coffee Cart    | R   | -14.95           |
| 5/16/2025                   | Forward Speci...  | Debit    | Sherwin Williams                    | Paint for touchups                             | Town of Three Lakes Expense     | R   | -27.95           |
| 5/19/2025                   | Forward Speci...  | Debit    | Dollar General                      | Adult Programming                              | Donation Expense:TLPLF:'25 A... | R   | -17.55           |
| 5/20/2025                   | Forward Speci...  | 1006     | **VOID**Rhinelande District Libr... | Invoice 2025-5 Replacements                    | Fines Expense                   | c   | 0.00             |
| 5/20/2025                   | Forward Speci...  | 1009 ... | Cengage                             | Lions Club Large Print - Inv 999100356006      | Donation Expense:Books:Lions... | R   | -34.84           |
|                             |                   |          |                                     | Lions Club Large Print - Inv 999100369986      | Donation Expense:Books:Lions... | R   | -27.74           |
| 5/20/2025                   | Forward Speci...  | 1010     | April Hansen                        | Reimbursement for WAPL invoice 22892           | Donation Expense:TLPLF          | R   | -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    | R   | -15.98           |
| 5/20/2025                   | Forward Speci...  | Debit    | Raymond Geddes Co.                  | Summer Reading Programming                     | Town of Three Lakes Expense     | R   | -112.67          |
| 5/23/2025                   | Forward Speci...  | Debit    | USPS                                | Library Mail                                   | Town of Three Lakes Expense     | R   | -4.40            |
| 5/28/2025                   | Forward Speci...  | Debit    | Discount School Supply              | Children's Mini-Grant                          | Donation Expense:TLPLF          | R   | -391.96          |
| 5/30/2025                   | Forward Speci...  | DEP      | ... May Deposit                     | Plant Swap total donations                     | Donation Income                 | R   | 154.00           |
|                             |                   |          |                                     | May Cash Donations                             | Donation Income                 | R   | 41.61            |
|                             |                   |          |                                     | Affeldt  | Donation Income                 | R   | 100.00           |
|                             |                   |          |                                     | Clearwater Lake Association                    | Donation Income                 | R   | 100.00           |
|                             |                   |          |                                     | May Fines Cash                                 | Fines Income                    | R   | 20.05            |
|                             |                   |          |                                     | May Copier Cash                                | Copier Income                   | R   | 55.40            |
|                             |                   |          |                                     | Vigue - Kosalos                                | Memorial Income                 | R   | 100.00           |
|                             |                   |          |                                     | Feige - Wheeler                                | Memorial Income                 | R   | 50.00            |
|                             |                   |          |                                     | Reimbursements                                 | Town of Three Lakes Income      | R   | 140.77           |
| 5/30/2025                   | Forward Speci...  | Debit    | Trig's Rhinelande                   | Adult Programming                              | Town of Three Lakes Expense     |     | -10.55           |
| 6/2/2025                    | Forward Speci...  | Debit    | USPS                                | Library Mail                                   | Town of Three Lakes Expense     |     | -5.11            |
| 6/17/2025                   | Forward Speci...  | 1012 ... | Cengage                             | Lions Club Large Print - Inv 999100423352      | Donation Expense:Books:Lions... |     | -26.99           |
| 6/17/2025                   | Forward Speci...  | 1013     | Rhinelande District Library         | Invoice 2025-11 Replacements                   | Fines Expense                   |     | -10.99           |
| 6/17/2025                   | Forward Speci...  | 1014     | Amazon                              | Amazon INV # 1DDJ-K6QD-7N9G                    | Donation Expense:TLPLF:Adult... |     | -167.09          |
| <b>5/1/2025 - 6/17/2025</b> |                   |          |                                     |  |                                 |     | <b>-1,007.57</b> |

Laona/Forward Donation Account for Board

5/1/2025 through 6/17/2025

6/12/2025

| Date                     | Account | Num | Description | Memo | Category | Clr | Amount            |
|--------------------------|---------|-----|-------------|------|----------|-----|-------------------|
| <b>BALANCE 6/17/2025</b> |         |     |             |      |          |     | <b>37,270.77</b>  |
| <b>TOTAL INFLOWS</b>     |         |     |             |      |          |     | <b>15,048.24</b>  |
| <b>TOTAL OUTFLOWS</b>    |         |     |             |      |          |     | <b>-16,055.81</b> |
| <b>NET TOTAL</b>         |         |     |             |      |          |     | <b>-1,007.57</b>  |

## 2025 June Budget Sheet

| 6/17/2025                                |                      |           |                  |                      |         |
|--|----------------------|-----------|------------------|----------------------|---------|
| Account                                  | 2025 Budget          |           |                  | Spent                | Balance |
| <b>01 Salaries 551 1001</b>              |                      |           |                  |                      |         |
| 01 Director                              | \$ 48,460.61         | \$        | 20,630.41        | \$ 27,830.20         | 43%     |
| 02 Technical Services                    | \$ 37,081.22         | \$        | 15,503.21        | \$ 21,578.01         | 42%     |
| 03 Assistant Director Adult/YA Librarian | \$ 37,919.44         | \$        | 16,021.60        | \$ 21,897.84         | 42%     |
| 04 Childrens Librarian                   | \$ 25,824.08         | \$        | 10,683.97        | \$ 15,140.11         | 41%     |
| 05 Circulation Clerk 1                   | \$ 11,950.40         | \$        | 4,922.67         | \$ 7,027.73          | 41%     |
| 06 Circulation Clerk 2                   | \$ 11,360.08         | \$        | 3,962.00         | \$ 7,398.08          | 35%     |
| 07 Relief Librarian                      | \$ 606.00            | \$        | -                | \$ 606.00            | 0%      |
| 08 Custodial                             | \$ 3,676.40          | \$        | 1,012.01         | \$ 2,664.39          | 28%     |
| 09 Misc Staff Salaries                   | \$ -                 | \$        | -                | \$ -                 |         |
| <b>Total Salaries</b>                    | <b>\$ 176,878.23</b> | <b>\$</b> | <b>72,735.87</b> | <b>\$ 104,142.36</b> |         |
|  |                      |           | 41%              |                      |         |
| <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         | \$        | 16,721.76        | \$ 19,782.08         | 46%     |
| Life Insurance 551 1006                  | \$ -                 | \$        | 28.00            | \$ (28.00)           |         |
| Dental EBC 551 1008                      | \$ -                 | \$        | 1,040.00         | \$ (1,040.00)        |         |
| WRS 551 1009                             | \$ 10,451.47         | \$        | 4,367.37         | \$ 6,084.10          | 42%     |
| <b>Total Benefits</b>                    | <b>\$ 60,486.49</b>  | <b>\$</b> | <b>24,863.86</b> | <b>\$ 35,622.63</b>  |         |
|  |                      |           | 41%              |                      |         |
| <b>03 Contractual Services</b>           |                      |           |                  |                      |         |
|  | 551 1015             |           |                  |                      |         |
| 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>\$</b> | <b>492.07</b>    | <b>\$ 1,911.68</b>   |         |
|  |                      |           | 20%              |                      |         |
| <b>04 Utilites</b>                       |                      |           |                  |                      |         |
| Electric 551 1031                        | \$ 6,370.00          | \$        | 2,821.57         | \$ 3,548.43          | 44%     |
| Natural Gas 551 1034                     | \$ 2,700.00          | \$        | 1,200.04         | \$ 1,499.96          | 44%     |
| Sewer and Water 551 1036                 | \$ 1,400.00          | \$        | 606.79           | \$ 793.21            | 43%     |
| Telephone 551 1020                       | \$ 2,650.00          | \$        | 1,776.98         | \$ 873.02            | 67%     |
| <b>Total Utilites</b>                    | <b>\$ 13,120.00</b>  | <b>\$</b> | <b>6,405.38</b>  | <b>\$ 6,714.62</b>   |         |
|  |                      |           | 49%              |                      |         |
| <b>05 Property Maintenance</b>           |                      |           |                  |                      |         |
|  | 550 1035             |           |                  |                      |         |
| Custodial Supplies                       | \$ 600.00            | \$        | 416.86           | \$ 183.14            | 69%     |
| Property Maintenance                     | \$ -                 | \$        | 123.54           | \$ (123.54)          |         |
| Security Systems - split                 | \$ -                 | \$        | 675.00           | \$ (675.00)          |         |
| Security Systems - split                 | also see below       |           |                  |                      |         |
| Building Contingency                     | \$ -                 | \$        | -                | \$ -                 |         |
| <b>Total Property Maintenance</b>        | <b>\$ 600.00</b>     | <b>\$</b> | <b>1,215.40</b>  | <b>\$ (615.40)</b>   | 203%    |
|  |                      |           | 203%             |                      |         |
| <b>06 Supplies</b>                       |                      |           |                  |                      |         |
|  | 551 1038             |           |                  |                      |         |
| Computer Hardware                        | \$ 3,640.00          | \$        | 3,735.98         | \$ (95.98)           | 103%    |
| Library Supplies                         | \$ 750.00            | \$        | 717.51           | \$ 32.49             | 96%     |

|  |                     |                    |                    |      |
|--|---------------------|--------------------|--------------------|------|
| Office Supplies                        | \$ 750.00           | \$ 239.82          | \$ 510.18          | 32%  |
| Petty Cash                             | \$ 150.00           | \$ -               | \$ 150.00          | 0%   |
| Postage                                | \$ 400.00           | \$ 252.63          | \$ 147.37          | 63%  |
| <b>Total Supplies</b>                  | <b>\$ 5,690.00</b>  | <b>\$ 4,945.94</b> | <b>\$ 744.06</b>   |      |
|  |                     | 87%                |                    |      |
| <b>07 Materials - AV</b>               | 551 1039            |                    |                    |      |
| Adult audiobook                        | \$ 750.00           | \$ 53.67           | \$ 696.33          | 7%   |
| Adult video                            | \$ 850.00           | \$ 353.72          | \$ 496.28          | 42%  |
| Juvenile audiobook                     | \$ 150.00           | \$ -               | \$ 150.00          | 0%   |
| Juvenile video                         | \$ 100.00           | \$ 49.41           | \$ 50.59           | 49%  |
| <b>Total Materials - AV</b>            | <b>\$ 1,850.00</b>  | <b>\$ 456.80</b>   | <b>\$ 1,393.20</b> |      |
|  |                     | 25%                |                    |      |
| <b>07 Materials - Books</b>            | 551 1039            |                    |                    |      |
| Adult books                            | \$ 11,000.00        | \$ 4,689.16        | \$ 6,310.84        | 43%  |
| eBook consortium                       | \$ 908.36           | \$ 908.36          | \$ -               | 100% |
| Juvenile/YA books                      | \$ 3,000.00         | \$ 1,274.43        | \$ 1,725.57        | 42%  |
| <b>Total Materials - Books</b>         | <b>\$ 14,908.36</b> | <b>\$ 6,871.95</b> | <b>\$ 8,036.41</b> |      |
|  |                     | 46%                |                    |      |
| <b>07 Materials - Subscriptions</b>    | 551 1039            |                    |                    |      |
| Individual subscriptions               | \$ -                | \$ -               | \$ -               |      |
| Newspapers                             | \$ -                | \$ -               | \$ -               |      |
| Subscription Service                   | \$ 800.00           | \$ 783.13          | \$ 16.87           | 98%  |
| <b>Total Subscriptions</b>             | <b>\$ 800.00</b>    | <b>\$ 783.13</b>   | <b>\$ 16.87</b>    |      |
|  |                     | 98%                |                    |      |
| <b>08 Expenses - Computer</b>          | 551 1040            |                    |                    |      |
| 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>       | 551 1040            |                    |                    |      |
| Adult                                  | \$ 300.00           | \$ 176.05          | \$ 123.95          | 59%  |
| Children / Story Hour                  | \$ 300.00           | \$ 133.51          | \$ 166.49          | 45%  |
| Movie license                          | \$ 223.00           | \$ -               | \$ 223.00          | 0%   |
| Reading Programs                       | \$ 800.00           | \$ 412.19          | \$ 387.81          | 52%  |
| Young Adult                            | \$ 300.00           | \$ 120.04          | \$ 179.96          | 40%  |
| <b>Total Programming</b>               | <b>\$ 1,923.00</b>  | <b>\$ 841.79</b>   | <b>\$ 1,081.21</b> | 44%  |
|  |                     | 44%                |                    |      |
| <b>08 Expenses - Publishing Fees</b>   | 551 1040            |                    |                    |      |
| 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> | 551 1040            |                    |                    |      |
| Staff Development                      | \$ 900.00           | \$ 144.00          | \$ 756.00          | 16%  |
| Mileage and Meals                      | \$ 400.00           | \$ 473.20          | \$ (73.20)         | 118% |
| <b>Total Staff Development</b>         | <b>\$ 1,300.00</b>  | <b>\$ 617.20</b>   | <b>\$ 682.80</b>   |      |

|  |                      |                      |                      |      |
|--|----------------------|----------------------|----------------------|------|
|  |                      |                      | 47%                  |      |
| <b>08 Expenses - WVLS</b>  | 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)   | \$ -                 | \$ -                 | \$ -                 |      |
| <b>Total WVLS</b>  | <b>\$ 8,782.67</b>   | <b>\$ 6,232.67</b>   | <b>\$ 2,550.00</b>   |      |
|  |                      |                      | 71%                  |      |
| <b>Total 2025 Budget</b>   | <b>\$ 289,202.50</b> | <b>\$ 126,623.31</b> | <b>\$ 162,579.19</b> |      |
| Salary totals current through  | 5/28/2025            |                      | 44%                  |      |
|  |                      |                      |                      |      |
|  |                      |                      |                      |      |
| <b>05 Property Maintenance to be paid by Special Accounts only in 2025</b> | 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%   |
| <b>Total Property Maintenance</b>  | <b>\$ 8,471.93</b>   | <b>\$ 4,887.29</b>   | <b>\$ 3,584.64</b>   | 58%  |
|  |                      |                      | 58%                  |      |

# Edward U. Demmer Memorial Library

## Inclement Weather and Emergencies Policy

Approved by Library Board: 04/2008, 04/2012, 03/2020, 06/2025

Last reviewed by Library Board: ~~03/2020~~06/2025

### 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, or health of the staff.

### 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, 06/2025

Approved: ~~09/2020~~ 06/2025

#### 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.

Exception: In life-threatening emergencies where immediate intervention is required prior to the arrival of emergency responders, trained library staff may administer emergency aid using Narcan (naloxone), EpiPens (epinephrine auto-injectors), or Automated External Defibrillators (AEDs), if such supplies are available on-site and staff have received appropriate training. These interventions are to be used solely in accordance with training and only when necessary to prevent death or serious harm.

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.

## **Edward U. Demmer Memorial Library**

### **Inclement Weather and Emergencies Policy addendum - procedures**

Reviewed by Library Board: 09/2020, 06/2025

Approved: ~~09/2020~~ 06/2025

#### **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.

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.



## Inter-Office Memo

**To:** Library Director and Library Board  
**From:** Roger Brisk, Town Chairman  
**CC:** Town Clerk Sue Harris  
**Date:** June 2, 2025  
**Re:** 2026 Budget Process and Guidelines

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Clerk Harris has developed a new timetable for this year's budget process (attached to this memo). The new timeline begins June 2, 2025 and is anticipated to end on October 7, 2025. This allows adequate time to carefully prepare your budgets as well as affording you sufficient time for review.

It is my understanding that additional revenues are now being received by the town that will help offset the library budget. At this time, we are expecting the library to turn in a budget not to exceed \$281,400.00 which will allow you to maintain a zero percent (0%) change from the 2025 for personnel and a zero (0%) change for non-personal related line items. Town Clerk Sue Harris will assist you with areas such as benefits, health insurance and other employee-related expenses. Please note for the past several budget cycles the library has been over-budgeting personnel-related expenses and currently carries a non-lapsing surplus.

By law, the Town Board must make final decisions on the budget prior to public review. Per schedule this will happen in early October, allowing the Town to publish the proposed budget for the required 15 days in advance of the Annual Town Budget Meeting on November 18<sup>th</sup>. In addition to meeting the timeline for completion, it is required that all departments use the same template and format to submit budget data.

Thanking you all in advance for your cooperation. Please contact Clerk Harris if you need any assistance.

| <b>*Budget Time Table is Subject to Change*</b>   |  |   |
|---|--|---|
| <b><u>Three Lakes 2026 Budget Time Table</u></b>  |  |   |
| <u>Completion</u>   | <u>Item</u>  | <u>Responsibility</u>   |
| <u>Date</u>   | <u>Description</u>   | <u>Attendees</u>  |
| Monday, June 2, 2025  | Prepare 2026 budget time table   | Town Clerk  |
| Monday, June 09, 2025   | Issue 2026 Capital budget pkts TO Department Heads   | Town Clerk  |
| Monday, June 09, 2025   | Issue 2026 Operating budget pkts TO Department Heads   | Town Clerk  |
| Wednesday, July 9, 2025   | 2026 Capital budgets DUE from Department Heads   | Town Chair & Town Clerk   |
| Wednesday, July 9, 2025   | 2026 Operating budgets DUE from Department Heads   | Town Chair & Town Clerk   |
| Tuesday, July 15, 2025  | <b>5:00 pm</b> -Citizens Budget Listening Session ( prior to town board meeting )  | Town Board  |
| Listening Session   | <b>COPIES OF 2024 Actual; 2025 BUDGET &amp; YTD; and 1st DRAFT 2026 SPREADSHEET FOR MEETING</b>  |   |
| Tuesday, August 5, 2025 Special Meeting- <b>IF NECESSARY</b>  | <b>5:00 pm</b> -Review 2024 YTD Actual Expense & Proposed 2025 Capital Budgets & Input from Listening Session 1st Integrated w/all Depts DRAFT | Town Board & Town Clerk   |
| <b>TUESDAY, AUGUST 5th, 2025</b>  | <b>Starting at 9:30 am</b> -Operating/Capital Budgets Presented by Department Heads and Reviewed with Chairman/Clerk (30 min. ea)              | Chair/Clerk/Dept. Heads<br>9:30 am-Shop 10:30<br>am-Library 11:00 am-<br>Parks 11:30am-<br>Police 12:00 pm-<br>Fire |
| <b>Based on dept head meetings of August 7th &amp; if amendments to capital or suggestions from the July listening session that have approval by Town Board need to be incorporated into the departments budgets then they need to be made prior to the TB meeting of the 19th so please return to Clerk by August 14th</b> |  |   |
| Tuesday, August 19th, 2025  | <b>Sp. Mtg at 5:00 pm</b> -Operating/Capital Budgets Reviewed at Town Board Meeting  | Town Board  |
| Special Meeting   | Incl. updates/amendments from SM LS Mtg July 15th & Dept. Head meeting of August 7th   |   |
| Tuesday, September 2, 2025  | <b>Sp. Mtg. at 5:00 pm</b> -Review DRAFT 2026 budget with Town Board   | Town Board, Town Clerk,   |
| Special Meeting   |  | and Department Heads  |
|   |  |   |
|   |  |   |

|   |  |                        |
|---|--|------------------------|
|   |  |                        |
|   |  |                        |
|   |  |                        |
|   | <b><u>Three Lakes 2026 Budget Time Table</u></b>   |                        |
| <u>Completion</u>   | <u>Item</u>  | <u>Responsibility</u>  |
| <u>Date</u>   | <u>Description</u>   | <u>Attendees</u>       |
| Tuesday, September 16, 2025   | <b>SP Mtg.-at 5:00 pm</b> -Presentation of Budget Draft with Narrative to Town Board           | Town Board,Town Clerk, |
| Special Meeting   |  | and Department Heads   |
|   |  |                        |
| Tuesday, October 7, 2025  | <b>Starting at 5:00 pm</b> -Final Budget Approved by Town Board for Recommendation to Electors | Town Board             |
|   |  |                        |
| <b>Special meeting dates are available if more time is needed for additional presentations of 2026Town Budget</b> |  |                        |
| Publish 10-22-25 & 10-29-25   | Publish Notice issued for Annual Town meeting if Nov 4th                                       |                        |
| Publish 11-5-25 & 11-12-25  | Publish Notice issued for Annual Town meeting if Nov 18th                                      | Town Clerk             |
|   |  |                        |
| Tuesday, November 4th or 18th 2025  | <b>Starting at 5:30 pm</b> -Annual Town Budget Meeting   | Town Board             |

# 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.

Get ready for a summer bursting with creativity, imagination, and color! We're excited to announce that our 2025 Summer Reading Program, themed "Color Our World," will run from June 16 through August 8—and we can't wait for you to be part of it.

This year's program is packed with opportunities to read, learn, and explore. Whether you're a young reader, a teen, or an adult, there's something for everyone:

- **Reading Challenges** for all ages, with fun milestones and prizes. Pick up a reading log at the library.
- **Immersion Excursions**—An "out of museum experience" that blends historical education with local attractions enhanced by the Three Lakes Historical Museum's archives.
- **Make-It Camps**—Bite-sized workshops for ages 8-15 where participants can build, design, and bring their ideas to life through science, art, and the technology available at the Three Lakes FAB Lab.

We're also excited to introduce our new Book-A-Room tool, making it easier than ever to reserve library meeting spaces for your group, study session, or club gathering. Just visit our website to check availability and book in seconds.

Join us on June 16 or June 17 for our big kickoff celebration, and get ready for a colorful summer filled with books, programs, and community.

See you soon at the library!

Warmly,

Jill

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## HOURS

MON/WED 9AM-7PM

TUES/THURS/FRI 9AM-5PM

SAT 9AM-2PM

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## CONTACT

Phone: 715-546-3391

Fax: 715-546-3914

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

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



DEMME IMPACTS:

# THREATENED LIBRARY FUNDS



## WHAT'S GOING ON?

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

## WHAT IS AT STAKE?

In Wisconsin, combined federal and state library funding provides efficient infrastructure to support local libraries. Lost IMLS dollars will impact state library services, especially to rural libraries.

**DEMMER IMPACTS:**

# THREATENED LIBRARY FUNDS

## WHAT ITEMS ARE FEDERALLY FUNDED?

Federally supported or funded items include:



**Libby**



**Lending Books between Libraries**



**Badgerlink Access**



**Cybersecurity and website hosting**



**Librarian Training**

Additional services could be at risk!

## WHAT CAN I DO?

**CONTACT MEMBERS OF CONGRESS.** 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 IMLS funding to ensure services for your community are preserved!



**DEMME IMPACTS:**

# THREATENED LIBRARY FUNDS



## SPEAK UP!

Contact the Demmer's members of congress and state legislators using [www.usa.gov/elected-officials](http://www.usa.gov/elected-officials).

**SAVE IMLS!** U.S. House Representative Tom Tiffany, and U.S. Senators Tammy Baldwin and Ron Johnson need to receive the message on the first page of this flyer about the importance of IMLS funding to Wisconsin libraries.

**SUPPORT STATE LIBRARY AID!** Wisconsin Senate President Mary Felzkowski and Representative Rob Swearingen have been outstanding library champions during the past decade of state budget deliberations. Thank them for their support! Urge them to preserve library aid in the next state budget. Tell them why the Demmer is important to you and your concern that the joint federal/state funded services must continue.



Tom Tiffany Contact Page



Rob Swearingen Contact Page



Tammy Baldwin Contact Page



Ron Johnson Contact Page



Mary Felzkowski Contact Page

# Three Lakes Genealogical Society



The Three Lakes Genealogical Society (TLGS) will meet next on Monday, June 23, 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 Members Helping Members, Presentation By Barb Fligel, our TLGS Secretary, on her research for Family Member, talking about what sources she used, all the steps and information she had to check for accuracy. 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.

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, June 24th--6:30 PM**

**in person or via Zoom**



Books the Other Channel book discussion group will discuss Force of Nature: Three Women Tackle the John Muir Trail by Joan Griffin on June 24th 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)



# June Programs



## **SRP Kick-Off June 16 & 17 @ 10 AM**

@ Maple Room--Join us for a two-day Summer Reading Kick-Off! Come color a pinwheel and sign up for summer reading challenges and programming.



## **Messy Masterpieces June 24 @ 10 AM**

@ Maple Room--Join us as we create messy masterpieces using various techniques and art mediums.

**Offered  
year-round**

## **Lego Club Second Monday of the Month**

**3:30pm-Demmer Maple Room** Children of all ages are invited to come free build, take part in the monthly challenge or play Creationary.



For more information call the Demmer Library at 715-546-3391 or email [librarian@demmerlibrary.org](mailto:librarian@demmerlibrary.org)

# YA SUMMER PROGRAMMING



## **Black Light Party**

Ages 12-18

June 16 @ 3pm

Demmer Maple Room

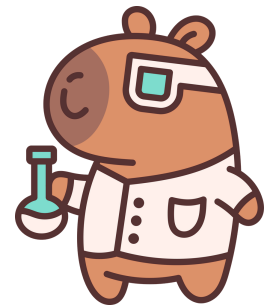
## **FAB Lab Make it! Days**

Ages 8-15

July 9 @ 1pm

July 16 @ 1pm

July 23 @ 1pm



**Registration Required**



## **Rainbow Boba Party**

Ages 12-18

August 4 @ 3pm

Demmer Maple Room

# **Story Book Gardens**

Don't forget to visit the Story Book Gardens this summer!

Houses have been refreshed and some new activities have been added. Get your brochure and start punching it for a prize.



# Three Lakes IMMERSION EXCURSIONS

## "AN OUT OF MUSEUM EXPERIENCE"



**DAIRY COW PASS**  
**THURS, JUNE 26TH**  
**10:00 AM**



**HISTORIC DOWNTOWN WALK**  
**THURS, JULY 10TH**  
**10:00 AM**

**Meet at the Demmer Library at 10:00am. Car pool or take your own car to the scheduled location and learn about these special Three Lakes places.**

### **UPCOMING EXCURSIONS**

**JULY 17--THE JOHNSON HOUSE**

**JULY 24--THE BLACK FOREST**

**JULY 31--THREE LAKES CEMETERY**

**AUGUST 7--SHELTERED VALLEY**



**Historical Society and Museum**



# **OIL PAINTING CLASS**

**JUNE 30 | 5:00 PM**

**DEMMEER LIBRARY**

*Let Tom Barnett from Tom's Drawing Board in Rhinelander teach you how to paint! All materials will be provided and you can take home your art.*

**This class is free.**

**Ages 18+**

**Registration is required**

**Space is limited.**



# Monthly Writing Group

**TWO MEETINGS THIS MONTH!**

Thursday, June 5th @ 1:00pm

Thursday, June 19th @ 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.

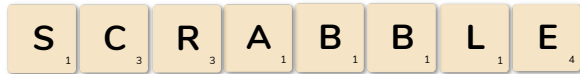
## Veterans Services Office Hours

Demmer Library

Wednesday

June 18<sup>th</sup>

12-4 PM



## Drop In Play

2nd & 4th

Thursdays

1 pm-3 pm

Demmer Fireplace

Area

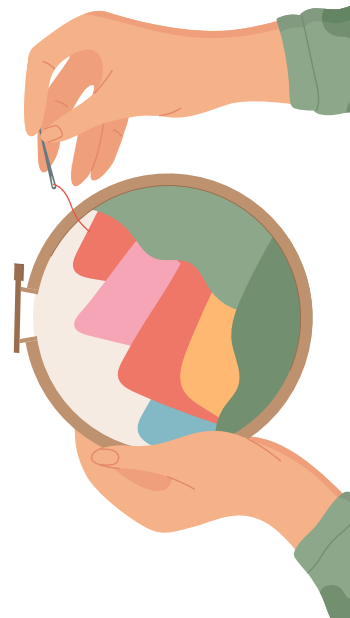
How many of us miss playing a good game of Scrabble? Stop by the Demmer on the dates and times listed as we bring Scrabble players together.



# Hook & Needle Nights

**FOURTH MONDAY OF THE MONTH  
5PM-7PM DEMMER FIREPLACE AREA**

A social gathering for knitters, crocheters, and needle workers where people can share their projects, tips, patterns, and enjoy the company of fellow crafters.



# Booking Ahead

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

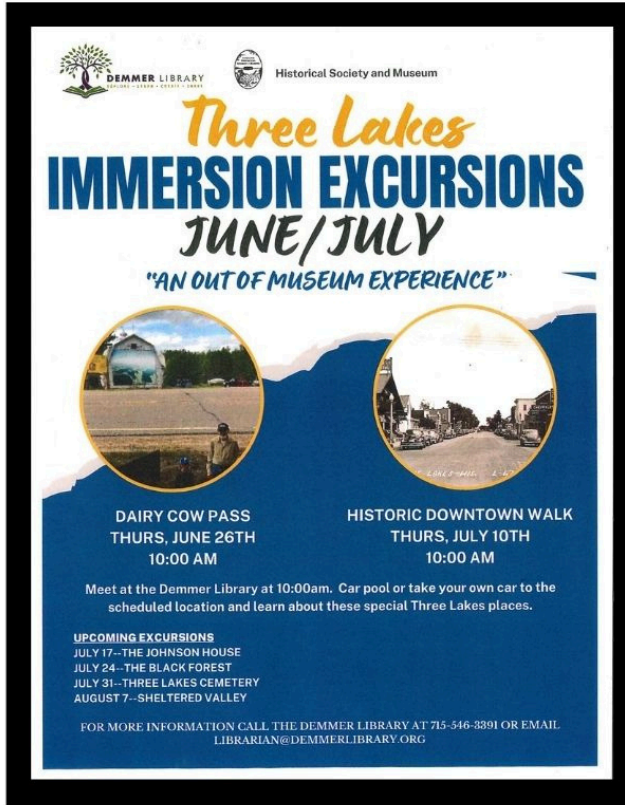




*Writing Mr. Wrong* by Kelley Armstrong  
*Our Last Wild Days* by Anna Bailey  
*Strangers in Time* by David Baldacci  
*The Last Ferry Out* by Andrea Bartz  
*Beach Reads and Deadly Deeds* by Allison Brennan  
*The Surf House* by Lucy Clarke  
*King of Ashes* by S.A. Cosby  
*The Guest Cottage* by Lori Foster  
*Stolen Life of Colette Marceau* by Kristin Harmel  
*Writing Mr. Right* by Alina Khawaja  
*Never Flinch* by Stephen King  
*The Next Chapter* by Camille Kellogg  
*The Summer That Changed Everything* by Brenda Novak  
*Fox* by Joyce Carol Oates  
*The President's Shadow* by James Patterson & Richard Dilallo  
*A Fellowship of Librarians & Dragons* by J. Penner  
*An Unexpected Grace* by Tracie Peterson & Kimberley Woodhouse  
*We Live Here Now* by Sarah Pinborough  
*Badlands* by Preston & Child  
*Atmosphere* by Taylor Jenkins Reid  
*Hidden Nature* by Nora Roberts  
*With a Vengeance* by Riley Sager  
*A Mother's Love* by Danielle Steel  
*The Bachelorette Party* by Camilla Sten  
*Shroud* by Adrian Tchaikovsky  
*The Lost Book of First Loves* by RaeAnne Thyne

# Historical Clippings

## Three Lakes Museum June 2025


This summer is filled with days to experience Three Lakes history!



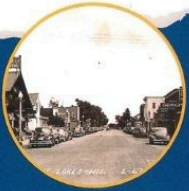


**Historical Society and Museum**

### Three Lakes IMMERSION EXCURSIONS JUNE/JULY

"AN OUT OF MUSEUM EXPERIENCE"



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 AUGUST 7--SHELTERED VALLEY

FOR MORE INFORMATION CALL THE DEMMER LIBRARY AT 715-546-3391 OR EMAIL LIBRARIAN@DEMMERLIBRARY.ORG





**THREE LAKES PIONEER DAYS**

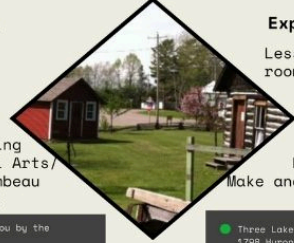
Tuesday July 22 Noon to 4  
 On the Three Lakes  
 Museum Grounds



JOIN US FOR A FUN FILLED AFTERNOON EVENT  
 TRAVEL BACK IN TIME TO EXPLORE LIFE IN THE NORTHWOODS  
 DRESS UP LIKE A PIONEER  
 DISCOVER THE HARD WORK, FUN, AND ADVENTURE

**Meet a**


- Blacksmith
- Trapper
- Logger
- Spinner
- Historian
- Waaswaagoning
- Indian Bowl Arts/Lac du Flambeau and more!



**Experience**

- Lessons in a one room schoolhouse
- Storytime
- Games
- Chores
- Dress-up
- Picture booth
- Make and take crafts

Brought to you by the

-  Three Lakes Historical Society
- and
-  Story Book Gardens

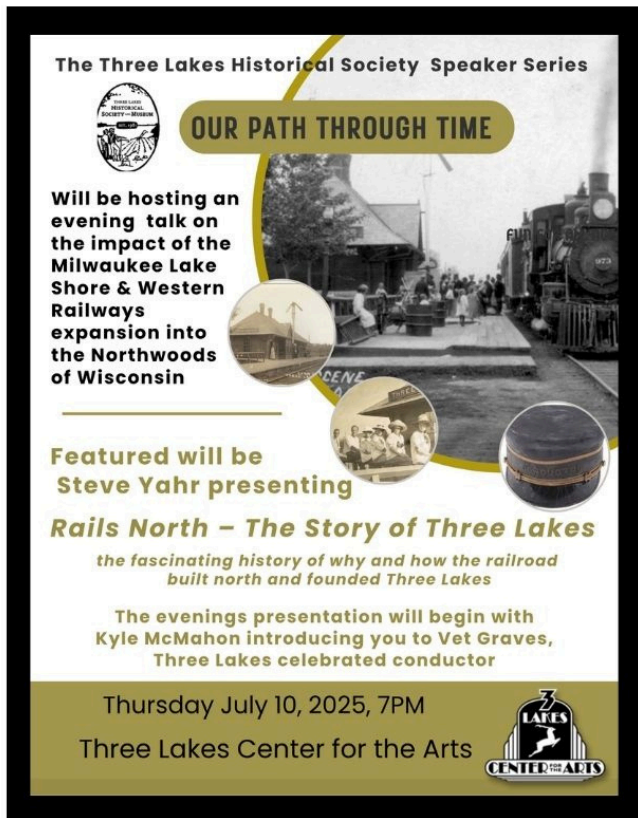
-  Three Lakes Historical Museum  
1788 Huron Street  
Three Lakes WI
-  For more information call  
715-540-2295





**THREE LAKES HISTORICAL SOCIETY & MUSEUM**  
 Three Lakes, WI

## Historical Boat Tours

ON THE THREE LAKES CHAIN O' LAKES







**The Three Lakes Historical Society Speaker Series**



### OUR PATH THROUGH TIME

Will be hosting an evening talk on the impact of the Milwaukee Lake Shore & Western Railways expansion into the Northwoods of Wisconsin

**Featured will be Steve Yahr presenting**


### *Rails North – The Story of Three Lakes*

*the fascinating history of why and how the railroad built north and founded Three Lakes*

The evenings presentation will begin with Kyle McMahon introducing you to Vet Graves, Three Lakes celebrated conductor

Thursday July 10, 2025, 7PM

Three Lakes Center for the Arts



and the soon to be revealed summer History Hunt where you become a Historical Detective



**And be sure to put these summer events on your calendar!**



**Friday  
July 4<sup>th</sup> Parade  
50/50 Raffle**

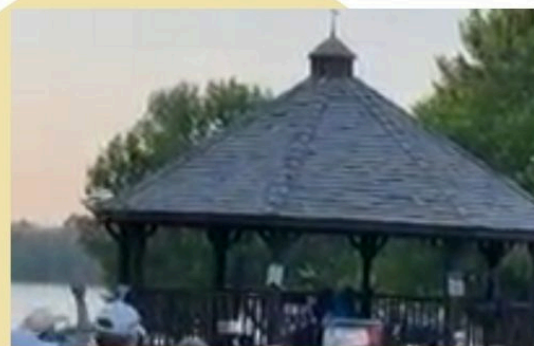


**Saturday  
July 5<sup>th</sup>  
FISH BOIL**



**This could be you!**

**Fridays  
Farmstand**



**Tuesdays  
Concerts in the park**

**Thanks  
for Your  
Support!**



**The Museum opens for the summer  
June 17. Stop by to visit view share  
research or relax and check out the  
progress on the Johnson House!**