

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, July 15, 2025, 4:00 p.m.**  
**Maple Room and Via Video/Teleconference**

This meeting will be held in person and via video/teleconference. Interaction and dialogue during the meeting, from the time it is called to order until public comments, will be limited to only that of the library board, library director, and/or those called upon by the meeting chair to participate. Instructions for joining the meeting are posted below.

- Call to Order
- Approval of the Agenda
- Approval of minutes
  - June 17, 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
  - Quarterly Reports
- 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 Presentation
  - Mini Grant Request
  - C. Circulation Policy – 2025
- 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 August 19, 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 June 17, 2025  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Dianna Blicharz, Rich Mahlerwein, Kathleen Olkowski, Karen Meyer(virtual), Patty Wallesverd, Jeff Boehm (Jeff left 5:22pm)

Other Attendees: Jill Roth, April Hansen, Sue Harris (arrives at 4:15 pm, left at 4:52 pm)

Absent:

Dan McKissack called the meeting to order at 4:01 p.m.

**Agenda:**

Motion by Patty, seconded by Rich 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 May 21, 2025, with changes. All ayes, motion carried.

**Correspondence:** Key WVLS statistics were reviewed. Kris Adams Wendt shared that the Joint Finance Committee had approved an increase in state funding for libraries. The increase helped replace some of the lost federal funding.

**Committee Reports:**

**Three Lakes Public Library Foundation:** The Three Lakes Public Library Foundation planned to meet on Friday, June 20th in the afternoon.

**Oneida County Library Board:** The Oneida County Library Board scheduled its next meeting for July.

**Director's Report:** Chance to ask questions. The library let go the previous custodian and hired a new one for the summer. He was hired for the Three Lakes Historical Museum and was able to piggyback this job onto that one. A board member asked about the concrete update. The person mentioned earlier in the year to fix the concrete had a long list of jobs ahead of the library's request. The people pouring concrete for the Veterans Memorial did not specialize in this type of repair work and therefore could not help. One board member suggested placing sport flooring over the concrete, which might save the library from having to remove and replace it. Jeff agreed to speak with his contact about timing and availability of the sport flooring. A board member asked about the WIFI Hotspots and patron interest. Reducing to one hotspot should still meet patron demand. One hotspot remained useful during internet outages at the library by allowing circulation computers to function. Summer requests for hotspots were higher than in the winter. Karen suggested the Friends of the Library take over funding this item instead of adding it to the budget.

**Building and Maintenance Report:**

The board briefly discussed the paint spill and thanked Jeff for his quick work of fixing the carpet. (Sue arrives. President skips to the Budget Review w/ Sue Harris on the Agenda.)

**New Business:**

Budget Review with Sue Harris: Board members requested clarification about the wording of the letter sent to the library regarding budget timelines. Sue explained the cost of health insurance for a family plan and how it affected the Demmer Library budget.

Dianna asked Sue for additional ideas. Sue noted that the library had outside funds designated for buildings and maintenance. She asked whether foundations and organizations might allow access to these monies. Jill pointed out that while these funds could be used for one-time purchases, repeat purchases were considered operational costs. Jill added that she preferred to reserve building and maintenance funds for long-term projects. Sue pointed out that the library could receive donations and grants for items like books. Kathleen emphasized that there was no annual guarantee of how much support would come in and reiterated that the library operated with a lean budget.

A board member asked whether the library served as an emergency shelter. The board confirmed that it did not, as the building lacked an emergency generator among other issues.

The board thanked Sue for her input. (Sue leaves at 4:52pm )

Board members expressed concern about the tone of a letter from Roger. They believed the library budget was conservative and that employees were undercompensated. They felt the letter implied the board was frivolous and the library mismanaged funds. Other board members chose to overlook the tone and acknowledged that rising healthcare costs were the main concern. The board discussed that continued reliance on the non-lapsing surplus fund would eventually create budgeting issues. The library reported over \$300,000 in expenses to the state. The library contributed to the non-lapsing account quarterly through fines and copy fees. The board emphasized the need to keep operational expenses lean while funding special projects selectively.

The board discussed public perception of the library. Members noted that non-users often misunderstood library funding and operations. They discussed ways to improve community engagement, such as reaching out to local businesses like Scottie's Bait and Tackle or Brian Fritz from Forward Bank.

The board acknowledged that the library operated as a town entity. Members discussed whether utility contracts could be bundled to reduce costs. The WPS accounts were not currently bundled. The board considered bundling cleaning contracts with the town to save money, but the library's cleaning budget was too limited. Two deep cleanings a year could be bundled to reduce cost. The maintenance account, governed by the Demmer Trust, included rules and required detailed post-spending reports. Mike Witt and John Stauner serve as trustees of the Demmer Trust.

Regarding the emergency generator, the board agreed that it would need to be funded from the building and maintenance account. Members agreed it was not a current priority, as the library did not serve as an emergency shelter and lacked the capacity to do so. Staff were already strained. The school currently sent high school students to the library in the event of an active shooter.

#### **Budget Review:**

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

Special Accounts: (Jeff Leaves at 5:22 pm.) Motion by Rich, seconded by Patty to approve payment of the bills from the Laona Bank Special Account. All ayes, motion carried.

2025 Budget Review: Discussion

## **Unfinished Business**

**Friends of Library revival:** Jill prepared a statement for Karen comparing current revenue to previous years. The funds raised had increased, and many volunteers assisted with sorting and selling. However, no core group had committed to serving as board members. Patty wanted to move forward with purchasing heavy-duty rolling shelving for book storage in the Maple Room closets. Karen and Patty planned to meet to review shelving options.

**O. Inclement Weather and Emergencies Policy - 03-2020:** Motion by Rich, Second by Patty, to table this policy until the next meeting. All ayes. Motion carried

**Oa. Emergency procedures - 09-2020:** Motion by Rich, second by Patty to table this policy until the next meeting, second by Patty. All ayes. Motion carried

**Landscaping Project – Stage 1 (Conceptual):** The board had not yet received a line-item quote for the proposed celebration garden. Members discussed what land remained under library board control. A new concept was suggested for a Storybook Garden with play stations. To proceed, members agreed to mark property lines and schedule a planning meeting. They requested that someone inform Mari Lyn and Beth that a permanent garden could be installed, but it would require a new design with input from the Children’s Librarian. Motion by Patty, second by Rich that the exact lot lines of the Demmer Memorial Library Property be marked. All ayes. Motion carried. Karen reminded the board to be mindful of landscaping expenses so the library would not appear to have excess funds during budget requests.

**Comments from public:** One person asked for acronyms to be spelled out in the statistics infographic (e.g., TLPLF = Three Lakes Public Library Foundation). Another comment addressed active shooter drills and training. Jill responded that staff had received training videos. A suggestion was made to invite Police Chief Scott Lea to speak to the board about emergencies and training.

**Next Meeting: Regular meeting on July 15, 2025, 5:00 pm in the lower level of the library and/or via video/teleconference**

The meeting adjourned at 5:57PM. Motion by Rich, Seconded by Patty All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director

## Library Board of Trustees - Director's Report

July 15, 2025

### ADMINISTRATION:

- **Jill** has been **attending** additional training **webinars on HR for Libraries** and The Lifecycle of a Library Employee.
- **All microfilm maintenance contracts have been discontinued.** This will reduce operational contract services by about \$500 but any maintenance calls made for the microfilm machine will cost at least that much.
- **WVLS requested we** consider **updating our notice and billing practices** to notify patrons of their overdue materials **sooner and more frequently.** Currently, the policy is to send overdue notices at 10, 30, and 45 days past due. Additionally, they recommend that we consider issuing bills at 35 days overdue instead of the current 60 days.
- **We were awarded the Aspirus grant** to fund the Soup & Social Hour program through the '25-'26 school year. This is a grant of \$450, or about \$50 worth of soup for each program. We're now listed as an event on their website and will send them an update of how the events went after next May's program takes place.
- **The 2026 budget was submitted to the town** in two forms: one with our actual operational needs, and one using one-time monies to cover the difference.

### STAFF

- **Jill is now enrolled in the final class required for her director's certification.** Once the class is completed (and passed) she will hold a permanent Grade 2 certificate and will be required to complete 100 hours of continuing education every 5 years to maintain the certification.
- **Jill was appointed to the WiLS Board of Directors** (WiLS used to stand for Wisconsin Library Services, but they have since expanded their purview and thus only go by WiLS now). This appointment is for 3 years, and the intention is to represent small libraries and their needs at a larger scale. WiLS is involved in administering Ideas In Action grants and helping facilitate strategic planning for small libraries, among other things.
- **We've hired a custodian, Nick,** for 5 hours a week. Nick also works at the Historical Society so he is often at the library and able to pick up necessary tasks.
- **Jamie** has been promoted at the Eagle River library and as a result **will be leaving the Demmer.** Jamie has graciously offered to help cover some of her shifts while we search for a replacement, though **we will begin the hiring process as soon as possible.** She has been an amazing asset and will be greatly missed.

### COMMUNITY COLLABORATION:

- The **Genealogy Society elected April as their publicity chair** for their upcoming year. She will be working on their press releases, flyers, and any other publicity needs that may arise.
- **Digitization Day is coming up in August.** This will be a major digitizing event in collaboration with the genealogy and historical societies. Stations will be set up throughout the library to allow for **digitizing photos, slides, and more.** April is also working on securing a recording station to capture the oral histories and stories of folks as they reminisce their way into the 21<sup>st</sup> century.
- **A program similar to the old Pizza Hut 'Book It' program is in the works** between Candice, myself, and Pi Pizza. The idea is to provide a reading incentive during the school year for kiddos while promoting the library and creating more foot traffic within the library. We're planning to discuss what the appropriate

## Library Board of Trustees - Director's Report

July 15, 2025

reading goals would be with the school for each age group. Other exact details such as which age groups and how often Basic logistics between the library and Pi have been discussed, but the program needs additional time and a few more meetings for full implementation to begin in autumn.

### PROGRAMS AND OUTREACH:

June:

- Children: Lego Club **23**, Summer Kickoff June 16 **30**, Summer Kickoff June 17 **29**, Messy Masterpieces **73**
- YA: D&D **2**, Black Light Party **5**
- Adult: Writers' Group **15**, TLGS **15**, BTOC **9**, Veterans Office Hours **3**, Oil Painting with Tom's Drawing Board **12**
- General Interest: Scrabble Open Hours **8**, Hook & Needle Club **8**, Immersion Excursion – Dairy Cow Pass **14**

July:

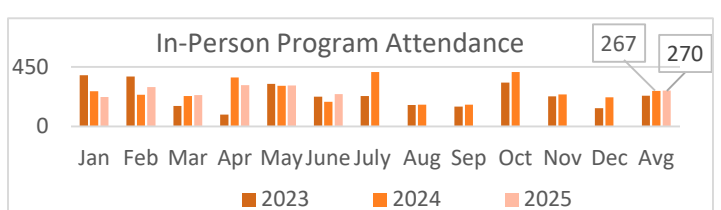
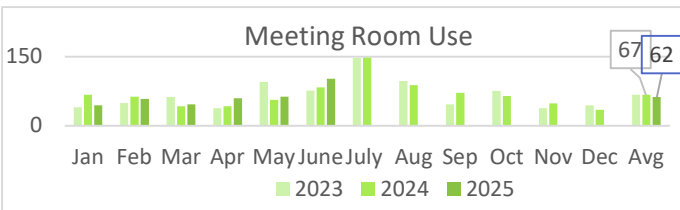
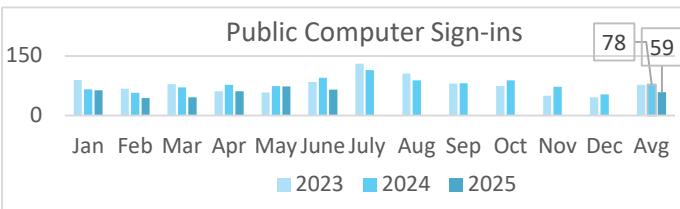
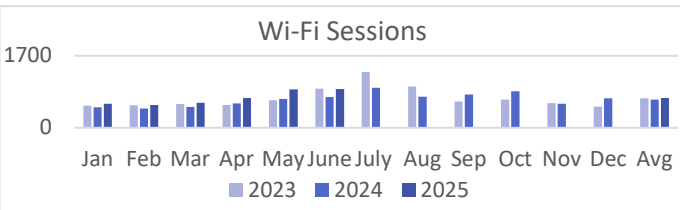
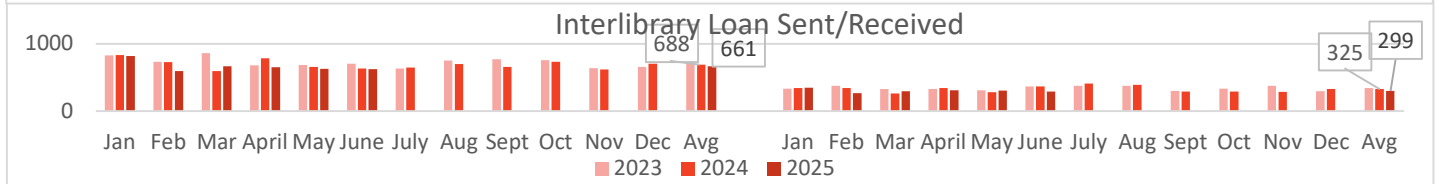
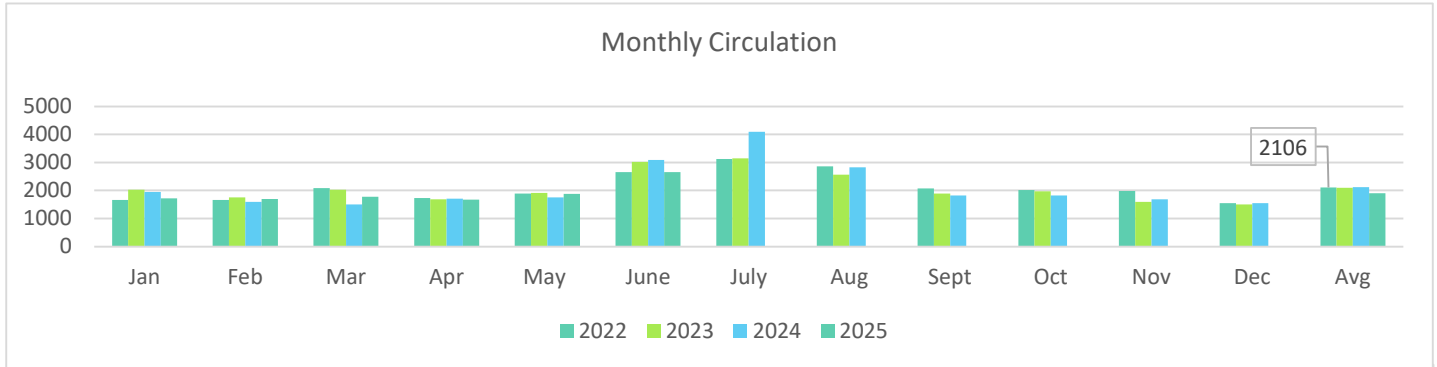
- Children: Lego Club, Interactive Movie, Christmas in July, Eat the Rainbow, Pete the Cat Amazing Race
- YA: D&D, Make It! Camp July 9, Make It! Camp July 16, Make It! Camp July 23
- Adult: Writers' Group, TLGS, Crafternoon, BTOC, Veterans Office Hours
- General Interest: Scrabble Open Hours, Hook & Needle Club, Immersion Excursion – Downtown, Immersion Excursion – Cemetery, Immersion Excursion – Black Forest, Immersion Excursion – Johnson House, Chalk Fest

# Library Board of Trustees - Director's Report

July 15, 2025

## Monthly and YTD Statistics

	June '25	YTD 2025	June '24	YTD 2024	June '23	YTD 2023
<b>Circulation</b>	2,657	11,396	3,088	11,815	3,021	11,870
<b>Interlibrary loan sent</b>	621/25	3,968/165	628/19	4,210/177	699/20	4,470/157
<b>Interlibrary loan received</b>	287	1,796	363	1,926	364	2,023



## Library Usage - Survey 2025

	March	June	Oct	Dec	Total 2025	Total 2024	Total 2023
<b>Library Visits</b>	365	490			EST 26,000	20,189	14,807
<b>Reference Transactions</b>	55	57			EST 2,912	1,924	1,976
<b>Program Attendance</b>	Ave/week: 17 4 programs	Ave/week: 15 5 programs	Ave/week: programs	Ave/week: programs	Ave/wk: 16 5 programs	Ave/wk: 43 3 programs	Ave/wk: 54 5 programs

July 15, 2025

Donations received:

Memorials:

Publicity of note:

## 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, or follow the library on Facebook for more details.



**DEMMER LIBRARY**  
EXPLOR • 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, 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), Onelida 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**  
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Three Lakes, Wis. (715) 546-3391

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 Onelida 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.



## Demmer Library to host Fourth of July book sale

The Edward U. Demmer Memorial Library in Three Lakes will host its annual Fourth of July Used Book Sale on Friday, July 4, from 10 a.m. to noon. The sale will take place in the lower level of the library and is open to the public. Shoppers can browse a wide variety of used books, including adult fiction and nonfiction, children's and youth titles, hardcover and paperback selections. In addition to books, a limited selection of audiobooks, CDs, DVDs, and VHS tapes will be available. Most items — including hardcover books, trade paperbacks, DVDs, CDs, books on CD and cassette,

and VHS tapes — will be priced at just \$1 each. There will also be a "fill-a-book-bag" option for \$10 while supplies last. The book sale is organized by the Friends of the Demmer Library, a volunteer group that helps raise funds to support special programs and services at the library. Those interested in joining the Friends group can email demmerlibrary.org for more information. For questions about the sale or how to donate books, contact the library at 715-546-3391 or visit the Demmer Memorial Library Facebook page.



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

The Edward U. Demmer Memorial Library in Three Lakes, along with the Three Lakes Historical Museum, will kick off its series of Immersion Excursions on Thursday, June 26, at 10 a.m. These "out-of-museum experiences" blend historical education with local attractions and are enhanced by the museum's archives. Participants will meet at the library and may carpool or drive themselves to the scheduled location. The library will also offer Scrabble drop-in play on Thursday, June 26, at 1 p.m. in the fireplace area. The writer's group will meet on Thursday, July 3, 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., where members assist patrons with locating records and answering genealogy-related questions.

Monthly programs include in-person and virtual Dungeons & Dragons, Lego Club, open office hours with the Onelida County Veterans Service, and the Books: The Other Channel discussion group.

### Summer reading program

The library's summer reading program runs through Aug. 8, with this year's theme: Color Our World.

As part of the program, the library will host Chalkfest from June 30 to July 5. Patrons are invited to create art on the sidewalks around the building.

In addition, the library will offer a free adult oil painting class with Tom Barnett of Tom's Drawing Board on Monday, June 30, at 5 p.m. Space is limited, and registration is required.

For more information, call 715-546-3391, email librarian@demmerlibrary.org, visit demmerlibrary.org, or stop by the library at 6861 W. School St.

## Demmer hosts reading, art, and history programs

The summer reading program at Edward U. Demmer Memorial Library in Three Lakes is underway and will run through Aug. 8. This year's theme is Color Our World, and readers are encouraged to sign up and win prizes. For more details on how to participate, contact the library. A Messy Masterpieces art program will be held Tuesday, June 24, at 10 a.m., where participants can create artwork using a variety of techniques and mediums. On Thursday, June 26,

at 10 a.m., the Demmer Library and the Three Lakes Historical Museum will launch their new Immersion Excursions series. These "out-of-museum experiences" combine local history with visits to unique community attractions, guided by the museum's archives. Participants will meet at the library before carpooling or driving to the featured site. For more information, call 715-546-3391 or email demmer@demmerlibrary.org.



Respectfully submitted, Jill Roth – Director

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

**July 15, 2025**

### **BUILDING:**

- Lift inspection complete! The new license has been obtained and is hanging in the lift with the inspection results. We still need to have a regular inspection each year, but we've now completed load testing and will be set for another 5 years.

### **SYSTEMS:**

- We were alerted to a transmission error from PerMar on 6/15 during their daily testing. After checking on the library and seeing everything was fine, we cleared the error, and the library passed the future tests.
- Several website edits were made – TLPLF and meeting rooms were added to the front page, the old meeting room page forwards to the new one, the new donation form is on the website, etc.

### **INTERIOR:**

- The door handle on the bathroom in the main library section has now completely broken. Despite many attempts at fixing it, we have needed to order a replacement handle and will be working to have it installed when it arrives. The bathroom is marked as out of order until that time.

### **EXTERIOR:**

- Fountain is up and running and a new volunteer has stepped forward as a weeder for the garden. We have reached out to her and are hoping to get her up and running shortly as it needs to be cleaned up.
- Contacted Patch Pros about the concrete outside. They provided a quote for repairing the east and south sidewalks as well as the west side ramp.
- One of the lights on the Demmer Sign has seen the threads of its adjoining screw stripped and is hanging from the wires. Linnea was contacted and she was going to have someone come out to fix it.
- The historical society has decided they want to use the space we keep our garbage cans for their emergency exit from the Johnson House. Dan is working with the Historical Society and we will be providing them with a bill for the space.

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

- Replace failing concrete on west entrance

Public Funds Voucher List 6/17 - 7/15

7/15/2025 through 7/15/2025

7/9/2025

Date	Num	Description	Memo	Category	Amount
7/15/2025	1051	S Amazon Capital Services	DVDs	07 1039 Materials:AV:AV Adult:Video	-57.85
			SRP supplies/prizes	08 1040 Expenses:Programming:Reading Prog...	-29.25
7/15/2025	1056	S April Hansen	Make-it camp supplies	08 1040 Expenses:Programming:YA	-63.96
			Juv book	07 1039 Materials:Books:Juv-YA Books	-7.59
			YA programming ducks	08 1040 Expenses:Programming:YA	-21.08
7/15/2025	1052	S Baker & Taylor	books	07 1039 Materials:Books:Juv-YA Books	-263.79
			books	07 1039 Materials:Books:Adult Books	-985.63
7/15/2025	1055	S Candice Johnson	office supplies	06 1038 Supplies:Office	-2.65
			SRP supplies/prizes	08 1040 Expenses:Programming:Reading Prog...	-33.33
7/15/2025	1053	Cengage Learning Inc	v.46: inv. 999100563774 June remainder after Lion's ...	07 1039 Materials:Books:Adult Books	-43.77
7/15/2025	1054	S Demmer Mem. Library	ILL postage	06 1038 Supplies:Postage	-9.51
			plant swap	08 1040 Expenses:Programming:Adult	-10.55
			SRP supplies/prizes	08 1040 Expenses:Programming:Reading Prog...	-165.55
			Jill UW class	08 1040 Expenses:Staff Development	-423.00
7/15/2025	1057	ODP Business Solutions, LLC	v.50: inv.423479160001;423488811001: paper,wipes...	06 1038 Supplies:Office	-63.37
7/15/2025	1058	State Of Wisconsin Department Of Administrati...	v.51: inv.505-0000102619 TEACH Internet	08 1040 Expenses:WVLS:Internet	-600.00
7/15/2025	1059	WVLS	v.52: inv.2025-2826 Libraries Win IT services	08 1040 Expenses:WVLS:Network And Enterpr...	-1,950.00
<b>7/15/2025 - 7/15/2025</b>					<b>-4,730.88</b>

**TOTAL INFLOWS 0.00**

**TOTAL OUTFLOWS -4,730.88**

**NET TOTAL -4,730.88**

Forward Donation Account for Board

6/1/2025 through 7/15/2025

7/10/2025

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 5/31/2025</b>							<b>37,480.95</b>
6/2/2025	Forward Speci...	Debit	USPS	Library Mail	Town of Three Lakes Expense	R	-5.11
6/3/2025	Forward Speci...	Debit	Dollar Tree	Summer Reading	Town of Three Lakes Expense	R	-12.50
6/3/2025	Forward Speci...	Debit	Walmart	Summer Reading	Town of Three Lakes Expense	R	-34.43
6/3/2025	Forward Speci...	Debit	TJ Maxx	Summer Reading	Town of Three Lakes Expense	R	-9.99
6/3/2025	Forward Speci...	Debit	Oriental Trading Company	Summer Reading	Town of Three Lakes Expense	R	-37.99
6/7/2025	Forward Speci...	Debit	Walmart	Summer Reading	Town of Three Lakes Expense	R	-7.22
6/7/2025	Forward Speci...	Debit	Hobby Lobby	Summer Reading	Town of Three Lakes Expense	R	-21.45
6/10/2025	Forward Speci...	Debit	Walmart	Summer Reading	Town of Three Lakes Expense	R	-35.64
6/16/2025	Forward Speci...	Debit	University Of Wisconsin - Madison	UW iSchool - Jill's Class Advanced Public Library Adminis...	Town of Three Lakes Expense	R	-423.00
6/16/2025	Forward Speci...	Debit	Dollar General	Summer Reading	Town of Three Lakes Expense	R	-6.33
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	Rhineland 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...	R	-167.09
6/18/2025	Forward Speci...	Debit	USPS	Library Mail	Town of Three Lakes Expense	R	-4.40
6/25/2025	Forward Speci...	DEP	Princh	Q2 Copier Income	Copier Income	R	126.99
6/30/2025	Forward Speci...	DEP	... June Deposit	Reimbursements	Town of Three Lakes Income		255.28
				June Copier Cash	Copier Income		130.91
				June Fine Cash	Fines Income		43.45
				e-commerce 12/1/24-5/31/25	Fines Income		84.30
				Craig	Fines Income		30.00
				Coffee Cart - Cash	Donation Income:Coffee Cart		20.00
				June Donation Cash	Donation Income		37.46
				TLCF Grant for Telescope Case	Grant and Project Income		120.00
				Grant for Oil Painting	Donation Income:TLPLF		200.00
				TLWC (Three Lakes Women's Club) INV 050625-TLWC	Memorial Income:Books		100.40
				Aspirus Soup & Social Hour Grant	Grant and Project Income:Aspir...		450.00
7/1/2025	Forward Speci...	Debit	USPS	Library Mail	Town of Three Lakes Expense		-13.20
7/1/2025	Forward Speci...	Debit	Quicken Inc.	Special Accounts License	Town of Three Lakes Expense		-53.88
7/3/2025	Forward Speci...	Debit	DSPS	Lift Inspection Fee and Service Charge	Town of Three Lakes Expense		-51.13
7/7/2025	Forward Speci...	Debit	Walmart	Summer Reading	Town of Three Lakes Expense		-20.02
7/9/2025	Forward Speci...	Debit	Hobby Lobby	YA Programming	Town of Three Lakes Expense		-18.90
7/15/2025	Forward Speci...	1015	Rhineland District Library	Invoice 2025-12 Replacements	Fines Expense		-16.00
7/15/2025	Forward Speci...	1016	... Town Of Three Lakes	2nd qtr 25 Fine Transfer	Fine Transfer to Town		-58.51
				2nd qtr 25 Copier Transfer	Copier Transfer to Town		-434.30
7/15/2025	Forward Speci...	1017	... Tom's Drawing Board	Oil Painting Grant	Donation Expense:TLPLF		-200.00
				WVLS Performer Grant	Grant and Project Expense		-350.00
7/15/2025	Forward Speci...	1018	... Cengage	Invoice 999100563774	Donation Expense:Books:Lions...		-37.95
				Invoice 999100558041	Donation Expense:Books:Lions...		-69.68
7/15/2025	Forward Speci...	1019	Baker & Taylor Books	Invoice 2039148471	Fines Expense		-12.35
7/15/2025	Forward Speci...	1020	... Amazon		Fines Expense		-99.01
					Donation Expense:TLPLF:Adult...		-67.69
				TLCF Grant for Telescope Case	Grant and Project Expense		-115.00
7/15/2025	Forward Speci...	1021	April Hansen	Mileage for WAPL	Donation Expense:TLPLF		-207.20

Forward Donation Account for Board

6/1/2025 through 7/15/2025

7/10/2025

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>6/1/2025 - 7/15/2025</b>							<b>-1,029.16</b>
<b>BALANCE 7/15/2025</b>							<b>36,451.79</b>
<b>TOTAL INFLOWS</b>							<b>1,598.79</b>
<b>TOTAL OUTFLOWS</b>							<b>-2,627.95</b>
<b>NET TOTAL</b>							<b>-1,029.16</b>

## 2025 July Budget Sheet

7/15/2025					
Account	2025 Budget	Spent	Balance		
<b>01 Salaries 551 1001</b>					
01 Director	\$ 48,460.61	\$ 24,520.62	\$ 23,939.99	51%	
02 Technical Services	\$ 37,081.22	\$ 18,327.37	\$ 18,753.85	49%	
03 Assistant Director Adult/YA Librarian	\$ 37,919.44	\$ 18,946.96	\$ 18,972.48	50%	
04 Childrens Librarian	\$ 25,824.08	\$ 12,658.98	\$ 13,165.10	49%	
05 Circulation Clerk 1	\$ 11,950.40	\$ 5,965.61	\$ 5,984.79	50%	
06 Circulation Clerk 2	\$ 11,360.08	\$ 4,609.50	\$ 6,750.58	41%	
07 Relief Librarian	\$ 606.00	\$ -	\$ 606.00	0%	
08 Custodial	\$ 3,676.40	\$ 1,072.10	\$ 2,604.30	29%	
09 Misc Staff Salaries	\$ -	\$ -	\$ -		
<b>Total Salaries</b>	<b>\$ 176,878.23</b>	<b>\$ 86,101.14</b>	<b>\$ 90,777.09</b>		
		49%			
<b>02 Benefits</b>					
Social Security 551 1005	\$ 13,531.18	\$ 5,954.68	\$ 7,576.50	44%	
Health Insurance 551 1006	\$ 36,503.84	\$ 20,120.53	\$ 16,383.31	55%	
Life Insurance 551 1006	\$ -	\$ 33.11	\$ (33.11)		
Dental EBC 551 1008	\$ -	\$ 2,520.35	\$ (2,520.35)		
WRS 551 1009	\$ 10,451.47	\$ 5,174.60	\$ 5,276.87	50%	
<b>Total Benefits</b>	<b>\$ 60,486.49</b>	<b>\$ 33,803.27</b>	<b>\$ 26,683.22</b>		
		56%			
<b>03 Contractual Services 551 1015</b>					
Equipment Contracts	\$ 1,784.75	\$ 492.07	\$ 1,292.68	28%	
Professional Services	\$ 619.00	\$ -	\$ 619.00	0%	
Waltco Courier	\$ -	\$ -	\$ -		
<b>Total Contractual Services</b>	<b>\$ 2,403.75</b>	<b>\$ 492.07</b>	<b>\$ 1,911.68</b>		
		20%			
<b>04 Utilites</b>					
Electric 551 1031	\$ 6,370.00	\$ 3,307.11	\$ 3,062.89	52%	
Natural Gas 551 1034	\$ 2,700.00	\$ 1,244.02	\$ 1,455.98	46%	
Sewer and Water 551 1036	\$ 1,400.00	\$ 606.79	\$ 793.21	43%	
Telephone 551 1020	\$ 2,650.00	\$ 2,206.90	\$ 443.10	83%	
<b>Total Utilites</b>	<b>\$ 13,120.00</b>	<b>\$ 7,364.82</b>	<b>\$ 5,755.18</b>		
		56%			
<b>05 Property Maintenance 550 1035</b>					
Custodial Supplies	\$ 600.00	\$ 416.86	\$ 183.14	69%	
Property Maintenance	\$ -	\$ 373.54	\$ (373.54)		
Security Systems - split	\$ -	\$ 845.00	\$ (845.00)		
Security Systems - split	also see below				
Building Contingency	\$ -	\$ -	\$ -		
<b>Total Property Maintenance</b>	<b>\$ 600.00</b>	<b>\$ 1,635.40</b>	<b>\$ (1,035.40)</b>	273%	
		273%			
<b>06 Supplies 551 1038</b>					
Computer Hardware	\$ 3,640.00	\$ 3,735.98	\$ (95.98)	103%	
Library Supplies	\$ 750.00	\$ 717.51	\$ 32.49	96%	
Office Supplies	\$ 750.00	\$ 305.84	\$ 444.16	41%	
Petty Cash	\$ 150.00	\$ -	\$ 150.00	0%	
Postage	\$ 400.00	\$ 262.14	\$ 137.86	66%	
<b>Total Supplies</b>	<b>\$ 5,690.00</b>	<b>\$ 5,021.47</b>	<b>\$ 668.53</b>		
		88%			
<b>07 Materials - AV 551 1039</b>					
Adult audiobook	\$ 750.00	\$ 53.67	\$ 696.33	7%	
Adult video	\$ 850.00	\$ 411.57	\$ 438.43	48%	
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>\$ 514.65</b>	<b>\$ 1,335.35</b>		
			28%		
<b>07 Materials - Books</b>	551 1039				
Adult books	\$ 11,000.00	\$ 5,718.56	\$ 5,281.44	52%	
eBook consortium	\$ 908.36	\$ 908.36	\$ -	100%	
Juvenile/YA books	\$ 3,000.00	\$ 1,545.81	\$ 1,454.19	52%	
<b>Total Materials - Books</b>	<b>\$ 14,908.36</b>	<b>\$ 8,172.73</b>	<b>\$ 6,735.63</b>		
			55%		
<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	\$ 186.60	\$ 113.40	62%	
Children / Story Hour	\$ 300.00	\$ 133.51	\$ 166.49	45%	
Movie license	\$ 223.00	\$ -	\$ 223.00	0%	
Reading Programs	\$ 800.00	\$ 640.32	\$ 159.68	80%	
Young Adult	\$ 300.00	\$ 205.08	\$ 94.92	68%	
<b>Total Programming</b>	<b>\$ 1,923.00</b>	<b>\$ 1,165.51</b>	<b>\$ 757.49</b>	61%	
			61%		
<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	\$ 567.00	\$ 333.00	63%	
Mileage and Meals	\$ 400.00	\$ 473.20	\$ (73.20)	118%	
<b>Total Staff Development</b>	<b>\$ 1,300.00</b>	<b>\$ 1,040.20</b>	<b>\$ 259.80</b>		
			80%		
<b>08 Expenses - WVLS</b>	551 1040				
Internet	\$ 1,200.00	\$ 1,200.00	\$ -	100%	
Network and Enterprise	\$ 1,950.00	\$ 1,950.00	\$ -	100%	
V-Cat Maintenance	\$ 5,632.67	\$ 5,632.67	\$ -	100%	
Wiscat (DPI) & WorldCat (WILS)	\$ -	\$ -	\$ -		
<b>Total WVLS</b>	<b>\$ 8,782.67</b>	<b>\$ 8,782.67</b>	<b>\$ -</b>		
			100%		
<b>Total 2025 Budget</b>	<b>\$ 289,202.50</b>	<b>\$ 155,038.31</b>	<b>\$ 134,164.19</b>		
Salary totals current through	6/25/2025			54%	
<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%	genetec and per mar
Property Maintenance Fee	\$ 3,300.00	\$ -	\$ 3,300.00	0%	
<b>Total Property Maintenance</b>	<b>\$ 8,471.93</b>	<b>\$ 4,887.29</b>	<b>\$ 3,584.64</b>	58%	
			58%		

## Library Board of Trustees – Quarterly Account Report

2<sup>nd</sup> Quarter 2025

July 15, 2025

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

Laona State Bank and Forward accounts:

<b>Beginning balance 04/01/2025:</b>	<b>\$100,483.98</b>
<b>Ending balance 06/30/2025:</b>	<b>\$36,842.79</b>
<b>Net change:</b>	<b>-\$63,641.19</b>

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

Forward account:

<b>Beginning balance 04/01/2025:</b>	<b>\$57,388.46</b>
<b>Ending balance 06/30/2025:</b>	<b>\$56,374.52</b>
<b>Net change:</b>	<b>-\$1,013.94</b>

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

Forward account:

<b>Beginning balance 04/01/2025:</b>	<b>\$11,093.76</b>
<b>Ending balance 06/30/2025:</b>	<b>\$11,646.89</b>
<b>Net change:</b>	<b>\$553.13</b>

Respectfully submitted,

Jill Roth – Director

## Fines/Copies - Last quarter

4/2/2025 through 6/30/2025

7/1/2025

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Date	Account	Num	Description	Memo	Clr	Amount
<b>INCOME</b>						<b>612.10</b>
<b>Copier Income</b>						<b>434.30</b>
4/30/2025	Forward Special Acc...DEP	S	April Deposit	April Copier Ca... R		121.00
5/30/2025	Forward Special Acc...DEP	S	May Deposit	May Copier Cash R		55.40
6/25/2025	Forward Special Acc...DEP		Princh	Q2 Copier Inco...		126.99
6/30/2025	Forward Special Acc...DEP	S	June Deposit	June Copier Ca...		130.91
<b>Fines Income</b>						<b>177.80</b>
5/30/2025	Forward Special Acc...DEP	S	May Deposit	May Fines Cash R		20.05
6/30/2025	Forward Special Acc...DEP	S	June Deposit	June Fine Cash		43.45
				e-commerce 12...		84.30
				Craig		30.00
<b>EXPENSES</b>						<b>-119.29</b>
<b>Fines Expense</b>						<b>-119.29</b>
4/15/2025	Forward Special Acc...1003	S	Amazon	Amazon Invoic... R		-58.94
5/20/2025	Forward Special Acc...1006		**VOID**Rhinelande...	Invoice 2025-5 ... c		0.00
5/20/2025	Forward Special Acc...1011	S	Amazon	INV # 1TVY-6Q...		-42.62
5/20/2025	Forward Special Acc...1007	S	Baker & Taylor Books	Invoice 203899...		-6.74
6/17/2025	Forward Special Acc...1013		Rhineland District ...	Invoice 2025-1...		-10.99
<b>OVERALL TOTAL</b>						<b>492.81</b>

# 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.

BUDGET COMPARISON & 2025 BUDGET

ACTUAL NEEDS REQUEST

EDUCATION & RECREATION		2022	2022	2023	2023	2024	2025	2026
QB Fund #	Description	Actual	Budget	YTD JUNE	Budget	Budget		Budget
	Library		Amended			Proposed		Proposed
5511001	Wages - Perm. Emp.	\$140,136.90	\$154,732.24	\$0.00	\$174,883.44	\$174,050.76		\$180,732
5511002	Vacation Pay	\$5,445.27	\$0.00	\$0.00	\$0.00	\$0.00		\$0
5511003	Sick Pay	\$1,224.52	\$0.00	\$0.00	\$0.00	\$0.00		\$0
5511004	Holiday Pay	\$3,672.36	\$0.00	\$0.00	\$0.00	\$0.00		\$0
5511005	Social Security & Medicare	\$11,686.20	\$11,837.02	\$0.00	\$13,378.58	\$13,314.88		\$13,826
5511006	Health/Life Insurance	\$12,322.24	\$35,196.00	\$0.00	\$29,421.77	\$35,424.06		\$38,329
5511008	EBC Dental	\$465.79	\$0.00	\$0.00	\$0.00	\$0.00		\$0
5511009	WRS	\$8,794.75	\$9,199.35	\$0.00	\$10,087.53	\$10,915.13		\$11,033
5511015	Contract Services	\$3,761.73	\$3,982.00	\$0.00	\$3,982.00	\$2,810.00		\$9,676
5511020	Telephone	\$2,517.10	\$2,500.00	\$0.00	\$2,520.00	\$2,650.00		\$4,000
5511031	Electric	\$6,007.26	\$5,000.00	\$0.00	\$5,640.00	\$6,370.00		\$6,500
5511034	Natural Gas	\$2,023.32	\$2,000.00	\$0.00	\$3,600.00	\$2,700.00		\$2,000
5511035	Bldg/Property Maintenance	\$5,983.85	\$4,690.67	\$0.00	\$5,600.00	\$1,250.00		\$3,024
5511036	Sewer & Water	\$1,230.09	\$1,500.00	\$0.00	\$1,200.00	\$1,300.00		\$1,500
5511038	Supplies	\$5,121.08	\$4,850.00	\$0.00	\$4,850.00	\$2,800.00		\$3,665
5511039	Books	\$25,838.55	\$24,176.84	\$0.00	\$24,921.03	\$17,658.84		\$22,801
5511040	Expenses	\$14,799.85	\$15,716.24	\$0.00	\$12,910.79	\$12,451.44		\$13,839
5511000	Library	<b>\$251,030.86</b>	<b>\$275,380.36</b>	<b>\$0.00</b>	<b>\$292,995.14</b>	<b>\$283,695.11</b>		<b>\$310,924</b>

Library Revenues	2025 Budget
Town of Three Lakes	\$212,339.54
Library Non-Lapsing Account	\$29,524.13
Oneida County	\$ 52,908.00
Lincoln County	\$66.47
Langlade County	\$24.93
Forest County	\$4,761.06
Three Lakes Historical Society	\$2,800.00
Town of Sugar Camp	\$0.00
Three Lakes School District	\$8,500.00
	<b>\$310,924.13</b>

# 2026 Library Proposed Budget - Actual Needs Request

6/16/2025						
Account	2026 Budget		Spent		Balance	
<b>01 Salaries 551 1001</b>						
01 Director	\$ 52,520	\$	-	\$	52,520.00	
02 Technical Services	\$ 38,199	\$	-	\$	38,198.85	
03 Adult and Young Adult Librarian	\$ 39,297	\$	-	\$	39,296.51	
04 Childrens Librarian	\$ 27,573	\$	-	\$	27,573.00	
05 Circulation Clerk	\$ 12,313	\$	-	\$	12,313.31	
06 Circ Clerk	\$ 10,224					
07 Relief Librarian	\$ 606	\$	-	\$	606.00	
09 Misc Staff Salaries	\$ -	\$	-	\$	-	
<b>Total Salaries</b>	<b>\$ 180,732</b>			<b>\$</b>	<b>180,732</b>	
<b>02 Benefits</b>						
Social Security 551 1005	\$ 13,826	\$	-	\$	13,825.98	
Health Insurance 551 1006	\$ 38,329	\$	-	\$	38,329.03	
Life Insurance 551 1006	\$ -	\$	-	\$	-	
Dental EBC 551 1008	\$ -	\$	-	\$	-	
WRS 551 1009	\$ 11,033	\$	-	\$	11,032.76	
<b>Total Benefits</b>	<b>\$ 63,188</b>			<b>\$</b>	<b>63,187.77</b>	
<b>03 Contractual Services</b>						
	551 1015		551 1015			
Equipment Contracts	\$ 8,985	\$	-	\$	8,985.00	
Professional Services	\$ 691	\$	-	\$	691.20	
Waltco Courier	\$ -	\$	-	\$	-	
<b>Total Contractual Services</b>	<b>\$ 9,676</b>			<b>\$</b>	<b>9,676.20</b>	
<b>04 Utilites</b>						
Electric 551 1031	\$ 6,500	\$	-	\$	6,500.00	
Natural Gas 551 1034	\$ 2,000	\$	-	\$	2,000.00	
Sewer and Water 551 1036	\$ 1,500	\$	-	\$	1,500.00	
Telephone 551 1020	\$ 4,000	\$	-	\$	4,000.00	
<b>Total Utilites</b>	<b>\$ 14,000</b>			<b>\$</b>	<b>14,000.00</b>	
<b>05 Property Maintenance</b>						
	550 1035		550 1035			
Custodial Supplies	\$ 750	\$	-	\$	750.00	
Property Maintenance	\$ 350	\$	-	\$	350.00	
Security Systems	\$ 1,924	\$	-	\$	1,924.00	
Building Contingency	\$ -	\$	-	\$	-	
<b>Total Property Maintenance</b>	<b>\$ 3,024</b>			<b>\$</b>	<b>3,024.00</b>	

<b>06 Supplies</b>	<b>551 1038</b>	<b>551 1038</b>			
Computer Hardware	\$ 1,340	\$ -	\$ -	\$ -	1,340.00
Library Supplies	\$ 1,000	\$ -	\$ -	\$ -	1,000.00
Office Supplies	\$ 750	\$ -	\$ -	\$ -	750.00
Petty Cash	\$ 150	\$ -	\$ -	\$ -	150.00
Postage	\$ 425	\$ -	\$ -	\$ -	425.00
<b>Total Supplies</b>	<b>\$ 3,665</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>3,665.00</b>

<b>07 Materials - AV</b>	<b>551 1039</b>	<b>551 1039</b>			
Adult audiobook	\$ 1,200	\$ -	\$ -	\$ -	1,200.00
Adult video	\$ 1,000	\$ -	\$ -	\$ -	1,000.00
Juvenile audiobook	\$ 250	\$ -	\$ -	\$ -	250.00
Juvenile video	\$ 50	\$ -	\$ -	\$ -	50.00
<b>Total Materials - AV</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>2,500.00</b>

<b>07 Materials - Books</b>	<b>551 1039</b>	<b>551 1039</b>			
Adult books	\$ 14,000	\$ -	\$ -	\$ -	14,000.00
eBook consortium	\$ 1,001	\$ -	\$ -	\$ -	1,000.50
Juvenile/YA books	\$ 4,500	\$ -	\$ -	\$ -	4,500.00
<b>Total Materials - Books</b>	<b>\$ 19,501</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>19,500.50</b>

<b>07 Materials - Subscriptions</b>	<b>551 1039</b>	<b>551 1039</b>			
Individual subscriptions	\$ -	\$ -	\$ -	\$ -	-
Newspapers	\$ -	\$ -	\$ -	\$ -	-
Subscription Service	\$ 800	\$ -	\$ -	\$ -	800.00
<b>Total Subscriptions</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>800.00</b>

<b>08 Expenses - Computer</b>	<b>551 1040</b>	<b>551 1040</b>			
Maintenance and Repair	\$ 150	\$ -	\$ -	\$ -	150.00
Software subscription/licenses	\$ 208	\$ -	\$ -	\$ -	208.00
Computer Contingency	\$ -	\$ -	\$ -	\$ -	-
<b>Total Computers</b>	<b>\$ 358</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>358.00</b>

<b>08 Expenses - Programming</b>	<b>551 1040</b>	<b>551 1040</b>			
Adult	\$ 700	\$ -	\$ -	\$ -	700.00
Children / Story Hour	\$ 700	\$ -	\$ -	\$ -	700.00
Movie license	\$ 240	\$ -	\$ -	\$ -	240.00
Reading Programs	\$ 1,000	\$ -	\$ -	\$ -	1,000.00
Young Adult	\$ 700	\$ -	\$ -	\$ -	700.00
<b>Total Programming</b>	<b>\$ 3,340</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>3,340.00</b>

<b>08 Expenses - Publishing Fees</b>	<b>551 1040</b>	<b>551 1040</b>			
Job Posting	\$	50	\$	-	\$ 50.00
Publicity	\$	-	\$	-	-
<b>Total Publishing Fees</b>	<b>\$</b>	<b>50</b>	<b>\$</b>	<b>-</b>	<b>\$ 50.00</b>

<b>08 Expenses - Staff Development</b>	<b>551 1040</b>	<b>551 1040</b>			
Staff Development	\$	800	\$	-	\$ 800.00
Mileage and Meals	\$	600	\$	-	\$ 600.00
<b>Total Staff Development</b>	<b>\$</b>	<b>1,400</b>	<b>\$</b>	<b>-</b>	<b>\$ 1,400.00</b>

<b>08 Expenses - WVLS</b>	<b>551 1040</b>	<b>551 1040</b>			
Internet	\$	1,200	\$	-	\$ 1,200.00
Network and Enterprise	\$	1,950	\$	-	\$ 1,950.00
V-Cat Maintenance	\$	5,541	\$	-	\$ 5,540.92
Wiscat (DPI) & WorldCat (WILS)	\$	-	\$	-	-
<b>Total WVLS</b>	<b>\$</b>	<b>8,691</b>	<b>\$</b>	<b>-</b>	<b>\$ 8,690.92</b>

**Total 2025 Budget**                    **\$        310,924    \$                    -    \$    310,924.13**

Town Expectation		2025 Draft Budget	Difference
\$	281,400.00	\$ 310,924	\$ 29,524.13

BUDGET COMPARISON & 2025 BUDGET

# One Time Monies Request

EDUCATION & RECREATION		2022	2022	2023	2023	2024	2025	2026
QB Fund #	Description	Actual	Budget	YTD JUNE	Budget	Budget		Budget
	Library		Amended			Proposed		Proposed
5511001	Wages - Perm. Emp.	\$140,136.90	\$154,732.24	\$0.00	\$174,883.44	\$174,050.76		\$179,389
5511002	Vacation Pay	\$5,445.27	\$0.00	\$0.00	\$0.00	\$0.00		\$0
5511003	Sick Pay	\$1,224.52	\$0.00	\$0.00	\$0.00	\$0.00		\$0
5511004	Holiday Pay	\$3,672.36	\$0.00	\$0.00	\$0.00	\$0.00		\$0
5511005	Social Security & Medicare	\$11,686.20	\$11,837.02	\$0.00	\$13,378.58	\$13,314.88		\$13,723
5511006	Health/Life Insurance	\$12,322.24	\$35,196.00	\$0.00	\$29,421.77	\$35,424.06		\$38,329
5511008	EBC Dental	\$465.79	\$0.00	\$0.00	\$0.00	\$0.00		\$0
5511009	WRS	\$8,794.75	\$9,199.35	\$0.00	\$10,087.53	\$10,915.13		\$10,752
5511015	Contract Services	\$3,761.73	\$3,982.00	\$0.00	\$3,982.00	\$2,810.00		\$1,891
5511020	Telephone	\$2,517.10	\$2,500.00	\$0.00	\$2,520.00	\$2,650.00		\$4,000
5511031	Electric	\$6,007.26	\$5,000.00	\$0.00	\$5,640.00	\$6,370.00		\$6,500
5511034	Natural Gas	\$2,023.32	\$2,000.00	\$0.00	\$3,600.00	\$2,700.00		\$2,000
5511035	Bldg/Property Maintenance	\$5,983.85	\$4,690.67	\$0.00	\$5,600.00	\$1,250.00		\$3,024
5511036	Sewer & Water	\$1,230.09	\$1,500.00	\$0.00	\$1,200.00	\$1,300.00		\$1,450
5511038	Supplies	\$5,121.08	\$4,850.00	\$0.00	\$4,850.00	\$2,800.00		\$2,075
5511039	Books	\$25,838.55	\$24,176.84	\$0.00	\$24,921.03	\$17,658.84		\$18,351
5511040	Expenses	\$14,799.85	\$15,716.24	\$0.00	\$12,910.79	\$12,451.44		\$12,239
5511000	Library	<b>\$251,030.86</b>	<b>\$275,380.36</b>	<b>\$0.00</b>	<b>\$292,995.14</b>	<b>\$283,695.11</b>		<b>\$293,724</b>

Library Revenues 2025 Budget Prev Revenue

Town of Three Lakes	\$212,339.54
Library Non-Lapsing Account	\$12,323.70
Oneida County	\$ 52,908.00
Lincoln County	\$66.47
Langlade County	\$24.93
Forest County	\$4,761.06
Three Lakes Historical Society	\$2,800.00
Town of Sugar Camp	\$0.00
Three Lakes School District	\$8,500.00
	<b>\$293,723.70</b>

# 2026 Library Proposed Budget - One Time Monies

6/16/2025	2026 Budget	Spent	Balance
Account			

## 01 Salaries 551 1001

01 Director	\$ 52,520	\$ -	\$ 52,520.00
03 Adult and Young Adult Librarian	\$ 38,159	\$ -	\$ 38,158.93
02 Technical Services	\$ 37,081	\$ -	\$ 37,081.22
04 Childrens Librarian	\$ 25,824	\$ -	\$ 25,824.08
05 Circulation Clerk	\$ 11,951	\$ -	\$ 11,950.93
06 Circ Clerk	\$ 9,926		
07 Relief Librarian	\$ 606	\$ -	\$ 606.00
08 Custodial	\$ 3,322	\$ -	\$ 3,321.89
09 Misc Staff Salaries	\$ -	\$ -	\$ -
<b>Total Salaries</b>	<b>\$ 179,389</b>	<b>\$ -</b>	<b>\$ 179,389</b>

## 02 Benefits

Social Security 551 1005	\$ 13,723	\$ -	\$ 13,723.28
Health Insurance 551 1006	\$ 38,329	\$ -	\$ 38,329.03
Life Insurance 551 1006	\$ -	\$ -	\$ -
Dental EBC 551 1008	\$ -	\$ -	\$ -
WRS 551 1009	\$ 10,752	\$ -	\$ 10,752.43
<b>Total Benefits</b>	<b>\$ 62,805</b>	<b>\$ -</b>	<b>\$ 62,805</b>

## 03 Contractual Services

	551 1015	551 1015	
Equipment Contracts	\$ 1,200	\$ -	\$ 1,200.00
Professional Services	\$ 691	\$ -	\$ 691.20
Waltco Courier	\$ -	\$ -	\$ -
<b>Total Contractual Services</b>	<b>\$ 1,891</b>	<b>\$ -</b>	<b>\$ 1,891</b>

## 04 Utilites

Electric 551 1031	\$ 6,500	\$ -	\$ 6,500.00
Natural Gas 551 1034	\$ 2,000	\$ -	\$ 2,000.00
Sewer and Water 551 1036	\$ 1,450	\$ -	\$ 1,450.00
Telephone 551 1020	\$ 4,000	\$ -	\$ 4,000.00
<b>Total Utilites</b>	<b>\$ 13,950</b>	<b>\$ -</b>	<b>\$ 13,950</b>

## 05 Property Maintenance

	550 1035	550 1035	
Custodial Supplies	\$ 750	\$ -	\$ 750.00
Property Maintenance	\$ 350	\$ -	\$ 350.00
Security Systems	\$ 1,924	\$ -	\$ 1,924.00
Building Contingency	\$ -	\$ -	\$ -

<b>Total Property Maintenance</b>	<b>\$</b>	<b>3,024</b>	<b>\$</b>	<b>3,024</b>
<hr/>				
<b>06 Supplies</b>	<b>551 1038</b>	<b>551 1038</b>		
Computer Hardware	\$	-	\$	-
Library Supplies	\$	750	\$	750.00
Office Supplies	\$	750	\$	750.00
Petty Cash	\$	150	\$	150.00
Postage	\$	425	\$	425.00
<b>Total Supplies</b>	<b>\$</b>	<b>2,075</b>	<b>\$</b>	<b>2,075</b>
<hr/>				
<b>07 Materials - AV</b>	<b>551 1039</b>	<b>551 1039</b>		
Adult audiobook	\$	750	\$	750.00
Adult video	\$	850	\$	850.00
Juvenile audiobook	\$	150	\$	150.00
Juvenile video	\$	50	\$	50.00
<b>Total Materials - AV</b>	<b>\$</b>	<b>1,800</b>	<b>\$</b>	<b>1,800</b>
<hr/>				
<b>07 Materials - Books</b>	<b>551 1039</b>	<b>551 1039</b>		
Adult books	\$	11,250	\$	11,250.00
eBook consortium	\$	1,001	\$	1,000.50
Juvenile/YA books	\$	3,500	\$	3,500.00
<b>Total Materials - Books</b>	<b>\$</b>	<b>15,751</b>	<b>\$</b>	<b>15,751</b>
<hr/>				
<b>07 Materials - Subscriptions</b>	<b>551 1039</b>	<b>551 1039</b>		
Individual subscriptions	\$	-	\$	-
Newspapers	\$	-	\$	-
Subscription Service	\$	800	\$	800.00
<b>Total Subscriptions</b>	<b>\$</b>	<b>800</b>	<b>\$</b>	<b>800</b>
<hr/>				
<b>08 Expenses - Computer</b>	<b>551 1040</b>	<b>551 1040</b>		
Maintenance and Repair	\$	150	\$	150.00
Software subscription/licenses	\$	208	\$	208.00
Computer Contingency	\$	-	\$	-
<b>Total Computers</b>	<b>\$</b>	<b>358</b>	<b>\$</b>	<b>358</b>
<hr/>				
<b>08 Expenses - Programming</b>	<b>551 1040</b>	<b>551 1040</b>		
Adult	\$	300	\$	300.00
Children / Story Hour	\$	300	\$	300.00
Movie license	\$	240	\$	240.00
Reading Programs	\$	800	\$	800.00
Young Adult	\$	300	\$	300.00
<b>Total Programming</b>	<b>\$</b>	<b>1,940</b>	<b>\$</b>	<b>1,940</b>

<b>08 Expenses - Publishing Fees</b>	551 1040		551 1040		
Job Posting	\$	50	\$	-	\$ 50.00
Publicity	\$	-	\$	-	\$ -
<b>Total Publishing Fees</b>	<b>\$</b>	<b>50</b>	<b>\$</b>	<b>\$</b>	<b>50</b>

<b>08 Expenses - Staff Developmen</b>	551 1040		551 1040		
Staff Development	\$	800	\$	-	\$ 800.00
Mileage and Meals	\$	400	\$	-	\$ 400.00
<b>Total Staff Development</b>	<b>\$</b>	<b>1,200</b>	<b>\$</b>	<b>\$</b>	<b>1,200</b>

<b>08 Expenses - WVLS</b>	551 1040		551 1040		
Internet	\$	1,200	\$	-	\$ 1,200.00
Network and Enterprise	\$	1,950	\$	-	\$ 1,950.00
V-Cat Maintenance	\$	5,541	\$	-	\$ 5,540.92
Wiscat (DPI) & WorldCat (WILS)	\$	-	\$	-	\$ -
<b>Total WVLS</b>	<b>\$</b>	<b>8,691</b>	<b>\$</b>	<b>\$</b>	<b>8,691</b>

<b>Total 2025 Budget</b>	<b>\$</b>	<b>293,724</b>	<b>\$</b>	<b>-</b>	<b>\$ 293,723.70</b>
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Town Expectation	2025 Draft Budget	Difference
\$ 281,400.00	\$ 293,724	\$ 12,323.70

# Demmer Staff Mini Grant

Edward U. Demmer Memorial Library  
Three Lakes, Wisconsin

Date 6/20/2025

Program Name: Staff Computer

Staff name: April

Date(s) of program: \_\_\_\_\_

Amount requested: \$980 (estimates are okay)

### Brief description of program:

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

April's computer no longer charged properly and needed to be replaced early (she was scheduled for replacement in 2026). Since this expense was not expected, we need assistance in paying for the current budget year.

### Library board use:

Approved/Denied: \_\_\_\_\_

Amount approved: \_\_\_\_\_

Signature: \_\_\_\_\_

### Source of funds:

\_\_\_\_\_ Operational budget

\_\_\_\_\_ Special account donations

\_\_\_\_\_ Used book sale funds

\_\_\_\_\_ Capital/Building maintenance

\_\_\_\_\_ Forward to Foundation

\_\_\_\_\_ Other (specify: \_\_\_\_\_)

## 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.

<b>Item Type</b> (all audiences unless otherwise indicated)	<b>Loan Time</b>	<b>Renewals</b>	<b>Renewal Time</b>
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.

The maximum number of holds a patron can have is 100.

## Circulation Policy

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

The maximum number of items a patron can have checked out is 100 items system wide.  
~~There is no limit on the total number of library materials a patron may check out as long as the patron abides by the policies outlined above.~~

## Overdue Materials and Fees

### *Overdue Notices*

A first notice will be sent when any library item is ~~ten (10)~~seven (7) days past the due date. When an item is ~~thirty (30)~~twenty-one (21) days overdue, a second notice will be sent.

When an item is ~~forty-five (45)~~thirty-five (35) 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.

## **Circulation Policy**

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

### ***Loan Periods***

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

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

## **Fax Policy**

### ***Availability***

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

### ***Fees***

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

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

## **Copier and Printer Policy**

### ***Availability***

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

### ***Fees***

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

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

## Circulation Policy

Approved by Library Board:04/2025

Last reviewed by Library Board: 04/2025

needs of the library and its staff will receive priority when the library is busy.

### ***Fees***

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

# 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.

Dear Library Friends,

Happy July! Summer is in full swing, and our library is the perfect place to cool off, connect, and get inspired. There's so much happening, and we're excited to share it all with you!

## Color Our World: Summer Reading 2025

This year's summer reading theme, Color Our World, is all about discovering new stories, new ideas, and new adventures. Look for our weekly children's programs!

## Reading Challenges for All Ages

We believe reading is for everyone. Our reading challenges are designed for all ages—kids, teens, and adults—with fun goals, cool incentives, and plenty of motivation to keep you turning the pages all summer long.

## 4th of July Book Sale

Join us right after the parade for our annual 4th of July Book Sale! Pick up great reads for all ages at bargain prices. Whether you're looking for a beach read or building your home library, it's the perfect time to stock up—and support your library in the process.

## Books: The Other Channel

Looking for a little extra inspiration? Check out our book club, Books: The Other Channel. We meet monthly to discuss compelling fiction and nonfiction titles—perfect for adults who love a good conversation and a great book. Ask at the desk to find out what we're reading next!

Here's to a July filled with reading, community, and color!

Warmly,  
Jill

## HOURS

MON/WED 9AM-7PM

TUES/THURS/FRI 9AM-5PM

SAT 9AM-2PM

## CONTACT

Phone: 715-546-3391

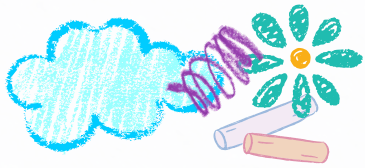
Fax: 715-546-3914

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

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



# July Programs



## Chalkfest June 30-July 5

Come to the Demmer and get your chalk to make art around our building.



## Interactive Movie July 8 @ 10 AM

**Maple Room--PRE-REGISTRATION IS REQUIRED**

Join us as we watch Despicable Me! Everyone gets an interactive script and a bag of goodies to follow along with Miss April and Miss Candice.



## Christmas in July July 15 @ 10 AM

@ Maple Room--Join us for activities inspired by winter holidays and traditions, but in the summer! Can't make it for the morning event? No problem. We will have ways to celebrate all day long.



## Eat the Rainbow July 22 @ 10 AM

@ Maple Room--**PRE-REGISTRATION IS REQUIRED**--Come learn about fruits and veggies at this engaging program presented by FoodWise.



## Pete the Cat Inspired Amazing Race™ July 29 @ 10AM

@ Demmer Lawn---Team up with friends or family to hunt for clues, complete challenges, and race to the finish line.

**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.



# YA SUMMER PROGRAMMING



## Rainbow Boba Party

Ages 12-18

August 4 @ 3pm

Demmer Maple Room

## Three Lakes IMMERSION EXCURSIONS "AN OUT OF MUSEUM EXPERIENCE"



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



**THREE LAKES CEMETERY**  
THURS, JULY 31ST  
10:00 AM



**THE JOHNSON HOUSE**  
THURS, JULY 17TH  
10:00 AM  
Guest Speaker Jan Kurtz-  
Family memories, cabin  
culture and land legacy



**THE BLACK FOREST**  
THURS, JULY 24TH  
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.

 Historical Society and Museum

**4<sup>TH</sup>**  
**OF JULY**  
**BOOK SALE**

**JULY 4TH, 2025**  
**9:00AM-12PM**

**PURCHASE AND FILL A TOTE BAG \$10.00**

# Three Lakes Genealogical Society



The Three Lakes Genealogical Society (TLGS) will have their members only picnic on Monday, July 28, at 12 p.m. at Don Burnside Park in Three Lakes. The next meeting will take place Monday, August 25<sup>th</sup> at 1pm in the Demmer Maple Room. 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. 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>

## Three Lake Public Library Foundation



*The Three Lakes Public Library Foundation is a non-profit, 501(c)3 corporation. The organization is governed by a board of directors comprised of volunteers dedicated to helping the community through the improvement of the library.*

### **What we do:**

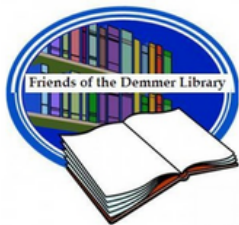
- *Initiates funding and endowment opportunities*
- *Identifies and funds special projects and services*
- *Inspires community interest and involvement*



### **Purpose**

*The Foundation selectively supports positive, high quality activities such as adult and children's learning programs, public access computer hardware and software, special collections, library furnishings and continuing education for library staff.*

**Want to donate? Scan the QR code!**



## Friends of the Demmer Library

The Friends of the Demmer Library are looking for members to serve on their board. Letters of Interest should be dropped off at the Demmer Library c/o Friends.

*The Friends of the Demmer Library is a volunteer organization that wants to promote knowledge & use of the library.*

*Our used book sale fund-raiser events are used to purchase needed equipment, materials, and support programs for the library.*



## Monthly Writing Group

### TWO MEETINGS THIS MONTH!

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

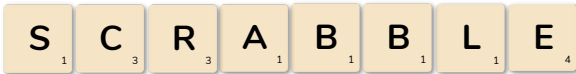
Beginning writers as well as established authors are encouraged to attend, share writing projects, successes, and help each other.

PROVIDING SUPPORT AND RESOURCES FOR OUR VETERANS.



### Veterans Services Office Hours

Demmer Library  
Wednesday  
July 16<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.



## Books the Other Channel Book Club

Tuesday, July 22nd--6:30 PM  
in person or via Zoom

Books the Other Channel book discussion group will discuss True North by Andrew Graff on July 22nd at 6:30 PM.

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

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

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



# Booking Ahead

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



*Finders Keepers* by Sarah Adler

*Battle of the Bookstores* by Ali Brady

*Typewriter Beach* by Meg Waite Clayton

*Nightshade* by Michael Connelly

*My Ex, The Antichrist* by Craig DiLouie

*The Enchanted Greenhouse* by Sarah Beth Durst

*The Poppy Fields* by Nikki Erlick

*The Dark Library* by Mary Anna Evans

*Before Dorothy* by Hazel Gaynor

*The Bewitching* by Silvia Moreno-Garcia

*I Did Warn Her* by Sian Gilbert

*The Frozen People* by Elly Griffiths

*How Freaking Romantic* by Emily Harding

*It Happened on the Lake* by Lisa Jackson

*Don't Let Him In* by Lisa Jewell

*The Dirty Version* by Turner Gable Kahn

*Happy Wife* by Meredith Lavender & Kendall Shores

*The River Is Waiting* by Wally Lamb

*Murder Takes a Vacation* by Laura Lippman

*These Summer Storms* by Sarah MacLean

*A Resistance of Witches* by Morgan Ryan

*A Terribly Nasty Business* by Julia Seales

*The Love Fix* by Jill Shalvis

*The Passion Project* by London Sperry

*A Mother Always Knows* by Sarah Strohmeyer

*Edge of Honor* by Brad Thor

*The View from Lake Como* by Adriana Trigiani

*The Golden's* by Lauren Wilson

*Sunburned* by Katherine Wood

*Roll for Romance* by Lenora Woods

*The Woman in Suite 11* by Ruth Ware

# Historical Clippings

Three Lakes Museum

July 2025

## *Three Lakes Knows How to Parade!*

July 4<sup>th</sup> parades have traveled down Superior Street for many years.  
How many?  
Does anyone recall when this tradition began?



The parade in this picture was probably the early 1970's.  
And yes, the parade route was travelling west to east.

This image was posted on the Facebook group, *Memories of Three Lakes* a couple of years ago. The consensus in the comments was the year was close to 1972 and that is Milton Novack Jr in the background playing the trombone! It's always great to hear commentors reminisce about the businesses too.



From another photo album, pictures to identify



This little Uncle Sam was part of the advertising campaigns in the local papers at the time of the United States Bicentennial (200 year) Celebration of 1976  
Next year will begin the United States Semiquincentennial (250 year) Celebration of 2026  
Take some time to practice that! It's going to be big!