

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting

421 High Street, Spooner, WI

September 28, 2021 at 5:00 PM

Meeting will be held in person with masks and social distancing required

A. CALL TO ORDER –

B. ROLL CALL –

C. APPROVAL OF PREVIOUS MINUTES –

D. APPROVAL OF MONTHLY VOUCHERS –

E. PUBLIC COMMENT –

F. OLD BUSINESS –

1. Library's Response to COVID-19 – Moving forward
 - a. Increase in COVID-19 cases in area
 - b. Preparation for October peak (additional safety precautions)
 - c. Can we help the school?
2. Break Room – Flooring install October 25-26, dishwasher install complete
3. Feasibility Study – First meeting with SEH, 3-5 year plan, discuss next steps
4. Bi-Annual Employee Handbook Review – Review changes and approve
5. Budget 2022 – After City meeting and staff change need to approve new budget
6. ARPA Funds – Proposal submission and next steps

G. NEW BUSINESS –

1. NONE

H. LIBRARIAN'S REPORT –

1. Patron incident on 9/21 – Mental health emergency.
2. Team update – Programming/Cataloger resignation, reconfiguring of current staff. New hire of Aide.
3. September was Library Card Sign-Up Month – New card design and push for more cardholders.
4. Summer Reading – 12,733 books read, 559 signed up, 174 finished the program. Most books read yet and highest number of teens enrolled to date. 2019 saw 1,222 signed up, so that number is still down. Offered both BeanStack and paper options which were both used with the app seeing the most use. Winter Reading Program in the works.
5. Fountain – Work complete.
6. Books & Bread – August & September distributions served 503 individuals. Next distribution is October 27th at 10:30-11:30 at Church of Nazarene, Spooner and 12:00-1:00 at Christ Lutheran Church, Trego.
7. Compassion Kitchen – 50 individuals served with Ready to Eat Food Bags, Emergency Food Bags, and/or care packages in August. September has served 63 individuals so far.
8. Community First – Looking for board member (from faith community). Working with economart on getting more supplies for care packages. Will partner with Ventures to package supplies.
9. Events & Programs – Ukulele lessons until mid-October, average of 9 attendees; 10 at kayaking program, 10 at Stanley Trollip author visit, 10 at Savvy Seniors Book Group, no story hour this month, school field trips postponed.
10. July Statistics – Less of a gap between 2019 numbers and 2021 numbers.
11. Updated website – LEANWI partnership eliminated cost of website fee and migration help to new host.
12. Other Reports –

J. FINANCIAL REPORT –

2021: **TOTAL EXPENDITURES FOR 2021 = \$ 245,286.97**

TOTAL REVENUE FOR 2021 = \$ 324,681.99

REPLACEMENTS = \$ 481.36

LIBRARY DONATIONS = \$ 5,742.95

LIBRARY DONATIONS RESTRICTED = \$ 1,207.71

GRANTS = \$ 4,000.00

COUNTY CONTRIBUTIONS = \$ 130,247.52

GENERAL PROPERTY TAXES = \$ 183,000.00

OTHER = \$ 2.45

LIBRARY DONATIONS/GRANTS CARRYOVER: \$ 5,456.79

SAVING ACCOUNT BALANCES:

LIBRARY SAVINGS: \$6,689.18

LIBRARY SPECIAL BUILDING FUND: \$50,000.00

LIBRARY UNDESIGNATED FUNDS ACCOUNT: \$56,480.77

J. NEXT MEETING –

October 26, 2021 @ 5:00 p.m.

K. ADJOURN