

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting

421 High Street, Spooner, WI

January 25, 2022 at 5:00 PM

Meeting will be held in person with masks 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. Director request to stay as is.
2. Break Room – Tour of finished project.
3. Feasibility Study – Update from SEH.
4. ARPA Funds – Library awarded \$97,000 Wisconsin Department of Instruction's Library as a Center for Community Resiliency Grant to purchase a book mobile! Library also awarded a book bike through DPI's Hybrid Library Service Model Grant, applied for by IFLS (bordering system) and \$15,000 to assist with Community Powered project in 2022-2023, applied for by NWLS (library system)! The Director also requested a water bottle refilling station with Washburn County's ARPA Committee. Update on all projects.
5. WLA Conference – Recap.

G. NEW BUSINESS –

1. Next Meeting Date – Need to change date of next meeting to Tuesday, February 15th at 5:00 p.m. due to Annual Report deadline.
2. Employee Handbook – City recommends changing "Retirement" section of handbook to read actual Wisconsin Retirement information. Under Section V: Employee Benefits, G1. Retirement – change "One half of Wisconsin Retirement is paid by the employer for any employee working more than 600 hours per year" to "One half of Wisconsin Retirement is paid by the employer for any employee who is employed for at least one year (365 consecutive days) AND is working at least 1,200-hours-per-year. An employee receiving this benefit will continue receiving this benefit so long as they are employed at the Library."
3. Employee Handbook – Review and approve Attachment VI: Background Check Request Form.
4. Strategic Plan Update – Reflect on 3 goals and determine next steps toward implementation.
5. Minong Library – Director met with Minong Library Board to begin conversation on how/if the Spooner Library can support their efforts to become an official public library. Discussion and next steps.

H. LIBRARIAN'S REPORT –

1. Winter 2022 Newsletter is out.
2. New hires – Lana Cummins and Clare Paulson are new hires to cover the Library Aide position that was open for three months. They are excellent additions to the team!
3. Welcome Michelle Stone, newest board member from the City of Spooner!
4. Tech updates - Angie & Katy provided virtual library tours to first grade classes thanks to tech purchased with donations. Angie finalized purchases from large 2020 grant for programming, purchasing a TV and a mobile TV cart to support hybrid programs.
5. Outreach updates – Katy makes scheduled trips to St. Francis to deliver crates of books to each classroom. Continues to support Seniors via Savvy Seniors program. Working on promoting resources.
6. National Endowment for the Arts Grant – Director applied for grant to support a community read of the book "There, There" by Tommy Orange and support an author visit.

7. Books & Bread – In 2021, Books & Bread served 2,087 individuals and provided over 16,000 pounds of food. This program is continuing into March; the next date is 1/26/2022.
8. Compassion Kitchen – In 2021, Compassion Kitchen served 479 individuals and provided 162 Ready-to-Eat bags, 162 Emergency Food Bags, and 133 Care Packages.
9. Community First – In 2021, Community First distributed 326 care packages. To date, 1,249 care packages have been distributed. Currently preparing for next round of care packages and working on Spring into Action campaign which is scheduled for Saturday, April 23rd, 10:00 a.m. – 12:00 p.m. Finalizing strategic planning. Still need a board member from faith community.
10. Events & Programs – Dave Mills, Story Hour, Mystery Movie Night, LEGO Club, snowshoe hike, Savvy Seniors, Stuffed Animal Sleepovers, Chad Lewis, Mystery Yarn Contest, Winter Reading Challenges, Soup-er Bowl, BINGO for Books, Puzzle Contest, Mischief Makers.
11. 2021 Library Statistics – Circulation up by 6,185. E-Circulations up by 209. Library Visits up by 16,939. Program count down. All 2021 statistics will be available at February meeting.
12. Other Reports –

J. FINANCIAL REPORT –

2021: **TOTAL EXPENDITURES FOR 2021 = \$ 363,461.62**

TOTAL REVENUE FOR 2021 = \$ 340,094.53

REPLACEMENTS = \$ 524.36

LIBRARY DONATIONS = \$ 14,212.52

LIBRARY DONATIONS RESTRICTED = \$ 4,770.18

GRANTS = \$ 6,567.19

COUNTY CONTRIBUTIONS = \$ 130,247.52

GENERAL PROPERTY TAXES = \$ 183,000.00

OTHER = \$ 10.76

REIMBURSEMENTS & SCHOLARSHIPS: \$ 762.00

SAVING ACCOUNT BALANCES:

LIBRARY SAVINGS: \$6,689.18

LIBRARY SPECIAL BUILDING FUND: \$50,000.00

LIBRARY UNDESIGNATED FUNDS ACCOUNT: \$56,480.77

2022: **TOTAL EXPENDITURES FOR 2021 = \$ 8,608.47**

TOTAL REVENUE FOR 2021 = \$ 123,069.41

REPLACEMENTS = \$ 179.44

LIBRARY DONATIONS = \$ 76.74

LIBRARY DONATIONS RESTRICTED = \$ 0.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 122,813.23

GENERAL PROPERTY TAXES = \$ 0.00

OTHER = \$ 0.00

REIMBURSEMENTS & SCHOLARSHIPS: \$ 0.00

SAVING ACCOUNT BALANCES:

LIBRARY SAVINGS: \$6,689.18

LIBRARY SPECIAL BUILDING FUND: \$50,000.00

LIBRARY UNDESIGNATED FUNDS ACCOUNT: \$33,113.77

J. NEXT MEETING –

February 15, 2022 pending Board approval @ 5:00 p.m. **No meeting in December.**

K. ADJOURN