

## SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting  
421 High Street, Spooner, WI  
August 22, 2023  
**MINUTES**

**A. CALL TO ORDER** – Kevan called the meeting to order at 5:02pm

**B. ROLL CALL** – Kevan, Bodzislav, Waltz, Johnson, Clair, Stone, Bruce

Absent: Gagnon, Berghammer, Ford

**C. APPROVAL OF PREVIOUS MINUTES** – Waltz made a motion to approve the previous minutes, 2nd by Kevan. Motion carried.

**D. APPROVAL OF MONTHLY VOUCHERS** – #105- #121 Totalling \$ 8035.49 Kevan made a motion to approve the vouchers and total amount, 2nd by Johnson. Motion carried.

**E. PUBLIC COMMENT** – Patron Josh Lupkie said that the Library is a great place!

**F. OLD BUSINESS** –

1. As per the Strategic Plan, the Board and Director devoted 5 minutes to futuristic thinking. Kevan mentioned that recent libraries she has visited all have a fireplace and a self checkout. These are things to consider in the future for our library. The Director mentioned that a larger mural on the outside of the building would be something to think about.

2. Feasibility Study

a. The Director reminded the Board of the upcoming public hearing on variance, August 28<sup>th</sup> at 5:00 p.m. All public comments to the City regarding the variance of the sidewalk at the library have to be made before 4pm on August 28th and sent to Bill Marx at wmarx@cityofspooner.org

b. The Library Board will wait until the decision is made about the variance before making any further plans for the building.

3. Continue bi-annual review of Employee Handbook

The Board discussed and updated section V (Employee Benefits). **Kevan made a motion to approve the changes in Section V , 2nd by Waltz. Motion carried.** At the next meeting the Board will discuss Attachments III (Disciplinary Action) , Attachment IV (City of Spooner Code of Ordinance), Attachments V (Confidentiality) and Attachment VI (Background Check). The Director will send the Board this section of the Handbook prior to the meeting.

4. Budget 2023: The Director continued the discussion of the Budget for 2024. The Director explained that the budget is based on a formula of last year's circulation and last year's expenditure - however the formula is 2 years behind, where reimbursement is added in. This year's budget will be lower than last year's, but the budget for 2025 should be higher based on the formula. The Director also said that it can be quite difficult submitting a draft budget to the City before getting an amount from Washburn County. This year the City Budget meeting for 2024 is September 28th, but the County meeting is not until October.

**G. NEW BUSINESS –**

1. NONE

**H. LIBRARIAN'S REPORT –**

1. Director's Report

- a. Statistics - The number of visitors in July was 5,573. 2023 has seen an increase in visits.
- b. Outreach updates - Katie has had very positive feedback from her outings with the Bookmobile. There is a new route being planned.
- c. Events and programs - The Snake Discovery was a huge success with 201 attendees and the Big Truck Party had 146 attend. Up coming events are Books and Bread, Card Club, True Reads Book Club, Northwoods Ukulele Festival in Shell Lake, Story Hour, Poetry Workshop, Party Game Night, Lego Club, Savvy Seniors, Farmers Market Story Time, Minecraft Party, Stuffed Animal Sleepover, Mischief Makers, Nintendo Switch Party, Rachel Nau on William's Syndrome and an Author Visit (Gina Ramsey). There is something for everyone. The details can be found on the Library's website, but there are also printed copies available at the library counter.

2. Other reports - NONE

**I. FINANCIAL REPORT –**

2023: **TOTAL EXPENDITURES FOR 2023 = \$ 407,326.51**

**TOTAL REVENUE FOR 2023 = \$ 456,526.67**

REPLACEMENTS = \$ 189.04

LIBRARY DONATIONS= \$ 6,534.49

LIBRARY DONATIONS RESTRICTED = \$ 11,281.96

GRANTS = \$ 30,645.91

COUNTY CONTRIBUTIONS = \$ 216,576.93

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 1,298.34

**SAVING ACCOUNT BALANCES (updated 4/20/2023)**

LIBRARY SPECIAL BUILDING FUND: \$ 51,000.00

LIBRARY SAVINGS: \$6,966.34

LIBRARY UNDESIGNATED FUNDS: \$ 82,980.91

CARRYOVER RESTRICTED DONATION: \$ 1,000.00

**J. NEXT MEETING –** September 26, 2023 at 5:00 PM

**K. ADJOURN-** 1st by Waltz, 2nd by Bruce to adjourn the meeting. Meeting adjourned at 6:22 pm