

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
October 24, 2023 at 5:00 PM  
AGENDA

### **A. CALL TO ORDER –**

### **B. ROLL CALL –**

### **C. APPROVAL OF PREVIOUS MINUTES –**

### **D. APPROVAL OF MONTHLY VOUCHERS –**

### **E. PUBLIC COMMENT –**

### **F. OLD BUSINESS –**

1. The Board and Director will devote 5 minutes to futuristic thinking per the Strategic Plan
2. Feasibility Study
  - a. Update – Site survey, discuss campaign case statement
3. Continue bi-annual review of Employee Handbook & Policy Manual
  - a. Handbook: Update to Harassment Policy
  - b. Policy Manual: Adoption of Privacy Policy
4. Budget 2023
  - a. Approve 2023 Budget

### **G. NEW BUSINESS –**

1. Adopt Library Maintenance Checklist
  - a. Review October 2023 Crack Report
2. Review Library Team Job Descriptions and Duties
3. Approve Community Survey
4. Approve 2024 NWLS Member Library Agreement

### **H. LIBRARIAN'S REPORT –**

1. Director's Report
  - a. Team training day, November 30th
  - b. Statistics
  - c. Outreach updates
  - d. Events and programs
2. Other reports

### **J. FINANCIAL REPORT –**

2023: **TOTAL EXPENDITURES FOR 2023 = \$ 308,713.99**

**TOTAL REVENUE FOR 2023 = \$ 461,000.12**

REPLACEMENTS = \$ 407.99

LIBRARY DONATIONS= \$ 8,375.05

LIBRARY DONATIONS RESTRICTED = \$ 11,891.93

GRANTS = \$ 30,645.91

COUNTY CONTRIBUTIONS = \$ 216,576.93

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 2,052.31

### **SAVING ACCOUNT BALANCES (updated 10/19/23)**

LIBRARY SPECIAL BUILDING FUND: \$ 51,750.00

LIBRARY SAVINGS: \$6,966.34

LIBRARY UNDESIGNATED FUNDS: \$ 82,980.91

CARRYOVER RESTRICTED DONATION: \$ 1,000.00

### **J. NEXT MEETING – November 28, 2023 at 5:00 PM**

### **K. ADJOURN**