

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
November 16th, 2023  
**MINUTES**

**A. CALL TO ORDER** – Kevan called the meeting to order at 5:00pm

**B. ROLL CALL** – Kevan, Bodzislaw, Waltz, Johnson, Clair, Stone, Bruce  
Absent: Gagnon, Berghammer, Ford

**C. APPROVAL OF PREVIOUS MINUTES** – Johnson motioned to approve the previous minutes, 2nd by Waltz, Motion carried.

**D. APPROVAL OF MONTHLY VOUCHERS** – # 168 - #185 Totalling \$9279.03. Kevan motioned to approve the vouchers and total amount, but may need an adjustment when one bill is finalized, 2nd by Johnson, Motion carried.

**E. PUBLIC COMMENT** – None

**F. OLD BUSINESS** –

1. The Board and Director devoted 5 minutes to futuristic thinking per the Strategic Plan  
The Architects from SEH have suggested that the ramp that is to be included in the new plans, be not only functional, but decorative. There was a discussion on possible ideas on what to incorporate, such as having ledges with book nooks in the stairs.
2. Library Addition
  - a. Site survey, design meeting - There was a meeting held on Nov 3rd at the library regarding the 1st stages of designing the addition. In attendance were 3 architects from SEH, 3 library staff and 3 board members. Following that meeting SEH have said that by December 1st, they will provide 2 conceptual design iterations. The next step after that is to schedule a collaborative design review.
  - b. Campaign case statement - The Board continued to discuss further possible statements, but nothing was finalized. The Director will also ask the library staff for suggestions.
3. Community Survey
  - a. Update - The Director said that there were 84 responses to the survey. She said that the majority of comments in the surveys were very positive, and there were also a few areas to work on. Overall the survey was helpful as many had commented on the lack of meeting space at the library, giving more evidence that can be documented in the campaign statement. The Director said she will also make a slideshow with the suggested areas of improvement and action taken and also address any misconceptions regarding funding of the Compassion Kitchen and Care packages.

**G. NEW BUSINESS** –

1. None

## H. LIBRARIAN'S REPORT –

### 1. Director's Report

- a. Statistics - There were 6,249 regular check outs this last month which is almost back to pre Covid numbers. There is the upcoming yearly library membership purge of those members who no longer use the library. This year there are about 100 patrons. However, to make sure they want to be removed, Kerry will endeavor to contact those members to find out if they would still like to keep their membership or not. The library continues to offer Hoopla and Kanopy that can be accessed online, if a member is unable to make a physical trip to the library.
- b. Outreach updates - Books and Bread is now at one location once a month at the Church of Nazarene in Spooner. The new hours are 10:30am - 12:00pm. Shell Lake Library is working in collaboration with Spooner Library at this location. The Director said the numbers increased this month by 60 at this location - some people that collected food from the previous other locations are now coming to The Church of Nazarene. Compassion Kitchen and Care Packages are being prepared by volunteers from Ventures every two weeks. Book Mobile - The book mobile normally goes to Maple Ridge Nursing Home, but the staff there said they are unable to staff the event at the moment. Attention To Detail are carrying out some work on the bookmobile - installing interior lights and connecting the battery more permanently. Katy has purchased more gas cards and will also schedule an oil change this month.
- c. Events and programs - Upcoming in November and December are Savvy Seniors Book Club, Bingo for Books, Glitter Party, Books and Bread, Scrabble Game Day, Story Hour, Annual Christmas Ukulele Jam, Docu Flicks, Poetry Workshop, Lego Club, Raptor Tales Program, Movie Night, Stuffed Animal Sleepover, True Reads, Nintendo Switch Party and Team Puzzle Event. There is something for everyone!

2. **Other reports - Finance-** The Director said that the staff will be done spending money on books for the library by the end of November. A book cart has been purchased using money from donations. A generous patron has purchased an additional book cart for the library. The Director said the donation fund should be used up this year to coincide with this year's budget, rather than carry it over and asked the Board for suggestions on what to purchase for the library. Some of the ideas were - new items for the toy kitchen, stuffed toys, board games more Christmas puzzles, tools for the Things Library and some updated book character art for the Children's section.

## I. FINANCIAL REPORT –

2023: **TOTAL EXPENDITURES FOR 2023 = \$ 334,878.28**

**TOTAL REVENUE FOR 2023 = \$ 461,450.98**

REPLACEMENTS = \$ 412.99

LIBRARY DONATIONS= \$ 8,820.91

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  
CAPITAL OUTLAY REVENUE = \$1,050.00  
MISCELLANEOUS REVENUE = \$57.88

**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** – December 19th, 2023 at 5:00 PM

**K. ADJOURN** - 1st by Kevan, 2nd by Waltz to adjourn the meeting. Motion carried. Meeting adjourned at 5:45pm.