

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
February 22, 2024 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. Library Addition
 - a. Final schematic design presentation, next steps
 - b. Campaign case statement
 - c. Review campaign goals
 - d. Discuss/approve formation of a Building Project/Capital Campaign Committee
3. Bi-annual review of Library Policies Manual
 - a. Continue Board of Trustee Bylaws, Article VII, Library Director
 - b. Begin Patron Policies

G. NEW BUSINESS –

1. Approve 2024 Annual Report
2. Approve 2024 Northern Waters Library Network Compliance Agreement
3. Approve amended Attachment II in Employee Handbook based on auditor's recommendation to clarify Employee Handbook Section III, C5 regarding employee meals during travel.
4. Review bookmobile fueling up procedure after auditor's recommendation to use Kwik Trip credit card instead of gas cards for bookmobile. Discuss current checks and balances in place.
5. Discuss/approve formation of Friends of the Library

H. LIBRARIAN'S REPORT –

1. Director's Report
 - a. Statistics - Annual Report Summary, 2024 statistics
 - b. Outreach updates - School events (Math and Reading Night, SMS Steam Night), daycare visit
 - c. Upcoming events - Book clubs, Tai Chi, Card Club, Scrabble Club, Cookbook Club, DocuFlix, Poetry Workshop, Teen Powered Lock-In, Lego Club, Eva Apelqvist author/translator visit, Stuffed Animal Sleepover, all ages Nintendo Switch Party, Make Music Day (June 21st), 4th Annual Northwoods Ukulele Festival (August 24th)
2. Other reports

J. FINANCIAL REPORT –

2024: **TOTAL EXPENDITURES FOR 2024 = \$ 76,696.74**

TOTAL REVENUE FOR 2024 = \$ 200,369.48

REPLACEMENTS = \$ 296.73

LIBRARY DONATIONS= \$ 1,908.64

LIBRARY DONATIONS RESTRICTED = \$ 50.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 198,144.11

GENERAL PROPERTY TAXES = \$ 0.00

INTEREST OTHER SOURCES = \$ 0.00

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

SAVING ACCOUNT BALANCES

LIBRARY SPECIAL BUILDING FUND + SAVINGS = \$33,027.52

LIBRARY UNDESIGNATED FUNDS ACCOUNT = \$111,678.27

J. NEXT MEETING – March 26, 2024 at 5:00 PM

K. ADJOURN