

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
July 23, 2024
MINUTES

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

B. ROLL CALL – Kevan (by phone), Bodizislaw, Waltz, Johnson, Clair, Bruce

Absent - Ford, Oja, Berghammer

Attendees- Nick Koverman- City of Spooner Administrator

Kevan left the meeting at 5:31pm

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

D. APPROVAL OF MONTHLY VOUCHERS – #109 - #124 Totaling \$9438.66. Waltz made a motion To approve both the vouchers and the total amount, 2nd by Johnson. Motion carried.

E. PUBLIC COMMENT – None

F. OLD BUSINESS –

1. The Board and Director used the devoted 5 minutes for futuristic thinking per the Strategic Plan -The Director asked the Board if they wanted to do a fundraiser soon, but it was decided to wait until we know the outcome of the Flexible Facilities Grant and then concentrate energies on further fund raisers then. A local band Blue Canoe has offered to play at a Library fundraiser when one is held. The City Tree Board may be able to acquire trees for landscaping once the new Library building is complete.

2. “Expanding for Books & Beyond”

a. Update on Flexible Facilities Grant - The Grant has been submitted and the library will hear the results by 1st October 2024, if not before.

b. Discuss - There were fewer applications for the Grant then were expected , so the Decision process may not take as long as the October date.

3. Bi-annual Review of Library Policies Manual

a. Discuss/Possible Action on Patron Request for Reconsideration of Materials - Changes were made and highlighted, but it was decided to postpone voting on passing the amendments for the next meeting when more Board members are present.

b. Discuss/Possible Action on Rules of Conduct - Will review at next meeting.

G. NEW BUSINESS –

1. 2025 Budget - The Director started discussion on the upcoming Budget. The Library has requested 85% reimbursement from Washburn County, 15% more than the required 70% by Act 150. Part of the Washburn County Library Plan states that the County and Library will work together to try to fund past the required amount. Last year the Library received 80% reimbursement. The Director asked Koverman if he thought the Library could be part of the City’s salary adjustments every year. Historically the City employees have received 3% increases annually. The Director will present early budget drafts at the August meeting. If funded beyond the 70%, the Director would like to bump a staff member up to full time with the position of Youth Services/Assistant Director. This position would require insurance and would mean a bump of approximately 12-16 hours for an employee. Until we know the outcome of the Grant award, the Library will not be purchasing any new furniture or undertaking any cosmetic improvements to the building. However, the Director will maintain any necessary upkeep on the building. There is some damage to some of the

wood on the outside of the building, as it is low to the ground and has absorbed water and now needs repairing. Waltz asked if the Library could purchase some more Large Print books in which the Director replied that as funds become available through grants and donations, they have been able to purchase more.

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Board Vacancy - The Director and Board are actively seeking out a new Board Member who lives in the City of Spooner.
- b. Welcome AJ Jaeger and Michelle Stone who are new members of staff. Michelle will be taking over Bailey's position and AJ will have a job coach and be cleaning the toys in the children's section.
- c. Summer 2024 Newsletter is now out and has many exciting events! The Newsletter can be obtained from inside the Library at the check out desk or accessed on the Library Website.
- d. Foundation Update - The Director has called the State regarding the State Tax exemption status. There is a 180 day wait period for the answer with an anticipated answer by December.
- e. NICE Project w/ Adjoining Library System - The NICE Project is no longer happening as it was voted down by Northern Waters Consortium.
- f. Statistics - June checkouts were about 200 fewer than last year but overall statistics look good.
- g. Upcoming events - Still in July there will be -Story Hour, Books & Bread, Coffee and Crime, Teen Crochet Group, Magical Tea Party, Uke Jam Session, Read With Me, Gmail 101, River Valley Raptors. Coming up in August -Hogwarts Carnival, Where's Jack?, Teen Paint & Pretzels, Cookbook Club, Read With Me, Story Hours, Lego Club, Poetry Workshop, Bookmobile at Farmers Market, Puzzle Contest, True Reads Book Club, Author Visit (Bill Mathias & Bill Thornley), Tansy Lou Ventriloquist, Savvy Seniors Book Club, Forbidden Forest Scavenger Hunt, Tai Chi, Bingo for Books, Stuffed Animal Sleepover, K.M. Waldvogel & Book Signing Story Hours, Teen Crochet Group, Northwoods Uke Festival, Docu Flix, Gmail 101, Books & Bread, Coffee and Crime. There is something for everyone!
- h. Outreach updates - In June there were 130 Book Mobile checkouts. Due to a staff injury, Nicki will be taking over the bookmobile routes for the time being.

2. Other reports - None

I. FINANCIAL REPORT –

2024: TOTAL EXPENDITURES FOR 2024 = \$ 285,148.54

TOTAL REVENUE FOR 2024 = \$ 412,242.09

REPLACEMENTS = \$ 599.72

LIBRARY DONATIONS= \$ 6,196.20

LIBRARY DONATIONS RESTRICTED = \$ 4,138.14

GRANTS = \$ 11,000.00

COUNTY CONTRIBUTIONS = \$ 198,679.97

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 1,628.06

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

SAVING ACCOUNT BALANCES

LIBRARY SPECIAL BUILDING FUND & SAVINGS: -\$ 4,326.77

LIBRARY UNDESIGNATED FUNDS: \$ 111,678.00

CARRYOVER RESTRICTED DONATION: \$ 500.00

J. NEXT MEETING – August 27, 2024 at 5:00 PM (Waltz unable to attend)

K. ADJOURN- Meeting came to an end at 6:08 pm