

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
August 27th, 2024

MINUTES

- A. CALL TO ORDER** – Kevan called the meeting to order at 5:00 pm
- B. ROLL CALL** – Kevan, Bodzislaw, Johnson, Clair, Ford, Oja, Bruce
Absent: Waltz, Berghammer
Attendees - Nick Koverman - City of Spooner Administrator
- C. APPROVAL OF PREVIOUS MINUTES** – Ford made a motion to approve the previous minutes, including the Capital Campaign Committee minutes, 2nd by Clair. Motion carried.
- D. APPROVAL OF MONTHLY VOUCHERS** – # 125 - # 151 Totaling \$6,183.78. Kevan 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 - Bruce had visited the Thomas St. Angelo Public Library in Cumberland and spoke to Director Rob Ankarlo who shared some of their fundraising ideas. It was suggested that our Director pay Rob a visit to discuss their fundraising success. The Cumberland library has an extensive library of things, a history room and they offer themed t-shirts each year for their Summer Reading program.
 2. “Building for Books & Beyond”
 - a. **Update from Capital Campaign Committee** - The Committee was given a list from BrandRaise of individuals recommended or self-identified for possible committee work in the future. The group decided to hold off on reaching out until after the grant announcement. In the meantime the Director will prepare an informative flyer for the front desk, social media and the website and also contact the Advocate.
 - b. **Flexible Facilities Grant** - The Director has submitted the grant and should hear the outcome by October. . A local business has also committed \$150,000 to the campaign once the Capital Campaign starts.
 - c. **Digital Equity Competitive Grant** - The Director is working hard on applying for this new grant which supports efforts to achieve digital equity, promote digital inclusion activities and spur greater adoption and use of broadband among covered populations. The Grant is due September 23rd and awarded Winter 2024 with a 4 year performance. The grant is for \$5- \$12 million with the ability to apply for less or more. The Director is attending webinars offered by the National Telecommunications and Information Administration (NTIA) to gain more understanding on the complexities of the grant requirements and eligibility. The Director has contacted the City Council and has been working diligently with The City Administrator Nick Koverman. They have been discussing the needed partnership of the City when applying for the 3rd stage of the grant application, which requires a 10% matching requirement. The City Finance Committee has since agreed to a partnership as well as a loan for the match requirement- it will now be presented at the full City Council Board on September 10th for the needed further approval. Kevan signed a letter of commitment for the Digital Equity Grant, which is part of the application process.

3. Bi-annual Review of Library Policies Manual -

- a. Patron Request for Reconsideration of Materials
- b. Rules of Conduct
- c. Safe Child Policy
- d. Attendance at Library Public Programs Policy

All the above policies were updated and Ford made a motion to approve the updates, 2nd by Oja, Motion carried.

4. 2025 Budget - The Board discussed 4 budget options, all dependent on the County's funding percentage. The Board was agreeable to the changes with, if possible, staff hour updates to allow for an Assistant Director and a Youth Services Librarian. These positions will not be new hires, they will just be added hours to current staff to provide these services. The Board discussed the importance of this coverage during the campaign, especially. Johnson suggested making those positions temporary, just during the duration of the campaign. The Board's plan is to ask the City to fund staff wage adjustments in line with what they provide for other departments. The County budget is passed in October.

G. NEW BUSINESS –

- a. None

H. LIBRARIAN'S REPORT –

1. Director's Report

- a. Board Vacancy - The Director is advertising for a new Board Member, this person will need to live within the City of Spooner. Berghammer is stepping down as school representative and superintendent Dr Aslyn will appoint a replacement.
- b. Statistics - The circulation is now above what it was last year!
- c. Upcoming events - Things yet to come in August are - Story Hour, Books and Bread and coffee and Crime. Events coming up in September are Story Hour, Author visit
(K.M. Waldvogel,) Bookmobile at Farmers Market, True Reads Book Club, Cookbook Club, Local Artist Bob Andrea, Lego Club, Poetry Workshop, Poetry Art Collage, Author Visit (Bob Kinderman), Girls Who Code Club, Savvy Seniors Book Club, Tai Chi, Nintendo Switch Party, Docu Flix (A Life on our Planet), Gmail 101, Teen Crochet Group, Books and Bread and Coffee & Crime. There is something for everyone! The Summer Newsletter with dates and times for events can be obtained from the Library's website or copies are available at the front desk inside the Library.
- d. Outreach updates - The book mobile routes are being streamlined and will include a stop at the Prime in Trego come November. The announcement will be made in October to start in November. The 1st grade trips to the Library will start soon.

2. Other reports - The Ukulele festival was a great success with 130 people attending the festival and 35 people at the beachside jam. This is a great partnership with the Shell Lake Art Center. Donations were raised to help support the 2025 Fest.

I. FINANCIAL REPORT –

2024: **TOTAL EXPENDITURES FOR 2024 = \$ 321,135.94**

TOTAL REVENUE FOR 2024 = \$ 412,836.16

REPLACEMENTS = \$ 664.72

LIBRARY DONATIONS= \$ 6,500.27
LIBRARY DONATIONS RESTRICTED = \$ 4,363.14
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 – September 24th, 2024 at 5:00 PM

K. ADJOURN 1st by Johnson, 2nd by Ford to adjourn the meeting. Motion carried.
Meeting adjourned at 6:16 pm.