

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
February 25, 2025 at 5:00 PM

### **A. CALL TO ORDER –**

### **B. ROLL CALL –**

### **C. APPROVAL OF PREVIOUS MINUTES –** Including December 2024

### **D. APPROVAL OF MONTHLY VOUCHERS –** Including December 2024 & January 2025

### **E. PUBLIC COMMENT –**

### **F. OLD BUSINESS –**

1. The Board and Director will devote 5 minutes to futuristic thinking per the Strategic Plan
2. “Expanding for Books & Beyond”
  - a. Update on Firehall acquisition
  - b. Update from Capital Campaign Committee
  - c. Recap Conversation with BrandRaise
  - d. Grant Updates
  - e. Strategy/Next Steps

### **G. NEW BUSINESS –**

1. Discuss/Action – Approve 2024 Annual Report
2. Discuss/Reminder – Officer Elections (April)
3. Discuss/Possible Action – Biannual Review of Employee Handbook – Additions/Amendments (Section I. Library Overview, Section IV. Disciplinary Action & Layoff/Recall, Section V. Vacation/Holidays & Paycheck Policy, Section VII. Social Media, Section VIII. Conflicts of Interest, Section XI. Business Credit Card Usage) – Link to Employee Handbook with suggested edits which are highlighted can be found at <https://spoonerlibrary.org/library-board/>
4. Discuss/Possible Action – Notary in the Library – Approximate cost \$20 (one time), \$140/year for 3 employees, \$25-45 per stamp.

### **H. LIBRARIAN'S REPORT –**

1. Director’s Report
  - a. Statistics – 2024 in Review
  - b. Outreach Updates
  - c. Congratulations & Thank You, Carol Waltz, for 25 years of Service to the Board!
  - d. Upcoming Events
2. Other Reports –

### **I. FINANCIAL REPORT –**

2025: **TOTAL EXPENDITURES FOR 2025 = \$ 54,657.93**

**TOTAL REVENUE FOR 2025 = \$ 253,976.07**

REPLACEMENTS = \$ 88.95

LIBRARY DONATIONS= \$ 1,009.40

LIBRARY DONATIONS RESTRICTED = \$ 1,000.00

GRANTS = \$ 0.00

COUNTY CONTRIBUTIONS = \$ 251,877.72

GENERAL PROPERTY TAXES = \$ 192,000.00

INTEREST OTHER SOURCES = \$ 0.00

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

BUILDING FUND REVENUE = \$ 200.99

DONATION CARRYOVER REVENUE = \$ 0.00

**SAVING ACCOUNT BALANCES**

UNDESIGNATED FUNDS ACCOUNT = \$103,644.75

SAVINGS = \$63,487.78

BUILDING FUND = \$32,920.97

RETIREMENT/SICK LEAVE = \$10,000.00

BOOKMOBILE REPAIR/REPLACEMENT = \$8,078.21

**J. NEXT MEETING** – March 25, 2025 at 5:00 PM

**K. ADJOURN**