

## SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting  
421 High Street, Spooner, WI  
February 25, 2025

### MINUTES

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

**B. ROLL CALL** – Kevan, Bodzislaw, Waltz, Johnson, Clair, Oja, Bruce, Skoff arrived at 5:08

Absent: Ford, Fizel

Attendees: Nick Koverman - City of Spooner Administrator

Skoff left the meeting at 5:55 pm

**C. APPROVAL OF PREVIOUS MINUTES** – Waltz made a motion to approve the December 2024 Minutes and The December 2024 and January 2025 Capital Campaign Committee Minutes. 2nd by Oja. Motion carried. (The January meeting did not have a Quorum).

**D. APPROVAL OF MONTHLY VOUCHERS** – The January meeting did not meet a Quorum, so Waltz and Clair reviewed and initialed the December 2024 Vouchers #235 - #242 Totalling \$2970.49, and the January Vouchers #1-9 totalling \$2615. **At the present meeting** Clair made a motion to approve the December 2024 Vouchers #235 - #242 Totalling \$2,970.49, January 2025 Vouchers #1- #9 Totalling \$ 3,615.17 and Vouchers #10- #34 Totalling \$30,202.45. Waltz 2nd the motion. Motion carried

**E. PUBLIC COMMENT** – The Director shared 3 written comments praising the library that were submitted for the Love your Library month contest. These Love Story comments will be put in a Google form.

#### **F. OLD BUSINESS** –

1. Futuristic thinking per the Strategic Plan - Johnson suggested putting in an EagleCam in the Library for people to view. Koverman said that he attended a meeting with the Trego Lions Club and they have 2 magnifier readers to donate to the Library. The Director said they could put them into the Library of Things. Oji suggested that we ask the Spooner Women's Club to partner with the Capital Campaign. The Women's Club started the Spooner Library in 1915. The Director also suggested starting a campaign - A 100 women who Care. (When 100 people come together to donate \$1,000 each, they would raise \$100,000 ).

#### .2. "Expanding for Books & Beyond"

a. Update on Firehall acquisition - The City Finance Committee approved to go forward with the purchase of the old Firehall, this recommendation will be brought to the next full City Council Committee to be voted on. If approval is granted, they hope to close in about 30 days.

b. Update from Capital Campaign Committee - It was suggested to start drafting an inspiration letter to send to potential celebrity philanthropists with local ties. Bodzislaw will work on the letter and bring it to the committee in March.

c. Recap Conversation with BrandRaise - Their recommendation was to start the campaign with a \$2,000,000 to \$2,500,000 lead gift. They also suggested that we could do a mini campaign to find this lead, but their fee to do this would be \$10,000.

d. Grant Updates- The Director contacted the Grant organizers and was told there are no updates. However, the Director did receive a phone call from an Aid to Wisconsin Governor Evers who said that, if approved in the Governor's budget request, non State Grant Funds will be made available to libraries for capital projects.

e. Strategy/Next Steps - The Library will have to focus on making the best financial decisions going forward. The Director will reach out to a past Spooner High alumni who has pledged a very generous sum to the Library; to see if they are agreeable to let the Library use a set amount of the pledged gift to purchase the old firehall from the City if the sale goes through as

well as a request to pay for an assessment of the building to see if it is able to be restored/remodeled. The Director will also keep researching for other grants.

## G. NEW BUSINESS –

1. Annual Report - Oja made a motion to approve the 2024 Annual Report, 2nd by Johnson. Motion carried.

Kevan signed the report and the Director will send it to NWLS after the meeting.

2. Officer Elections (April) The Director reminded the Board of upcoming Board elections if any one wanted to put their name forward for set positions.

3. 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.

**Johnson made a motion to approve the changes in the Employee Handbook. 2nd by Oja.**

**Motion carried.** The additional floating holiday for the Director will commence immediately.

4. Notary in the Library – The Board discussed the possibility of having a few staff members being trained to notarize documents. It was decided that there was enough availability of notaries in town, that it was not necessary to offer the service at the Library.

## H. LIBRARIAN'S REPORT –

1. Director's Report

a. Statistics – 2024 in Review - There were 505 new patrons. The Statistics show a healthy growth of patrons to the Library, increased checkouts in e-checkouts and only a slight decrease (15) in physical checkouts. For 2025 - the Director shared a printout showing that in January there were 5,081 patrons, 4,585 Library visits, and a total of 8,622 checkouts. So far this year there has been 52 programs with 1,414 attendees. The individual impacted by Community Resources in January (Books & Bread, Compassion Kitchen and Care Packages) total 367.

b. Outreach Updates - Katy Larson gave Books on Rails Flyers to Meals on Wheels to be handed out to their patrons in all of Washburn County. She has had Storytimes at Cradles to Crayons and at Headstart. She also participated in the Math & Reading Day at Spooner Elementary School. The Rice Lake Library has reached out to learn how we make Compassion Kitchen work. Katy reported that February was too cold for the normal rounds of the Bookmobile. There is a seed library starting and she has received their first donation.

c. Congratulations & Thank You, Carol Waltz, for 25 years of Service to the Board! The Director and Board praised Waltz for her amazing dedicated service to the Library!

d. Upcoming Events - Still to come in February are Story Hour and Books and Bread on the 26th at Church of the Nazarene. Things to look forward in March are - Adult Anime Club, Cookbook Club (Favorite Recipes from Home), Story Hour, Teen Powered Lock In, Teen Snacks & Signs, Lego Club, Writer's Group, Crochet Help Desk, Mischief Makers, Puzzles & Play, Poetry Workshop, Tai Chi, Herbs with Annie, The Dock Book Talk, Savvy Seniors Book Club at the Wellness Center, Stuffed Animal Sleepover, Wisconsin Dungeons & Dragons, Books and Bread (Church of the Nazarene), Rebus Puzzle Trivia, and Nintendo Switch Party. There is something for everyone! The Winter Newsletter can be found on the Library's Website and there are also printouts inside the library at the main desk. The Library will be closed on March 18th for Staff training.

2. Other Reports – None

## 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 Bruce will be absent/ Clair to be Secretary .

**K. ADJOURN** - 1st by Johnson, 2nd by Oja to adjourn the meeting. Motion carried.

**The meeting adjourned at 6:05 pm.**