

SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting
421 High Street, Spooner, WI
January 21, 2025

Meeting held - QUORUM NOT PRESENT

A. CALL TO ORDER – Full Quorum not present. Meeting started at 5:05 p.m.

B. ROLL CALL – Present: Waltz, Bodzislav, Clair, Bruce

Absent: Kevan, Johnson, Ford, Skoff, Fizel, Oja

C. APPROVAL OF PREVIOUS MINUTES – **Postponed to February meeting - quorum not met**

D. APPROVAL OF MONTHLY VOUCHERS – December Vouchers #235- #242 totalling \$2,970.49

And January Vouchers #1- #9 Totalling \$2615.17 - **Approval postponed until February meeting.**

E. PUBLIC COMMENT – Allan Reese was present and requested to speak about his late wife Ann's generous donation of a \$50,000 Memorial IRA to Spooner Library. He said that Ann was a trained nurse and had a passion for reading, often reading 3 books at a time - fiction and nonfiction alike. She also held a high regard for education and knew the importance libraries hold in the community and it was her request that her IRA fund be donated to Spooner Library. The IRA fund has now been transferred into the Library Building Fund. Bodzislav and the Board members present thanked Allan for sharing details regarding Ann and expressed their gratitude of such a generous donation and how it is helping us fulfill the dream of a new library.

F. OLD BUSINESS –

1. The Board and Director will devote 5 minutes to futuristic thinking per the Strategic Plan -

Postponed to February.

2. "Expanding for Books & Beyond"

a. Update from Capital Campaign Committee - The Committee reviewed the Case Statement organizational impact section, discussing 5-10 year impacts. The Committee began the Project Specifics sections, ending with #3. The committee discussed plans if the grant is not awarded - ideas were to seek out other grants opportunities. The Library will continue working with the City on the acquisition of the old fire hall and there was a discussion of the possibility of remodeling the old firehall, instead of tearing it down and building a new library. The committee agreed that it was a good idea to reach out to BrandRaise to see if they would be interested in a large-scale capital campaign if the grant were not awarded.

b. Conversation/Discussion with BrandRaise Regarding Campaign Goal - Briana Pyka and Kelly Wittman from BrandRaise joined the meeting via a zoom link. The meeting was recorded and will be forwarded to Board members not present. In the event the Library was not awarded the Grant, the money required to have a new Library would need to be procured through a capital campaign. If the Library were to hire BrandRaise to run a large-scale capital campaign, they said they would be committed to moving fast to reduce overall costs. BrandRaise emphasized the importance of a lead gift in the range of \$2,000,000 - \$2,500,000 which would be 17% to 20% of the total amount needed. If this amount was not present from the start, it would lengthen the project and increase costs of consultancy and construction costs. Once a lead gift/gifts are identified, BrandRaise would be willing to assist the library in procuring the remaining amount needed for a successful campaign. Ideally the campaign once started should last only 16-18 months. The start of the campaign would consist of a silent phase whereby the setting up of the various committees would take place, this could take 1-5 months. BrandRaise recommended the next step be the board considering hiring BrandRaise for a mini-Campaign Readiness Study considering the logistics have changed from the last one (ie new location, new size, etc).

c. Grant Updates - Still waiting for notification. Round two of the awards have started and there has been one grant awarded in Wisconsin to a Boys and Girls Club in Milwaukee.

d. Ann Reese Memorial IRA Funds Update - The funds have now been transferred into the Library Building fund - the total amount received was \$57,426.42. It changed -\$2,082.36 in market value since being notified of the gift.

G. NEW BUSINESS –

1. 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/> **Postponed to February Meeting**
2. Discuss/Possible Action – Notary in the Library – Approximate cost \$20 (one time), \$140/year for 3 employees, \$25-45 per stamp. **Further discussion and possible approval at the February Meeting.**

H. LIBRARIAN'S REPORT –

1. Director's Report
 - a. Statistics – 2024 in Review - The Director provided a printout including notes -there were 505 new patrons, our visitor total increased by 1,387, there were 15 fewer physical checkouts in 2024, but 3,874 more e-checkouts, There were 62 more programs and 1,975 more attendees.
 - b. Outreach Updates -the Winter Reading Challenge has begun. Katy has been keeping up with the Compassion Kitchen and the NWCEP job help visits. Katy also attends Cradles to Crayons Story Time and a Head Start visit will be next week.
 - c. Upcoming Events - Still to come in January - Story Hour, Books & Bread (Church of the Nazarene), Gnome Story/Craft time, The Dock Book Talk. There are many upcoming events in February which can be found on the Library website, there are also paper copies of the Winter 2025 Newsletter.

. FINANCIAL REPORT –

2024: **TOTAL EXPENDITURES FOR 2024 = \$ 482,242.52**

TOTAL REVENUE FOR 2024 = \$ 483,774.49

REPLACEMENTS = \$ 1,048.26

LIBRARY DONATIONS= \$ 13,486.94

LIBRARY DONATIONS RESTRICTED = \$ 5,806.60

GRANTS = \$ 11,999.40

COUNTY CONTRIBUTIONS = \$ 198,679.97

GENERAL PROPERTY TAXES = \$ 190,000.00

INTEREST OTHER SOURCES = \$ 3,282.90

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

BUILDING FUND REVENUE = \$ 59,470.42

DONATION CARRYOVER REVENUE = \$ 640.00

SAVING ACCOUNT BALANCES

LIBRARY SPECIAL BUILDING FUND & SAVINGS: \$52,512.40

LIBRARY UNDESIGNATED FUNDS: \$ 111,678.00

CARRYOVER RESTRICTED DONATION: \$ 0.00

2025: **TOTAL EXPENDITURES FOR 2025 = \$ 1,786.57**

TOTAL REVENUE FOR 2025 = \$ 333.87

REPLACEMENTS = \$ 0.00

LIBRARY DONATIONS= \$ 207.51

LIBRARY DONATIONS RESTRICTED = \$ 0.00

GRANTS = \$ 0.00
COUNTY CONTRIBUTIONS = \$ 126.36
GENERAL PROPERTY TAXES = \$ 0.00
INTEREST OTHER SOURCES = \$ 0.00
CAPITAL OUTLAY REVENUE = \$ 0.00
MISCELLANEOUS REVENUE = \$ 0.00
BUILDING FUND REVENUE = \$ 0.00
DONATION CARRYOVER REVENUE = \$ 0.00

SAVING ACCOUNT BALANCES

LIBRARY SPECIAL BUILDING FUND & SAVINGS: 52,512.40
LIBRARY UNDESIGNATED FUNDS: \$ 111,678.00
CARRYOVER RESTRICTED DONATION: \$ 640.00

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

K. ADJOURN - Meeting finished at 6:08 pm