

## **SPOONER MEMORIAL LIBRARY**

Board of Trustees Meeting  
421 High Street, Spooner, WI  
June 24, 2025

### **MINUTES**

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

**B. ROLL CALL** – Kevan, Bodzislav, Waltz, Johnson, Ford, Oja, Fizel, Bruce

Absent: Clair, Skoff

**C. APPROVAL OF PREVIOUS MINUTES** – Waltz made a motion to approve the May minutes with the amendment that \$1,800 was raised for purchasing prizes for the Summer Reading program, not \$18,000. Oja 2nd the motion. Motion carried.

**D. APPROVAL OF MONTHLY VOUCHERS** – Kevan made a motion to approve vouchers # 102 - # 123 totalling \$181,528.75, Johnson 2nd the motion. Motion carried.

**E. PUBLIC COMMENT** – None

**F. UNFINISHED BUSINESS** –

1. Futuristic thinking per the Strategic Plan - The Director said that she and 3 staff members visited 10 libraries within our library Consortium to gather practical information on how the other libraries are designed and how they use their space including shelving. The trip was helpful to compare the variety of library buildings to get ideas for the new Library building.
2. “Expanding for Books & Beyond”
  - a. Update on Acquisition of Fire Hall - The building is now paid for and belongs to the Library. Nick Koverman, the City Administrator, is working on the contracts for the assessments. SEH will assess the building at no additional cost as per arrangement with the City. Local historian Sharon Tarr had compiled information about the Fire Hall, which was originally built in 1892 as the Spooner Town Hall, later becoming a jail and a fire hall. The building once held an Opera House on the 2nd floor. The Director will contact the Wisconsin Historical Society to see about funding opportunities once the assessments are complete.
  - b. Communication Plan for Building Project - This will start with a silent phase as previously discussed.
3. Biannual Review of Employee Handbook – Attachments I, III, V, and VI have no changes. Attachments IV (Harassment) will be reviewed next month.

**G. NEW BUSINESS** -

1. Budget for 2026 - The Director started discussion with the Board on the upcoming Budget. The County Board will meet in October to determine their budget. From there a budget request will be sent to the City.

**H. LIBRARIAN'S REPORT** –

1. Director's Report
  - a. Outreach Updates - 421 people attended the Washburn County Family Festival. The bookmobile story hour was at the City Park on June 11th. The Great Librarian Hunt was in partnership with the Railroad museum and was good fun.
  - b. Upcoming Events - Still in June - Books & Bread (Church of the Nazarene) and Stuffed Animal Sleepover. The Summer Newsletter will come out later this week.
2. Other Reports –In the last 6 months there were 329 WISCAT requests filled from other libraries for Spooner patrons and 165 requests were sent from Spooner Library. There was also a \$500 donation made to the Ukulele Festival. The Director will be attending the 2025 ALA Annual Conference in Philadelphia next week. The Conference will be held in Chicago in 2026.

**I. FINANCIAL REPORT –**

2025: **TOTAL EXPENDITURES FOR 2025 = \$ 377,837.07**

**TOTAL REVENUE FOR 2025 = \$ 447,779.65**

REPLACEMENTS = \$ 201.95

LIBRARY DONATIONS= \$ 3,129.91

LIBRARY DONATIONS RESTRICTED = \$ 3,189.00

GRANTS = \$ 1,000.00

COUNTY CONTRIBUTIONS = \$ 251,877.72

GENERAL PROPERTY TAXES = \$ 192,000.00

INTEREST OTHER SOURCES = \$ 702.73

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

BUILDING FUND REVENUE = \$ 201,236.06

DONATION CARRYOVER REVENUE = \$ 0.00

**SAVING ACCOUNT BALANCES**

UNDESIGNATED FUNDS ACCOUNT = \$103,644.75

SAVINGS = \$63,487.78

BUILDING FUND = \$58,654.60

RETIREMENT/SICK LEAVE = \$10,000.00

BOOKMOBILE REPAIR/REPLACEMENT = \$8,078.21

**J. NEXT MEETING – July 22, 2025 at 5:00 PM**

**K. ADJOURN** - 1st by Kevan, 2nd by Ford to adjourn the meeting. Motion carried. The meeting adjourned at 6:10pm