

## SPOONER MEMORIAL LIBRARY

Board of Trustees Meeting  
421 High Street, Spooner, WI  
October 28, 2025  
MINUTES

- A. CALL TO ORDER** – Kevan called the meeting to order at 5:00 pm
- B. ROLL CALL** – Kevan, Bodzislav, Waltz, Johnson, Ford, Clair, Oja, Bruce  
Absent: Banker and Skoff  
Attendee: Nick Koverman- City of Spooner Administrator  
Ford left meeting at 5:55pm, Oja left at 6:10 pm
- C. APPROVAL OF AGENDA** – Waltz made a motion to approve the October Agenda, 2nd by Clair.  
Motion carried.
- D. APPROVAL OF PREVIOUS MINUTES** – Oja made a motion to approve the October Minutes, 2nd by Clair. Motion carried.
- E. APPROVAL OF MONTHLY VOUCHERS** – Kevan made a motion to approve vouchers #198 -#224, with vouchers #204 and #213 voided, totalling \$ 8758.73, 2nd by Waltz. Motion carried.
- F. PUBLIC COMMENT** – None
- G. UNFINISHED BUSINESS** –
- Futuristic thinking per the Strategic Plan-
    - Comparison Statistics Presentation. The Director showed the Board a slideshow using statistics prepared based on data from the Department of Instruction Annual Reports, The comparisons were from libraries in our consortium and state wide that were comparable to the Spooner library in extended service population and library type. The different areas of comparison were in the size of libraries, opening hours, number of patrons, circulation - both books and digital, building area space, computer use and budgets. The purpose of the comparisons was to inform the Board of trends that may affect the future of the library and to plan towards those changes in our new library building - such as how the space is to be used and what services the library is to offer.
    - Community Survey Results Presentation - The Director shared the feedback from the recent survey. The results were very positive for the staff and all the programs the library offers, however the main overall area for improvement is for the library is to have more space. The survey also indicated that patrons are pleased that the library has started the process of planning for a new and larger library.
    - Reflect on Current Strategic Plan - The Director has asked the Board members to complete the Strategic Plan Review and return the form before the next meeting. This review addresses objectives that have already been met, things we are on target with and areas that may need to be reevaluated. This review will inform the Strategic Planning Committee when preparing the next 5 year Strategic Plan for the years 2027-2032.
  - “Building for Books & Beyond” – Before proceeding with a cost evaluation, Berghammer Construction has requested further information from the Board as far as how many square feet of the fire hall we are considering renovating. This will help in calculating renovation costs. After discussion, the Board decided to give Berghammer Construction two scenarios to be evaluated, one will be to keep portions of the old building and renovate 12,000 square feet. The other option is to get a cost of a complete tear down of the Firehall and build a new 12,000 feet one story building. These estimates will inform the Board to make decisions on what is feasible

for the new library. Berghammer Construction is offering a rough estimate at no cost.

3. Building Maintenance Checklist – A contractor has looked at the rot on the siding and he should be in touch with a cost estimate soon. The water heater is still in working order and it has been decided to wait until 2026 to replace it.
4. 2026 Budget - Johnson made a motion to approve the proposed 2026 Library Budget with amendments as discussed, 2nd by Clair. Motion passed. Final county budget approval will take place in November.

#### **H. NEW BUSINESS –**

1. 2026 Northern Waters Library Service Agreement - Johnson made a motion to approve the 2026 Northern Waters Library Service Agreement, 2nd by Waltz. Motion carried. Kevan as Chair signed the agreement and the Director will mail the form tomorrow.

#### **I. LIBRARIAN'S REPORT –**

##### 1. Director's Report

- a. Statistics - Circulation is up from last year. Digital circulation has increased.
  - b. Outreach – Katy Larson has won the Innovation in Senior Services Outreach Programming Award, this is a National Award, recognizing Katy's hard work and dedication. Everyone at the Library is very proud of her! There was a reception held to honor Katy prior to today's Library Board Meeting. Katy submitted feedback to the Board regarding her attendance at the ABOS (Association of Bookmobile and Outreach Services) Conference she attended in October. She found this to be a very beneficial conference and gave her new ideas with working with Seniors - one particular program Katy is excited about Introducing is a Reading2Connect, which offers dementia targeted books. She will look into an ARSL grant to cover the costs of the books. She also has ideas of holding a half day camp for seniors.
2. Other Reports – Foundation Updates - The Spooner Library Foundation Inc has approved a bank and will now open an account. The Foundation received its first donation this evening of \$1,000 from the Spooner Garden Club, which the Board is very grateful for!

#### **J. FINANCIAL REPORT –**

**2025: TOTAL EXPENDITURES FOR 2025 = \$ 510,557.04**

**TOTAL REVENUE FOR 2025 = \$ 666,584.33**

REPLACEMENTS = \$ 201.95

LIBRARY DONATIONS= \$ 7,629.98

LIBRARY DONATIONS RESTRICTED = \$ 5,139.00

GRANTS = \$ 1,000.00

COUNTY CONTRIBUTIONS = \$ 251,877.72

GENERAL PROPERTY TAXES = \$ 192,000.00

INTEREST OTHER SOURCES = \$ 1,418.12

CAPITAL OUTLAY REVENUE = \$ 0.00

MISCELLANEOUS REVENUE = \$ 0.00

BUILDING FUND REVENUE = \$ 207,317.56

DONATION CARRYOVER REVENUE = \$ 0.00

##### **SAVING ACCOUNT BALANCES**

UNDESIGNATED FUNDS ACCOUNT = \$103,644.75

SAVINGS = \$63,487.78

BUILDING FUND = \$64,736.10

RETIREMENT/SICK LEAVE = \$10,000.00

BOOKMOBILE REPAIR/REPLACEMENT = \$8,078.21

**K. NEXT MEETING** – November 25, 2025 at 5:00 PM

**L. ADJOURN** - 1st by Kevan, 2nd by Johnson. Motion carried. Meeting adjourned at 6:45pm.