

Boulder Junction Public Library Board of Trustees

Minutes of the Regular Board Meeting

October 16, 2025 - 4:00 pm

Call to Order: President Laura Sass called the meeting to order at 4:58pm.

Roll Call of Members: Members present were Dennis Aukstik, Nancy Harvey, Lanette Nelson, Herman Peterson, and Laura Sass.

Library Director, Cherie Sanderson, was also present.

Assistant Director, Kate Frisk, was also present and kept the minutes of the meeting.

Recognition of Visitors/Comments: None present.

Agenda Approval: Motion by Peterson to approve the agenda as presented, second by Harvey. Motion carried.

Minutes Approval: Motion by Harvey to approve the minutes from both the September 16, 2025 Regular Meeting and the September 25, 2025 Special Meeting. Motion seconded by Nelson. Motion carried.

Treasurer's Financial Report (see attached reports): Harvey presented the September Treasurer's Reports. Sass accepted the report to be placed on file for audit. Harvey and Frisk will make time to try to connect the Zeffy account to the bank.

Audit and Approval of Bills & Credit Card Transactions: Sanderson reviewed the bills to be paid. Bills paid by the Town - \$7,636.06. Bills to be paid by the Board - \$498.26. Bills to be paid by the Friends - \$2,729.37. Motion by Harvey to approve payments as presented, seconded by Peterson. Motion carried. Sanderson also reviewed the YTD 2025 Budget. No action taken on the review.

Director's and Assistant Director's Monthly Report (see attached handout for full reports)

Children's Programming Update: Nelson updated that 10 students have registered for Lighted Schoolhouse. Frisk updated that the Interactive Book Walk had about 45 people, stating that the weather might have been too nice to have the attendance that the previous years did.

Friends of the Library Update: Sanderson updated that Sue Fehlandt has taken the spot of Cookie Walk Chairperson for coordinating the day of the sale. Frisk and Deb Halverson are in charge of the baking party.

Upcoming Events and Programs: Sanderson added that local author Jerry Rayala is speaking on Thursday October 23rd at 10am.

UNFINISHED BUSINESS (DISCUSSION AND POSSIBLE ACTION):

Discussion and Possible Action – Reading Garden Update – Pergola

Update: Gary Buchert was given the approved agreement from the last meeting and we will be first on the Spring calendar; though no exact dates due to weather uncertainties. Fundraising ideas to be held off until Zeffy is figured out. No action taken.

Discussion and Possible Action – Art in the Library Update: Steve Rotter can keep his artwork up for November if necessary. July for next year is filled by the Lakeland Art League. Might start reaching out to artists from the art tour brochure. Teen/youth photo display possible. No action taken.

Discussion and Possible Action – 2025 Operations Calendar Monthly

Review: Board calendar is on track. No action taken.

Discussion and Possible Action – Director/Assistant Goals – Q3 Tracking.

Succession Task List: On track. No action taken.

Discussion and Possible Action – Board Goals: On track. No action taken.

Discussion and Possible Action – Succession Planning Update: Sanderson and Frisk have created a list with details in the notes field. No action taken.

Discussion and Possible Action – 2026 Budget: Sanderson presented the budget that Sass created for the special meeting with a few changes, also making note that funding sources and individual line items can change without approval. Sass explained that we will be looking at a 3-4 year period of no increases from the town. Aukstik motion to approve the 2026 budget as presented. Peterson seconded. Motion carried. Sanderson will give the budget to the Town.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

Discussion and Possible Action – Support Staff Job Descriptions: Peterson motion to approve support staff positions and descriptions as presented, Aukstik seconded. Motion carried.

Discussion and Possible Action – Review Library Behavior During an Epidemic Policy: Motioned by Aukstik to keep the policy with no changes, second by Harvey. Motion carried.

Discussion and Possible Action – Approve NWLS 2026 Member Library Agreement: Sanderson presented the member agreement. Aukstik motioned to approve, Peterson seconded. Motion carried.

Discussion and Possible Action – 2026 Library Days Closed: Sass motioned to turn New Year's Eve Day 2025 and 2026 into a paid holiday with the library closed. Aukstik seconded. Motion carried.

Set Date and Time for Next Regular Meeting: Thursday November 13th at 4pm.

Adjourn: Nelson moved to adjourn at 6:54pm, Harvey seconded, motion carried.

Respectfully Submitted by Kate Frisk on October 21, 2025.

September 2025 Financials

September	September 2025			Prepared by Nancy Harvey, Treasurer
Checking Receipts				
	9/5/2025 Gene Kraase Trust	\$50.00		Donation
	Petty Cash	\$269.76		
	N, Lakeland School	\$24.00		Reimbursement
	Friends of BJ Library	\$313.53		Reimbursement
	TOTAL	\$657.29		
Debits				
	3768 Web Work Life	\$696.00		
	3769 Chase	\$1006.57		
	3771 Baker & Taylor	\$204.93		
	3773 Micro Marketing	\$178.52		
	3774 Cengage	\$63.18		
	3788 US Postal Service	\$198.00		
	Web FR DDA	\$25.00		
	Associated Bank Service Fee	\$4.00		
	TOTAL	\$2376.20		
Bank Statement				
	9/1 Starting Balance	\$17213.66		
	Receipts	\$657.29		
	Debits	\$2376.20		
	9/30 Ending Balance	\$15494.75		
Reading				
	9/1 Starting Balance	\$1369.00		
	Receipts	\$0.00		
	9/30 Ending Balance	\$1369.00		

Annual Financial Report as of September 2025

2025 Annual Financial Report													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Checking \$311	\$14732.26	\$44732.26	\$34584.57	\$33099.12	\$31369.85	\$27667.25	\$26559.20	\$19852.67	\$17213.66				
Beginning Balance													
Receipts	\$33255.00	\$26329.66	\$169.11	\$335.47	\$665.95	\$441.93	\$418.41	\$734.07	\$657.29				\$63006.89
Debits	\$3247.95	\$36477.35	\$1654.56	\$2064.74	\$4368.55	\$1549.98	\$7124.94	\$3374.08	\$2376.20				\$62238.35
Ending Balance	\$44732.26	\$34584.57	\$33099.12	\$31369.85	\$27667.25	\$26559.20	\$19852.67	\$17213.66	\$15494.75				
Bank Statement													
Ending Balance	\$44732.26	\$34584.57	\$33099.12	\$31369.85	\$27667.25	\$26559.20	\$19852.67	\$17213.66	\$15494.75				
Outstanding Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2060.68	\$1502.97	\$485.00	\$645.85				
Available Funds	\$44732.26	\$34584.57	\$33099.12	\$31369.85	\$27667.25	\$24598.52	\$18349.70	\$16728.66	\$14848.90				
Non-Profit Checking 1012	\$18324.48	\$18351.48	\$18381.47	\$18445.08	\$18507.57	\$18571.44	\$18634.19	\$18698.32	\$18762.59				
Receipts	\$26.56	\$29.99	\$63.61	\$62.49	\$63.87	\$62.75	\$64.13	\$64.27	\$60.61				\$198.28
Debits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Ending Balance	\$18351.48	\$18381.47	\$18445.08	\$18507.57	\$18571.44	\$18634.19	\$18698.32	\$18762.59	\$18823.20				
CD Interest					\$195.68								
CD Total													
Total Funds held by Library Board	\$63083.74	\$77966.04	\$76544.20	\$74877.42	\$71434.37	\$68428.39	\$62243.70	\$60890.79	\$59071.64				
Reading Garden Designated Funds included in Checking Ending Balance	\$3371.94	\$3371.94	\$2473.94	\$2473.94	\$2474.94	\$2257.38	\$2257.38	\$1369.00	\$1369.00				

October 16, 2025

Director's Report for September 2025

Circulation and Usage Statistics: See attached report.

Children's Programming Updates: Lighted Schoolhouse kicks off next week. The Vilas County Baby Shower last month went so-so, the turnout was not that big but the Health Department still seemed happy. Depending on the location next year, we might just let Eagle River attend due to the high volume of people from their area for both years. The Interactive Book Walk was this past weekend, thanks to all the volunteers who helped! Upcoming events besides Lighted Schoolhouse - Fantastical Creatures and Downtown Trick or Treat on the 25th, Dragon Training Academy on November 1st, we will be doing a craft during the Winter Wonderland Arts and Craft Fair as well as the parade on November 28th, and we are planning on doing another Santa visit program on December 20th.

Assistant Director Update:

- Processing: Baker and Taylor book vendor is shutting down; I am looking into a few alternatives. Amazon still has really good prices but we cannot get pre-releases of books from them which means that we would not have new books ready the day of release. No other new updates.
- Technology: LeanWI has added a resource page to their website regarding the website accessibility/ Title II requirements. I will begin to work on ensuring new posts are up to standard once I fully review the resources. As a reminder, our compliance due date is not until April 2027.
- Programming: Nature App program by the Discovery Center was on Tuesday as a pre-kickoff for the Wisconsin Science Festival. I have also begun to take over future programming discussions and have been more involved with some of the on-going programs like Genealogy.

Friends of the Library Update: The Taste of Boulder Junction was a tremendous success. Waiting for final figures but it looks like we are going to surpass any previous records. Cookie Walk Chairperson position is still open and needs to be filled – or at least find lots of helpers to make the event run smoothly. Cooking baking party taking place on Saturday, November 15.

Adult Programming Updates: See list below. Less programming this fall but adding a few here and there. Kate and I will be discussing winter programming soon!

NWLS/NWLN Updates: Jackee Johnson's position has still not been filled but they are evaluating job descriptions and may be posting soon.

Upcoming Events and Programs:

- October Art in the Library will be Steve Rotter nature photography
- November and December Art in the Library are unfilled
- Tuesday Tech Time – every Tuesday
- Boulder Junction Book Club – 2nd Wednesdays at 1:30 pm

- Books & Brews Book Club –1st Wednesday at 7 pm at Aqualand (sometimes other dates/locations)
- Mah Jongg – every Monday from 1-4 pm
- Chat 'n Craft Club – every first and third Wednesday from 10am to Noon
- Northern Waters Genealogical Society - 1st Tuesday of the month at 2 pm
- Boulder Junction Music Gathering – 2nd Tuesday of the month at 5 pm
- October 19-25 - Friends of Libraries Week
- Monday, October 20 – Elder Benefit Specialist Drop-In Session from 10am-Noon
- Tuesday, October 21 – Artist's Reception from 2:30-4pm
- Saturday, October 25 – Fantastical Creatures at Discovery Center at 10:30am
- Saturday, October 25 – Downtown Trick or Treat with Book Bike from 2-4pm
- Tuesday, October 28 – Book Talk and Signing with Author Jerry Rayala at 10am
- October 29-31 – Cherie at WLA Conference in Madison
- Saturday, November 1 – Dragon Training Academy with MW at Discovery Center at 10am
- Thursday, November 6 – Plant Swap and Potluck at 5:30pm
- Wednesday, November 12 – Friends of the Library Meeting at 8:30am in the library
- Thursday, November 13 – Library Board of Trustees Meeting at ?
- Saturday, November 15 – Cooking Baking/Decorating Party time TBD
- Thursday, November 27 – Closed for Thanksgiving
- Friday, November 28 – Friends of the Library Annual Cookie Walk at 4pm at Acorn Lodge

Statistics September 2025

Circulation Report - September 2025																	
Items Checked Out at BJPL by Category		YTD'24	YTD'25	SEPT	AUGUST	JULY	JUNE	MAY	APRIL	MARCH	FEB.	JAN	DEC	NOV	OCT	SEPT	AUGUST
Adult Circulation		6,741	6,708	784	1,036	944	936	639	607	578	599	585	547	529	663	776	877
Juvenile Circulation		3,297	3,827	287	439	712	396	382	605	338	333	335	409	393	426	257	488
Total Local Circulation		10,038	10,535	1,071	1,475	1,656	1,332	1,021	1,212	916	932	920	956	922	1,089	1,033	1,365
Items Checked Out at BJPL by Media																	
Books		7,304	7,912	802	1,022	1,316	907	777	962	729	690	707	807	755	879	769	1,019
Audio Books/Music		345	275	34	43	48	68	19	14	12	16	21	26	28	29	30	38
Movies		2,347	2,248	224	399	287	347	205	214	170	216	186	120	135	180	229	306
Other		42	100	11	11	5	10	20	22	5	6	3	4	1	5	2	1,089
Total		10,038	10,535	1,071	1,475	1,656	1,332	1,021	1,212	916	932	920	956	922	1,089	1,033	1,365
Emedia Circulation																	
Intra/Interlibrary Loans																	
Items Borrowed		1,589	1,898	212	204	212	182	157	218	220	278	215	360	342	385	340	405
Items Lent		2,455	2,211	266	219	284	233	208	262	230	287	272	20	12	14	14	11
Total ILLs		4,044	4,109	478	423	496	415	365	480	450	515	487	700	646	704	603	661
Library Use																	
In-Person Patrons		14,971	16,121	1,754	2,519	3,269	2,757	1,316	1,425	983	979	1,119	1,088	1,306	1,540	1,647	2,440
Computer Use		416	503	77	107	103	68	36	24	24	29	31	34	32	46	83	940
Wireless Internet Use		4,453	4,526	524	747	1,033	621	491	393	256	221	240	239	287	380	429	429
Number of Registered Patrons		1,593	1,385	1,363	1,329	1,311	1,297	1,287	1,287	1,284	1,270	1,270	1,261	1,249	1,240	1,225	1,225
Petty Cash																	
Copies		\$1,063.77	\$1,047.95	\$98.10	\$210.40	\$132.00	\$176.95	\$95.75	\$86.55	\$65.85	\$108.45	\$73.90	\$128.70	\$84.55	\$96.30	\$122.25	\$152.35
Fines		\$135.15	\$265.00	\$58.89	\$-	\$-	\$40.00	\$-	\$20.00	\$17.51	\$3.60	\$125.00	\$-	\$37.50	\$34.86	\$35.00	\$0.10
Donations		\$392.74	\$450.83	\$36.04	\$101.81	\$140.15	\$49.05	\$29.80	\$11.46	\$19.15	\$54.16	\$9.20	\$28.54	\$29.95	\$80.11	\$56.90	\$65.85
Total Income		\$1,591.66	\$1,763.78	\$193.03	\$312.21	\$272.15	\$266.01	\$125.56	\$118.01	\$102.51	\$166.21	\$208.10	\$152.24	\$182.00	\$211.27	\$213.15	\$218.30
Disbursements		-\$23.91	-\$79.90	-\$4.25	-\$35.00	-\$5.38	\$0.00	\$0.00	-\$11.66	\$0.00	-\$8.40	-\$15.21	-\$50.08	\$0.00	\$0.00	-\$4.40	\$0.00
Income to Board		\$1,512.99	\$1,683.88	\$188.78	\$277.21	\$266.77	\$266.01	\$125.55	\$106.35	\$102.51	\$157.81	\$192.89	\$102.16	\$152.00	\$211.27	\$207.75	\$218.30
Overage/Underage		\$323	\$208.85	\$4.95	\$74.95	\$74.95	\$74.95	\$74.95	\$74.95	\$74.95	\$74.95	\$74.95	\$74.95	\$74.95	\$74.95	\$74.95	\$74.95
Net to Board		\$1,517.22	\$1,704.73	\$183.83	\$269.76	\$267.67	\$268.41	\$125.89	\$115.95	\$107.02	\$168.11	\$197.09	\$97.56	\$157.10	\$202.02	\$226.85	\$213.50

*These are included in "Total Items Circulated at BJ Deck"