

Boulder Junction Public Library Board of Trustees

Minutes of the Regular Board Meeting

November 13, 2025 - 4:00 pm

- 1. Call to Order:** President Sass called the meeting to order at 4:06pm.
- 2. Roll Call of Members:** Dennis Aukstik, Nancy Harvey, and Herman Peterson were present. Laura Sass was in attendance over Zoom. Lanette Nelson was absent with prior notice. Director Cherie Sanderson and Assistant Director Kate Frisk were also present with Frisk keeping the minutes.
- 3. Recognition of Visitors/Comments:** None present.
- 4. Agenda Approval:** Aukstik moved to approve the agenda as presented, Harvey seconded, motion carried.
- 5. Minutes Approval from October 16, 2025 Regular Meeting:** Peterson moved to approved, Harvey seconded, motion carried.
- 6. Treasurer's Financial Report (see attached reports):** Sass accepted the report to be placed on file for audit. Frisk and Harvey were able to connect the Zeffy account to the bank, though Frisk did say that she had to use her information rather than Harvey's. The board agreed that Frisk being the account representative was fine as long as deposit emails are forwarded to Harvey. The Board would like the tax insert to include the Zeffy QR code as well as the code to be placed on the website. It was decided to hold off on a separate reading garden campaign until the new year/ spring.
- 7. Audit and Approval of Bills & Credit Card Transactions:** Sanderson reviewed the budget to explain the separation of bills. She then presented the bills to be paid: to be paid by Friends - \$339.98, to be paid by the board - \$88.00, to be paid by the town - \$1707.34. Bills already paid by the town - \$6951.84. Aukstik moved to approve the payments, Peterson seconded, motion carried.
- 8. Director's and Assistant Director's Monthly Report - see attached reports.**
- 9. UNFINISHED BUSINESS (DISCUSSION AND POSSIBLE ACTION):**
 - a. Discussion and Possible Action – Reading Garden Update – Temporary Fence Plans:** Fence to stay up until the health of the plants can be assessed in the spring / early summer. No action taken.
 - b. Discussion and Possible Action – Art in the Library Update:** Still need early months in 2026 but have a lot of later months filled. No action taken.

- c. **Discussion and Possible Action – 2025 Operations Calendar Monthly Review:** Sass & Aukstik will begin the process for the Director's yearly review and will contact the board members soon. No action taken.
- d. **Discussion and Possible Action – Director/Assistant Goals – Website ADA Accessibility Updates:** Will be covered under new business.
- e. **Discussion and Possible Action – Board Goals:** Reviewed, no action taken.
- f. **Discussion and Possible Action – Succession Planning Update – Support Staff Job Postings:** Sanderson stated that postings will happen the first week of December. Postings will be made within NWLS, WLA, and Indeed with the possibility of more depending on response. Sanderson will bring a list of items that the library paid for from COVID work-from-home office so that the board can decide what the library will take back. No action taken.
- g. **Discussion and Possible Action – 2025 Budget Amendment:** Sanderson broke out Frisk's two positions to accurately reflect what has been spent and what is left to date. Sass moved to approve the reflection, Aukstik seconded, motion carried.
Discussed the town's suggestion of doing a partial PTO buyout for Sanderson using any leftover funds from 2025 to lessen expenses in 2026. Discussion tabled until next month when YTD totals will be more apparent. No action taken.
- h. **Discussion and Possible Action – 2026 Budget Amendment:** Sanderson reviewed how the \$6,000 cut from the town affects the budget. She showed several scenarios on how the budget can be made up from other funding sources, including the funds held by the town in a 'designated' account. No action taken, tabled until next month.

10. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. **Discussion and Possible Action – Consider Contract with LeanWI for New Website:** Frisk explained Aukstik motioned, Peterson seconded, motion carried.
- b. **Discussion and Possible Action – Review Director's Job Description and Personnel Policy:** Sanderson reviewed the changes to the Personnel Policy suggested along with other proposed changes. Sanderson stated that the town has to adopt a sexual abuse and

misconduct prevention policy but the town only has a draft.. Sass asked that Sanderson check with the town on wording for several other areas of the policies.

Harvey motioned to approve the phrasing of job postings and adding New Years' Eve to the holiday list. Peterson second, motion passed

Aukstik asked for wording in the Director's Job Description to better reflect both the annual report to the town as well as the state DPI annual report. Sanderson to make those changes and present at the next meeting.

- c. Discussion and Possible Action – Discuss Holiday cards for Volunteers and Gifts for Employees:** Sass suggested that discussion happen with Jamie Zeller regarding her discounted cleaning services to the library and be given a letter to be able to write off some of the services from her taxes. Sanderson will explore this. Sass moved to approve \$100 for employee gifts, Peterson seconded, motion carried.
- d. Closed Session: Discuss Assistant Director promotion to Library Director and compensation. (Discussion & possible action):** *The Library Board may convene into Closed Session by Roll Call vote pursuant to Wis. Stats. 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Following Closed Session, the Library Board may reconvene in open session.* Motion by Peterson to enter into Closed Session to discuss the Assistant Director promotion to Library Director and compensation. Motion seconded by Aukstik. Roll call vote: Aukstik - aye; Harvey - aye; Peterson - aye; Sass - aye. The Board entered into closed session at 5:40pm.
- e. Open Session: Action pertaining to Assistant Director promotion and compensation, if any.** - Motion by Sass to reconvene in open session at 6:05pm. Motion seconded by Peterson. Roll call vote: Aukstik - aye; Harvey - aye; Peterson - aye; Sass - aye. Peterson motioned that Kate Frisk be promoted to Director as of March 1st, 2026 at a salary of \$48,598.20. Sass seconded, motioned carried.

11. Set Date and Time for Next Regular Meeting: 12.11.25 4pm.

12. Adjourn- Sass moved to adjourn at 6:18pm. Harvey seconded, motion carried.

October Financial Report

October		October 2025			Prepared by Nancy Harvey, Treasurer
Checking Receipts					
	10/7/2025	White Sand Association	\$200.00		Donation
		Petty Cash	\$183.83		
	10/21	Peter Sheild	\$500.00		Peter Olson Memorial
		Lafollette basketball teams	\$400.00		Peter Olson Memorial
		Maren Olson	\$100.00		Peter Olson Memorial
	TOTAL		\$1383.83		
Debits					
	3772	NWLS	\$645.85		
	3789	Micro Marketing	\$174.32		
	3790	Cengage	\$191.94		
	3791	WI Library Association	\$132.00		
	3792	Demco	\$72.99		
	3793	Chase	\$1834.42		
	3794	Click Beetle Books	\$225.00		
	3795	NWLS	\$135.00		
	3798	Family Tree Magazine	\$59.96		
		Web FR DDA	\$25.00		
	TOTAL		\$3496.48		
Bank Statement					
	10/1	Starting Balance	\$15494.75		
		Receipts	\$1383.83		
		Debits	\$3496.48		
	10/31	Ending Balance	\$13382.10		
Reading					
	10/1	Starting Balance	\$1369.00		
		Receipts	\$0.00		
	10/31	Ending Balance	\$1369.00		

2025 Annual Financial Report - October

2025 Annual Financial Report												
	January	February	March	April	May	June	July	August	September	October	November December	YTD
Checking 5311	\$14732.26	\$44732.26	\$34584.57	\$33099.12	\$31369.85	\$27667.25	\$26559.20	\$19852.67	\$17213.66	\$15494.75		
Beginning Balance												
Receipts	\$3255.00	\$26329.66	\$169.11	\$335.47	\$665.95	\$441.93	\$418.41	\$734.07	\$657.29	\$1383.83		\$64390.72
Debits	\$247.95	\$3647.35	\$654.56	\$2064.74	\$4368.55	\$1549.98	\$724.94	\$3374.08	\$276.20	\$3496.48		\$65734.83
Ending Balance	\$44732.26	\$34584.57	\$33099.12	\$31369.85	\$27667.25	\$26559.20	\$19852.67	\$17213.66	\$15494.75	\$1382.10		
Bank Statement												
Ending Balance												
Outstanding Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2060.68	\$1502.97	\$485.00	\$645.85	\$402.00		
Available Funds	\$44732.26	\$34584.57	\$33099.12	\$31369.85	\$27667.25	\$24598.52	\$18349.70	\$16728.66	\$14848.90	\$12980.10		
Non-Profit Checking	\$16324.48	\$18351.48	\$18381.47	\$18445.08	\$18507.57	\$18571.44	\$18634.19	\$18698.32	\$18762.59	\$18823.20		
1012												
Receipts	\$26.56	\$29.99	\$63.61	\$62.49	\$63.87	\$62.75	\$64.13	\$64.27	\$60.61	\$58.47		\$256.75
Debits	\$0.00	\$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	\$18881.67		
CD Interest												
CD Total												
Total Funds held by	\$63083.74	\$77966.04	\$76544.20	\$74877.42	\$71434.37	\$68428.39	\$62243.70	\$60890.79	\$59071.64	\$57361.31		
Library Board												
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	\$1369.00		

Director / Assistant Director's Report

**Library Director's Report to the
Boulder Junction Public Library Board of Trustees**
November 13, 2025
Report for October 2025

Circulation and Usage Statistics: See attached report.

Children's Programming Updates: Lighted Schoolhouse is going great, we have 10 kids total, most of them are new to the program as 5K-ers. Fantastical Creatures had a decent turn out and got great verbal responses. We handed out almost all of our children's books during Trick or Treat. Dragon Training Academy had 48 attendees and made the news on channel 12 -though they didn't include any part of my interview. Upcoming still include the Winter Wonderland Arts and Craft Fair as well as the parade on November 28th, and the Santa visit program on December 20th.

Assistant Director Update:

- Processing: FINALLY, was able to get out all the audio CDs. Still looking for an additional vendor for books that will ship them before their release date. I am still working on researching other possibilities to replace Baker and Taylor; the webinar that was mentioned last month ended up being for a vendor that only does juvenile books.
- Technology: Our website has a slightly different menu structure to include a page for Book-a-Librarian. For Title II I have followed some of the baseline suggestions with the resources listed in LEANWI on the newer pages of the website. So far with accessibility testing I have been doing well!
- Programming: Book-a-Librarian is off to a great start. I'll report numbers during Q4 reporting next month.

Friends of the Library Update: Sue Fehlandt accepted the position of Cookie Walk Chairperson and is finding helpers to make the event run smoothly. Cookie baking party taking place on Saturday, November 15 at 1:30pm. The Cookie Walk is Friday, November 28 beginning at 4pm at Acorn Lodge.

Adult Programming Updates: See list below. Winding down our year. Kate and I have discussed winter programming but don't have anything on the calendar yet.

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:

- November Art in the Library is Shannon Brimmer
- December Art in the Library will be Joanne Morgan
- 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 from 3-5 pm
- Saturday, November 15 – Artist's Reception from 10:30am to Noon
- Saturday, November 15 – Cooking Baking/Decorating Party at 1:30pm
- Thursday, November 20 – Closing at 6pm for Meeting of the Electors
- Thursday, November 27 – Closed for Thanksgiving
- Friday, November 28 – Winter Wonderland Arts & Craft Fair – library craft table 1:30-3pm
- Friday, November 28 – Friends of the Library Annual Cookie Walk at 4pm at Acorn Lodge
- Tax Letter Stuffing "Party" – to be determined but usually first week of December
- Thursday, December 11 – Library Board of Trustees Meeting at ?
- Saturday, December 13 – Artist's Reception from Noon – 1:30pm
- Saturday, December 20th – Most Wonderful Time of the Year event with Santa at 10:30am
- Closed for the Holidays: December 24, 25, 31 and January 1

October 2025 Stats.

Circulation Report - October 2025																
	YTD24	YTD25	OCT	SEPT	AUGUST	JULY	JUNE	MAY	APRIL	MARCH	FEB	JAN	DEC	NOV	OCT	SEPT
<u>Items Checked Out at BJPL by Category</u>																
Adult Circulation	7,404	7,395	687	784	1,036	944	936	639	607	578	599	585	547	529	663	776
Juvenile Circulation	3,723	4,281	454	287	439	712	396	382	605	338	333	335	409	393	426	257
Total Local Circulation	11,127	11,676	1,141	1,071	1,475	1,656	1,332	1,021	1,212	916	932	920	956	922	1,089	1,033
<u>Items Checked Out at BJPL by Media</u>																
Books	8,183	8,777	865	802	1,022	1,316	907	777	962	729	690	707	807	755	879	769
Audio Books/Music	374	344	34	43	48	68	19	14	12	16	21	26	28	29	30	30
Movies	2,527	2,441	193	224	399	287	347	205	214	170	216	186	120	135	180	229
Other	43	114	14	11	5	10	20	22	5	10	6	3	4	1	5	1,033
Total	11,127	11,676	1,141	1,071	1,475	1,656	1,332	1,021	1,212	916	932	920	956	922	1,089	1,033
<u>Emedia Circulation</u>																
<u>Intra/Interlibrary Loans</u>																
Items Borrowed	1,822	2,203	305	212	204	212	182	157	218	220	278	215	360	342	365	340
Items Lent	2,728	2,460	249	266	219	284	233	208	262	230	237	272	20	12	14	14
Total ILLs	4,550	4,663	554	478	423	496	415	365	480	450	515	487	700	646	704	603
<u>Library Use</u>																
In-Person Patrons	16,511	17,688	1,567	1,754	2,519	3,269	2,757	1,316	1,425	983	979	1,119	1,088	1,306	1,540	1,647
Computer Use	448	568	65	77	107	103	68	36	24	24	29	31	34	32	46	46
Wireless Internet Use	4,833	4,927	1,398	1,385	1,033	621	491	393	256	221	240	239	287	380	429	429
Number of Registered Patrons																
<u>Petty Cash</u>																
Copies	\$1,160.07	\$1,148.85	\$100.90	\$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
Fines	\$170.01	\$339.99	\$74.99	\$58.89	\$-	\$-	\$40.00	\$-	\$20.00	\$17.51	\$3.60	\$125.00	\$-	\$37.50	\$44.86	\$35.00
Donations	\$442.85	\$404.99	\$201.15	\$36.04	\$101.81	\$140.15	\$49.05	\$29.81	\$11.46	\$19.15	\$54.16	\$9.20	\$23.54	\$29.95	\$80.11	\$56.90
Total Income	\$1,802.93	\$1,959.83	\$196.05	\$193.03	\$312.21	\$272.15	\$266.01	\$125.55	\$118.01	\$102.51	\$165.21	\$208.10	\$152.24	\$152.00	\$211.27	\$213.15
Disbursements	-\$23.91	-\$79.90	\$0.00	-\$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
Income to Board	\$1,724.26	\$1,879.93	\$196.05	\$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
Overage/Underage	-\$50.02	\$28.85	\$8.00	(\$4.95)	(\$7.45)	\$0.90	\$2.40	\$0.34	\$9.60	\$4.51	\$11.30	\$4.20	(\$4.60)	\$5.10	\$11.25	\$18.10
Net to Board	\$1,719.24	\$1,908.78	\$204.05	\$183.83	\$269.76	\$267.67	\$268.41	\$125.89	\$115.95	\$107.02	\$169.11	\$197.09	\$97.56	\$157.10	\$202.02	\$226.85

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