

**RICE LAKE PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES – MINUTES FROM THE MEETING OF**  
Tuesday, January 13th, 2026, at 4:00 p.m.  
Rice Lake Public Library  
2 E. Marshall St., Rice Lake, WI 54868

**Members Present:** Gina Sookiayak, Abbey Fischer, Pat Edwardsen, Vicky Ondell, Marsha Scherz, Tim Ploetz, and Jane Thompson

**Members Absent:** Melissa Kozma

**Others Present:** Library Director Rachel Thomas and Library Public Service Director Shelby Friendshuh

**Call to order:** Abbey Ficher called the meeting to order at 4:02.

**Public Appearances:** None

**Approval of the December 2025 meeting minutes,** Abbey Fischer motioned to approve the minutes from the December 2025 Board of Trustees meeting. Motion made by Vicky Ondell, Marsha Scherz seconded the motion.

**Review and approval of Bills from December 2025:** Discussed expenditures. Tim Ploetz made a motion to approve the bills. Seconded by Gina Sookiayak. Roll call vote: unanimous approval by board members present.

Reported that Shannon from city hall will be doing the voucher list in the future.

**Review of December 2025 financial statements:** Director Thomas reported on the budget. The allotted funds have been spent. Thomas stated the 2025 Fund 28 Library Expenditures were completed at 99.69% of the budget.

**Statistics from December 2025:** December had an average of 29 patron visits per hour, 275 patrons per day, and 16,185 physical items were checked out. Additions to the Library were 43 new patrons, 397 new items added to the collection, 502 computer sessions, and 11 locker checkouts, a decrease of 45% compared to last year.

**Programming:** Storytimes were enjoyed with 165 participants for the month.

Total Programming Attendance: 306

**Outreach:** Nursing Home Delivery 30, Daybreak 8, Daycare Delivery 33, and Home Delivery 0.

Outreach Total: 71

Many numbers were down due to the colder weather and holidays.

**Review of Director's Report:**

Director Thomas reported that Program Highlights was the K-Pop Holiday Party.

Reported news of the resignation notice by the part-time Custodian. The job description was reviewed, and no changes were needed. Interviews will start the following week. The start date for the new custodian will be the middle of February.

Also, reviewed donations from July to December 2025, per the City's new policy.

Discussed the January IFLS Library Love Story campaign. Stories that are submitted by the Rice Lake Library will be shared with the board at a later date.

**Printing & Faxing Fee Discussion:** After discussion, the board agreed to eliminate faxing fees. Printing fees will be .10 per sheet for black & white prints and .25 for color. This new printing plan will be revisited in July, 2026. Gina Sookiayak made a motion to approve the new adjusted print, copy and fax Plan. Seconded by Tim Ploetzoll. Roll call vote: unanimous approval by board members present

**Friends of the Library Report:** No report from the Friends as they have not met. The next Friends of the Library meeting will be held January 19, 2026.

**Adjournment:** The meeting was adjourned by Pat Edwards, and Vicky Ondell seconded the motion. Abby Fischer adjourned the meeting at 5:21.p.m.

The next meeting is scheduled for Tuesday, February 10th, 2026, at 4:00 pm.

Minutes by Jane M. Thompson.