

Present: Char Tubbs, Judy Erickson, Russ Hulback, Wendie Brooten, Kathy Krug, Jeremy Tepaske, and Dawn Ayers.

Minutes from the February 23, 2026 meeting were reviewed. Char moved to accept the minutes with a second by Kathy.

### **Finance Report**

Checking account balance is: \$5,812.56. The bank statement is showing a deposit of \$6 on March 25. Dawn did not deposit this amount. A check was turned over to Laurie at Village Hall on March 23 in the amount of \$6 for a book replacement fine. Dawn will check with Laurie to see if she deposited the money into the Library's checking account; Dawn and Library Board members are the only people that should have access to this account, even for deposits, so the bank needs to be contacted, as well. We are also not allowed to deposit public monies into our checking account; they must go to the Village to be placed in the library fund.

Copies & faxes for February 20 – April 6 totaled \$64.50 (\$20.50 copies, \$44 fax).

The transition at Village Hall has been quite stressful. Dawn has spoken to Laurie, printed pertinent information and dropped it off in-person for reference resources, faxed and emailed info, however, there has still been a good deal of confusion which has resulted in very late payments to vendors. The library was turned over to Amazon Capital Services debt settlement and our pay by invoice account suspended. It has taken a lot of extra paperwork to try to get this resolved. Amazon was contacting Dawn daily. We did not have postage stamps for some time, so used petty cash. These payments were issued at the end of March; Library Board approval for the Amazon payment had been submitted December 29<sup>th</sup>; postage request was submitted to Village Hall February 23<sup>rd</sup>. These issues seem resolved now, except the Amazon account remains suspended due to history of late payment. Laurie has asked Dawn to call rather than email and call when faxes are sent; email is checked at day's end, faxes seem to be sneaking past which affects timesheets and payables. Dawn will comply with this and will continue to email when appropriate since emails do not normally need same-day attention and a paper trail is necessary. Hopefully, this will help with communication.

Dawn will wait until there is a Village Clerk appointed to request the Budget Comparison report.

### **Expenditures**

Credit Card, \$45.95 out of Subscription materials for Real Simple magazine (auto-renew); The Chronotype, \$162.65 out of Subscription materials, \$5, Chetek Library, Supplies, for lanyard replacement; EO Johnson, \$128.71 out of Service Contracts for copier.

Char moved to accept the expenditures with a second by Jeremy.

### **Activities**

2,498 items circulated February 1- March 31, 1,167 items were borrowed from other libraries, 1,639 items lent to other libraries, 6 new patrons registered, 72 items added to the collection, 1,086 wireless users, 686 electronic outs and 480 website visits.

We have extended the Blind Date with a Book program.

Activities, snacks and a book drawing for National Library Week will be offered April 20<sup>th</sup>-25<sup>th</sup>. Friends of the Library donate snacks and reimburse for the book drawing.

The Friends are planning a plant and book sale on May 30. Dawn will see if she can schedule live music for the event.

Friends of the library and Dawn are currently collecting Summer Reading Program prizes from local businesses and franchises. This includes in-person visits to business and online forms to fill out.

The Vocational Rehab intern that Dawn indicated in January should be starting at the library tomorrow, April 7. Mistaya will be working two five-hour days per week for six weeks.

IFLS will conduct the Spring delivery study next week. Library's fill out a report indicating number of courier bins delivered and sorting errors to be submitted to IFLS over the course of one week.

Dawn has been participating in a variety of Continuing Ed opportunities.

### **Facility Report**

The air conditioning has come on a couple of times. The Bartingale tech raised the temp setting since the sun hits the sensor and triggers the unit. The indoor temp drops to 62 when this happens.

### **Old Business**

Naming Rights Policy: Russ spoke to Roger Olson. He knows where the records of giving are stored on the Village Hall computer. Russ has not heard any more from the potential donor.

### **New Business**

Displays and Exhibits Policy were discussed. Char moved to add #7 to the current policy: *The content of any display/exhibit does not imply the endorsement of the content/materials by the library board, staff or municipality.* Jeremy approved with a second; motion carried.

The current policy on Privacy and Confidentiality of Library Records was distributed, along with Dawn's recommendation for an updated policy. Members will review the information for discussion and action at the April 27<sup>th</sup> meeting of the Library Board.

Char moved to adjourn with a second by Russ.

Next meeting, Monday, April 27, 5:30p.m. at the Library/Community Center.

Respectfully submitted by Dawn Ayers.