

Waverly Public Library  
January 10<sup>th</sup>, 2023

The Waverly Public Library Board of Trustees met on Tues. Jan. 10<sup>th</sup>, 2023 in the Waverly Room at the Library.

Present: Blake, Helgevold, Janssen, Jones, Kahler, Main, McCue, Perry

Also present: Birgen (City Council) and Meyer (Library Director)

Absent: Podhajsky

Helgevold called the meeting to order at 5:15 p.m.

Motion from McCue to approve the agenda; second from Blake; carried.

Motion from Kahler to approve financials for November & December; second from Main; carried.

2023-24 Library Budget Request. Meyer pointed out that the utilities line item and the insurance line item have been adjusted up, based on current year actual costs. The personnel budget is in flux due to a recent salary study and restructuring by the City. The personnel budget will be further discussed with HR and the Personnel & Policies Committee. The \$15,000 in capital funds within the library's operating budget has been moved to a capital projects budget to be used toward roof bars (\$45,000) and repairs to the NW parking lot (\$25,000).

Meyer shared a report on spending from the media line item (6526), both current year and proposed 2023-24. There was also detail from the technology services line item (6419) for 2023-24. In the 2023-24 budget \$6,000 was moved from media to technology services based on past spending and spending projections.

The library recently received a \$21,152 gift from the Mary Lou Hennings Charitable Remainder Trust. This gift is unrestricted and has been deposited in custodial WPL Foundation funds. Motion by McCue to invest the Mary Lou Hennings Charitable Remainder Trust gift in a WPLF custodial interest-bearing longer-term investment; Second from Kahler; Carried.

McCue gave a report from the Fundraising Committee on the Make Room for Renewal campaign. Over \$559,000 has been raised for the campaign to date. There are only two naming opportunities remaining, and McCue hopes to discuss offering a few more naming opportunities as we finish the lead gift phase of the campaign. The Communications Sub-Committee has been active. Meyer reported from the Operations Sub-Committee that tax deduction letters have been mailed for all gifts received in 2022, and pledge reminder letters will be next to go out. PayPal and Stripe have been set up to allow donations electronically. As part of the Grants Sub-Committee Meyer reported that she will be preparing a funding request to the County Board of Supervisors to meet the requirements of the CAT grant application.

Discussion of costs for fundraising campaign consultants 1Vision which previously had been capped at \$34,200. Motion from Perry to increase the not-to-exceed amount from \$34,200 to \$45,000 for payments to 1Vision, with the Fundraising Committee managing the hours spent; Second from Janssen; Carried.

Motion to adjourn from Janssen; Second from Blake; Carried.

Respectfully submitted,  
Sarah Meyer, Library Director