

TREASURER'S FINANCIAL REPORT
GENERAL FUND
JULY 2024

BOAT LAUNCH PERMIT

Annual	730.00	
Daily	<u>600.00</u>	
		1,330.00

BUILDING / FENCE PERMITS

380.00

CHARLES & JOANN LESTER LIBRARY

Café	44.50	
Fax, Photocopies, Misc.	148.59	
Wood County Library Aid	<u>52,349.50</u>	
		52,542.59

CIGARETTE LICENSE

25.00

CITATION PAYMENTS

2,412.98

CITY OF NEKOOSA W/S

Due To / Due From Transfer	750,000.00
----------------------------	------------

DOG LICENSES

8.00

LAWN MOWING

672.64

LIFEQUEST

Ambulance Invoices	306.96
--------------------	--------

MOBILE HOME TAXES

Moccasin MHP	648.55
--------------	--------

NEKOOSA FIRE DEPARTMENT

Port Edwards, Town of	15,223.84	
Saratoga, Town of	48,136.67	
Wisconsin Rapids, City of, Stipend	<u>660.00</u>	
		64,020.51

NEKOOSA POLICE DEPARTMENT

K-9 Donation	1,360.00	
K-9 Golf Outing	720.00	
Parking Tickets	30.00	
Records	<u>4.00</u>	
		2,114.00

NEKOOSA PORT EDWARDS STATE BANK

Interest on NOW Account		70.81
-------------------------	--	-------

OPERATOR LICENSES

10.00

OVERPAYMENT REFUND

494.04

RECYCLE PICKUP

150.00

RIVERSIDE CEMETERY

6,900.00

RIVERSIDE PARK

40.00

SENIOR/COMMUNITY CENTER

Rentals		1,970.00
---------	--	----------

SPECIAL ASSESSMENT REQUEST

75.00

WISCONSIN, STATE OF

2% Fire Dues	7,169.78	
Exempt Computer Aid	17,939.09	
General Transportation Aid	62,451.50	
Shared Revenue – July	253,409.92	
Video Service Provider Aid	<u>7,403.91</u>	
		348,374.20

WOOD, COUNTY OF

2 nd 1/4 Tower Rent	5,816.49	
Bots Grant	735.20	
Special Charges June 2024	<u>320.96</u>	
		6,872.65

TOTAL RECEIPTS

1,239,417.93

GENERAL

TOTAL RECEIPTS 07-31-2024	1,239,417.93
VOIDED CHECKS 07-31-2024	<u>6,828.83</u>
	1,246,246.76
BOOK BALANCE 06-30-2024	<u>394,390.35</u>
	1,640,637.11
DISBURSEMENTS 07-31-2024	<u>494,512.01</u>
BOOK BALANCE 07-31-2024	1,146,125.10
OUTSTANDING CHECKS 07-31-2024	<u>91,288.00</u>
BANK BALANCE 07-31-2024	1,237,413.10

WATER

TOTAL RECEIPTS 07-31-2024	158,939.81
BOOK BALANCE 06-30-2024	<u>3,814,624.91</u>
	3,973,564.75
DISBURSEMENTS 07-31-2024	<u>851,932.02</u>
BOOK BALANCE 07-31-2024	3,121,632.73
OUTSTANDING CHECK 07-31-2024	<u>22,350.76</u>
BANK BALANCE 07-31-2024	3,143,983.49

LONG TERM INVESTMENT

Nekoosa Port Edwards State Bank

*CD #40532, Maturity 12 Months - \$20,479.27 Owned jointly with the Town
Of Port Edwards for the future closure of the landfill.*

Respectfully submitted,

Bobbi Hertzberg
Treasurer, City of Nekoosa

Personnel Committee

To the Honorable Mayor and members of the Nekoosa Common Council:

A Personnel Committee meeting was held on Tuesday August 6, 2024 at 5:30 PM in the Nekoosa Council Chambers. Members present were: Brad Hamilton - *Chairman*, Larry Krubsack - *Secretary*, Mike Kumm and Antony Carlson.

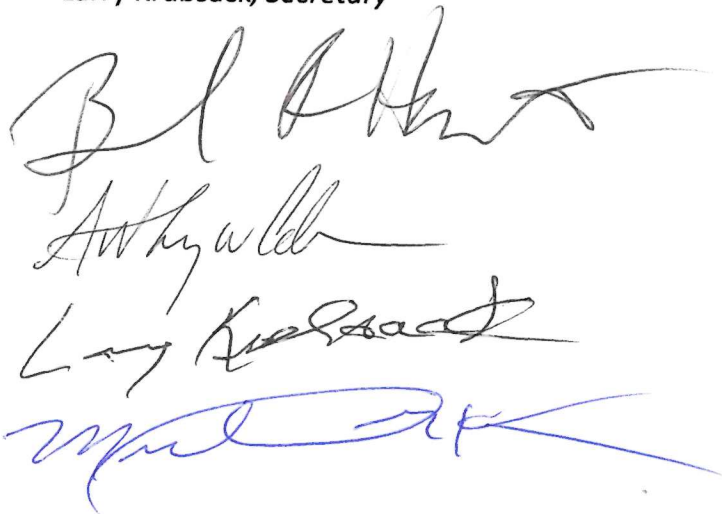
Also in attendance were Police Chief Shawn Woods, Fire Chief Mike Hartje, and Dan Downing, Darla Allen, Bobbi Hertzberg Adam Buehring .

Meeting Minutes:

1. Motion by Tony Carlson second by Mike Kumm to go into closed session pursuant to State Statute 19.85 (1)© considering employment promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility
2. Motion by Anthony Carlson second by Mike Kumm to go into open session pursuant to Wis. Stat. 19.85 (2) to make possible recommendations on matters in closed session.
3. Discussed former City Clerks benefit payout
4. Discussed Fire Chiefs retirement contribution
5. Recommend City Treasurer vacation schedule be adjusted to her initial hire date with the City of Nekoosa according to the handbook
6. Discussed possible employee handbook changes

Respectfully submitted,

Larry Krubsack, *Secretary*



The block contains four handwritten signatures in black ink, stacked vertically. The first signature is 'Brad Hamilton', the second is 'Anthony Carlson', the third is 'Larry Krubsack', and the fourth is 'Mike Kumm'. Below these is a signature in blue ink, which appears to be 'Dan Downing'.

Property, Recreation and Human Affairs Committee

To the Honorable Mayor and members of the Nekoosa Common Council:

A Property, Recreation and Human Affairs Committee meeting was held on Tuesday August 6, 2024 at 5:00 PM in the Nekoosa Council Chambers. Members present were: Adam Buehring - *Chairman*, Brad Hamilton - *Secretary*, Dan Downing and Brian Krubsack.

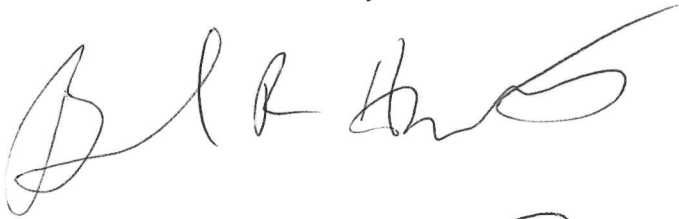
Also in attendance were Larry Krubsack, Police Chief Shawn Woods and Fire Chief Mike Hartje .

Meeting Minutes:

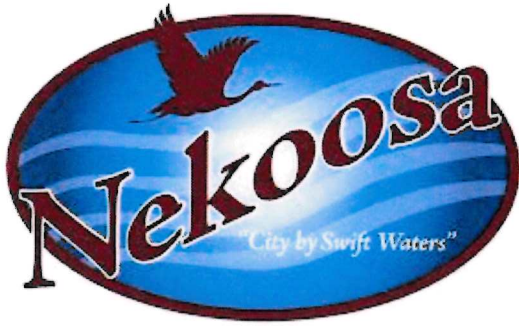
1. All members were present.
2. No citizen comment.
3. Recommend Nekoosa Lions and Nekoosa Athletic Association reserve Thompson Park for September 25, 2024.
4. Recommend Special Event Permit to Brandon Jacoby for his event held September 7, 2024 with approval of alcohol in the fenced in area.

Respectfully submitted,

Brad Hamilton, *Secretary*

A handwritten signature in black ink, appearing to read "Brad Hamilton", written in a cursive style.A handwritten signature in black ink, appearing to read "Brian Krubsack", written in a cursive style.A handwritten signature in blue ink, appearing to read "Dan Downing", written in a cursive style.

D. Downing



Ways & Means Committee

The Ways & Means Committee will meet at the City of Nekoosa Office
Location & Address: Council Chambers, 951 Market St. Nekoosa, WI 54457

Time: Tuesday, August 13th, 2024, at 6:30 P.M.

This meeting can be streamed via Zoom, see the link attached: [Click Here](#)

Committee Chairperson: Anthony Carlson Phone: 715-412-1953

The agenda is as follows:

1. Call to Order

2. Roll Call of Members:

a. Ward 1: Larry Krubsack Ward 2: Mike Kumm

Ward 3: Anthony Carlson Ward 4: Garrett Kuhn

3. Citizen Comment

During the Citizens Comment period of the agenda, the Committee welcomes comments from any city resident on any item not on the agenda. Please know that pursuant to State law the Committee members cannot engage in conversation with you but may ask questions. The Committee may refer the item to staff, a standing committee, or a future meeting for discussion and possible action. Each person wishing to speak will have up to 3 minutes to speak. If you wish to speak, we ask that you submit a card to the secretary or clerk providing your name, address, and topic for discussion.

The Committee will also take comments from the public on agenda items as called by the Chair. Please note that once the City of Nekoosa Ways & Means Committee begins discussion on an agenda item no further comment will be allowed from the public on that issue.

4. Audit Bill List

5. License applications

6. Discussion and possible action on Heart of Wisconsin sponsorship request

7. Discussion and possible action on reviewing ordinance 12.02(11)(b)

8. Discuss with possible action on the purchase of Workhorse Software Payroll Portal

9. Resolution for Kallee Dhein to receive bank cards to be able to purchase items for the City

10. Donations / Seminars / Conferences / Equipment / Meeting

It is possible that the members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the Common Council.

Nekoosa Common Council:

Dan Carlson, Mayor

Alderspersons:

Ward 1: Larry Krubsack & Brian Krubsack Ward 2: Michael Kumm & Adam Buehring

Ward 3: Anthony Carlson & Dan Downing Ward 4: Garrett Kuhn & Brad Hamilton

Kallee Dhein – City Clerk

Posted 08/12/2024

This meeting is recorded via Zoom and can be accessed on the city website in the Agenda and Minutes section once posted. Discussion and possible action may take place on any of the above agenda items.

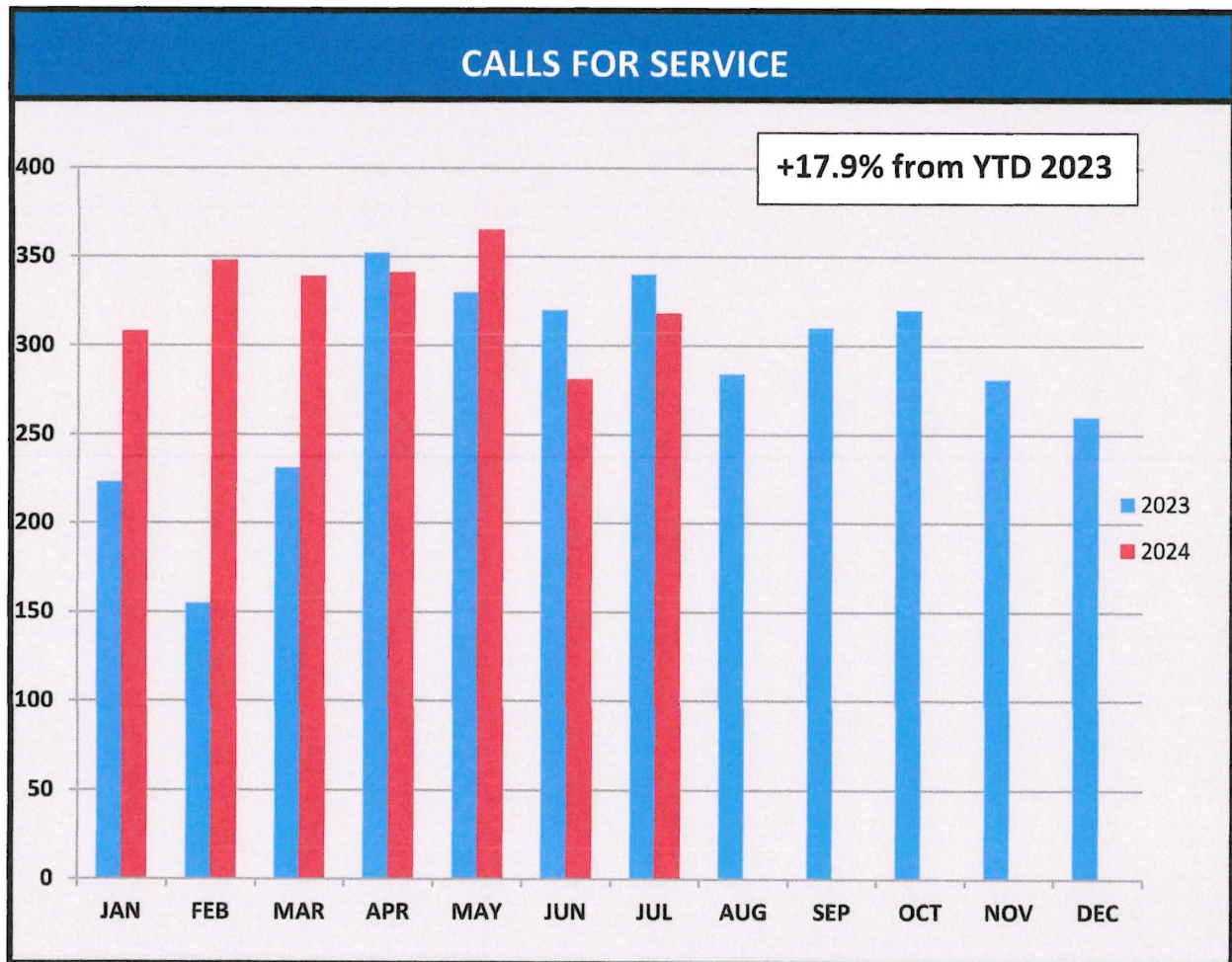
It is possible that the members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the Common Council.

NEKOOSA POLICE DEPARTMENT

Monthly Report July 2024



ACTIVITY	CURRENT MONTH
TRAFFIC CONTACTS	115
TRAFFIC CITATIONS	37
ORDINANCE CITATIONS	0
CRIMINAL OFFENSES	6
DRUG OFFENSES	2
TRAFFIC CRASHES	6
CALLS FOR SERVICE	318



CALLS FOR SERVICE

Abandoned Vehicle	1
All Other	3
Ambulance Call	7
Animal Complaint	8
Assist Citizen	5
Assist Motorist	4
Assist Other Agency	31
Civil Matter	2
Court	1
Criminal Damage	3
Death/suicide	1
Disturbances	11
Domestic Problem	1
Drugs-sale/mnfc/poss	2
Escort	8
Extra patrol	2
Fire Call	2
Follow Up	1
Lost & Found	2
Lost or Found Animals	1
Motor Vehicle Theft	1
Ordinance Enforcement	1
Project Lifesaver Check	1
Property Protection	52
Prowler-Suspicious Person/Vehicle	3
Telephone Abuse	1
Theft	7
Traffic Accident - Injury	2
Traffic Accident - Property Damage	2
Traffic Accident - Hit & Run	2
Traffic Inquiry	1
Traffic Stop	118
Traffic/parking complaint	12
Utility Problems	3
Wanted Person Check	1
Warrant Pick-up	1
Welfare Check	14
Total	318

ARRESTS & CITATIONS

341.04(1) Non-Registration of Vehicle, Etc.	1
343.05(3)(A) Operate without Valid License	4
343.44(1)(A) Operating While Suspended	4
343.44(1)(B) Operating While Revoked	4
344.62(1) Operating a motor vehicle w/o insurance	3
344.62(2) Operating motor vehicle w/o proof of insurance	3
346.46(1) Fail/Stop at Stop Sign	2
346.57(2) Unreasonable and Imprudent Speed	1
346.57(4)(E) Speeding on City Highway	5
346.57(4)(F) Speeding in Outlying District	4
346.63(1)(A) Operating While under the Influence	2
346.63(1)(B) Operating with PAC	1
347.413(1) Ignition Interlock Device Tampering/Failure to Install	2
347.48(4)(AM) Violation of Child Safety Restraint Requirements	1
940.19(1) Battery	1
940.225(3M) 4th Degree Sexual Assault	1
943.20(1)(A) Theft-Movable Property	1
948.03(2)(B) Child Abuse-Intentionally Cause Harm	1
961.41(3G)(E) Possession of THC	1
961.573(1) Possess Drug Paraphernalia	1
Total	43

CODE ENFORCEMENT ACTIVITY

12	Vehicle violations
7	Junk violations
4	Dilapidated houses
11	Long Grass/Weed notices (91 in May)
69	Total Violations

ADDITIONAL INFO./ACTIVITY

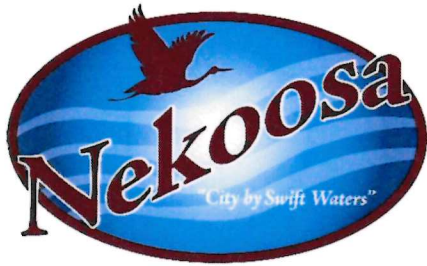
- Chief Woods and Officer Berg attended Glock handgun armorer recertification (every three years) in Lake Delton.
- Chief Woods attended the Wood County Central Records quarterly meeting at the courthouse – followed up by a tour of the new jail/Sheriff's Department.
- Chief Woods attended the monthly Family Center board of directors meeting via Zoom
- Detective Machon attended the quarterly Wood County Investigator's meeting at the courthouse.
- All officers participated in annual Taser recertification training at Nekoosa PD instructed by Asst. Chief Kolo
- Chief Woods and Asst. Chief/SRO Kolo attended a "Bomb Threat Hoaxes and Swatting" webinar hosted by the FBI. School district officials also attended the webinar and a follow up joint meeting will be scheduled to discuss response plans.
- K9 Officer Berg attended monthly county-wide K9 training at various locations.

PERSONNEL

<i>Shawn Woods</i>	<i>Chief of Police</i>
<i>Josh Kolo</i>	<i>Asst. Chief, S.R.O</i>
<i>Brian Machon</i>	<i>Detective</i>
<i>Chris Meyer</i>	<i>Patrolman</i>
<i>Andrew Berg</i>	<i>K9 Officer</i>
<i>Tim Resheske</i>	<i>Patrolman</i>
<i>Luke Maher</i>	<i>Patrolman</i>
<i>Kolton Kessler</i>	<i>Patrolman</i>

Respectfully submitted,

 - Chief of Police



NEKOOSA PUBLIC WORKS

MONTHLY REPORT

August 2024

Streets

- The streets department has been busy with lawn mowing on city properties and also has removed a few dead ash trees over the past month.
- We are continuing to use the street sweeper to complete the second round of street cleaning. The street sweeper is nearing the end of its productive life. We will be considering street sweeper options in the next two years.
- The two summer students working on the street department will be leaving this month. Damion Stirke's last day is August 15 and Jonathan Wenzel's last day is August 22.
- The week of August 12 we will begin painting parking lines and cross walks throughout the city. This year we will also paint the yellow curb lines at all non-parking areas.

Public Works Fleet

- The city mechanic will be looking for options for the street sweeper replacement in the future. Most likely we will consider used sweepers for replacement.
- At the budget meetings this year we will be evaluating paying for the two new patrol trucks we are looking to add to our fleet in 2025.

Water Utility

- In September we will be completing maintenance on the water tower. This project was approved earlier this year. KLM a water tower company out of Minnesota is the contractor and will be repairing some of the coating on the inside of sphere and completing the 10-year inspection to meet the WDNR inspection schedule. We are looking into hiring Municipal Well and Pump to supply a temporary water tank to assist with water usage while the water tower is down. This will appear on the public agenda in September. The water tower is expected to be down for about 2 weeks.

Sewer Utility

- On August 5, Logan Rubeck from the WDNR met with Derek Freeman, Billy Kaberle and me at the Wastewater Plant to conduct the three (3) DNR inspection of the wastewater plant and sewer system. This inspection reviews our submitted reporting documents over the past few years including chemical usage and sampling information. The DNR completes a full inspection of the plant and reviews how we take care of and track improvements to the sanitary sewer system throughout the city. The inspection went well, and we expect a report back from the WDNR in the next few weeks. Once received we will share with the city

council.

Director Updates

- As everyone can see the WisDOT has begun construction on STH 173 – Prospect Avenue. All city driveways along this stretch will be reconstructed with new curb and gutter and asphalt aprons. In addition, all sidewalk handicamp ramps will be reconstructed. I will be attending a weekly meeting with the DOT and contractor on the project to stay up to speed on progress. Work is expected to be completed in early October.
- Ascent Construction is the contractor who will be constructing the Kautzer Shelter. We are planning a pre-construction meeting in September to start this project.
- We are close to finalizing with Rapids Signs a 4' x 8' sign to continue fund raising for the Kautzer building. This will be displayed on Market Street for all to see.
- American Asphalt is the contractor for the N Section Street project. I do not have their schedule yet but will keep all up to speed when they expect to start this project.
- The 3rd Street utility and road reconstruction project is complete. Wood County Highway Department completed the paving two weeks ago.

Training & Staff Activity

- An internal safety meeting was held in the week July 29 with all public works staff.

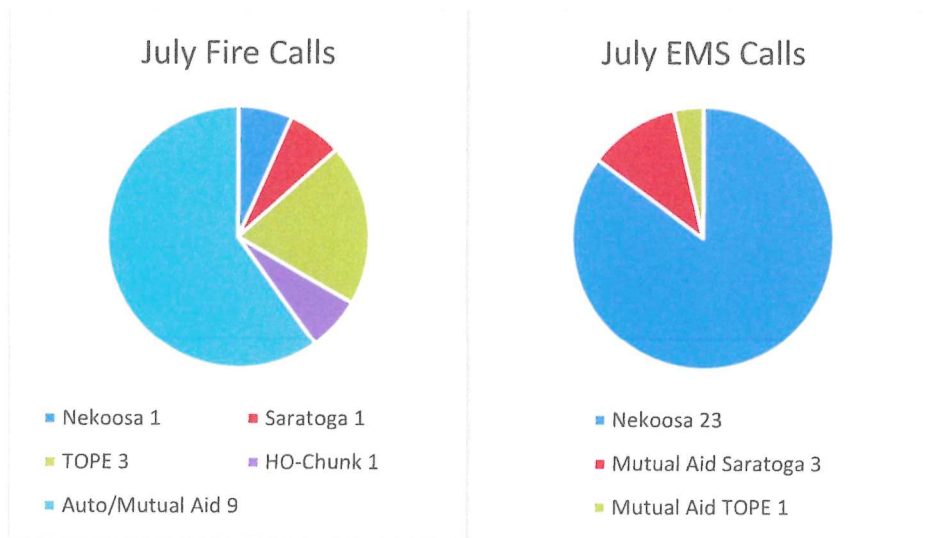
Nekoosa Fire Department Monthly Report

Fire Chief Mike Hartje

July 2024

Activities:

- Fire Training – Incident command and initial fire suppression tactics
- Chief Hartje attended public safety meeting
- EMS Training – Went over report writing and discussed calls
- Firework standby at Lakeside Fire Campground
- Fire Monthly Meeting
- Attended Touch A Truck event
- Chief Hartje attended WIS 73 construction meeting
- Captain Keyzer attended Wood County Taskforce meeting in Hewitt



Type	Nekoosa	Saratoga	Township	Ho-Chunk	Mutual Aid	June Total	YTD Total
Fire	1	1	3	1	9	15	85
EMS	23	3	1	0	0	27	168
Totals	24	4	4	1	9	42	253

Nekoosa Area Community/Senior Center Scheduled Receivable Account										
Date	Event	Small/Large Conf/ Misc.	Main Hall	Kitchen	Security Deposit	Total Charge	Down Payment	Paid Balance	Amount Due	
Total Bookings 2010		\$190.00	\$300.00	\$50.00	\$200.00	\$765.00	\$565.00	\$200.00	\$0.00	
Total Bookings 2011		\$1,672.35	\$9,211.50	\$1,600.00	\$3,600.00	\$16,633.85	\$12,437.85	\$4,196.00	\$0.00	
Total Bookings 2012		\$3,853.00	\$12,287.00	\$2,560.00	\$4,383.50	\$23,933.50	\$18,023.50	\$5,910.00	\$0.00	
Total Bookings 2013		\$3,527.18	\$14,653.00	\$2,800.00	\$4,266.82	\$26,147.00	\$17,935.50	\$8,211.50	\$0.00	
Total Bookings 2014		\$2,939.00	\$11,180.00	\$2,000.00	\$3,620.00	\$20,289.00	\$14,846.00	\$5,443.00	\$0.00	
Total Bookings 2015		\$3,732.00	\$15,060.00	\$3,210.00	\$4,822.00	\$27,464.00	\$19,638.00	\$7,826.00	\$0.00	
Total Bookings 2016		\$3,003.77	\$9,965.00	\$2,300.00	\$2,350.00	\$17,618.77	\$12,638.77	\$4,980.00	\$0.00	
Total Bookings 2017		\$3,860.92	\$12,120.00	\$2,600.00	\$3,835.00	\$22,415.92	\$17,000.00	\$5,205.00	\$200.92	
Total Bookings 2018		\$2,560.00	\$9,690.00	\$4,759.50	\$2,490.00	\$19,499.50	\$16,249.50	\$3,250.00	\$0.00	
Total Bookings 2019		\$4,646.30	\$12,530.00	\$5,556.00	\$2,175.00	\$24,907.30	\$18,012.30	\$7,345.00	\$0.00	
Total Bookings 2022		\$3,280.00	\$16,850.00	\$2,000.00	\$2,000.00	\$24,230.00	\$6,050.00	\$17,980.00	\$0.00	
Total Bookings 2023		\$6,200.00	\$13,905.00	\$400.00	\$800.00	\$21,305.00	\$1,550.00	\$7,000.00	\$150.00	
Date	Event	Small/Large Conf/ Misc.	Main Hall	Kitchen	Security Deposit	Total Charge	Down Payment	Paid Balance	Amount Due	
1/4-1/8-24	Jacoby Pool Tournament		\$800.00			\$800.00			\$0.00	
1/13/2023	Schraeder Christma - canceled due to weather	\$100.00				\$100.00			\$0.00	
1/14/2024	Baby Shower Larissa Savage	\$100.00				100.00	100.00		0.00	
1/19/2024	Public Works					0.00			0.00	
1/23/2024	Meeting					50.00			0.00	
02/03/24	Be Mine Valentine		\$300.00			\$300.00	\$100.00	\$200.00	\$0.00	
02/10/24	Linzmeier	\$100.00				\$100.00			\$0.00	
02/11/24	King Baby Shower - Canceled-baby came early	\$100.00				\$100.00			\$0.00	
2/15-/2/17/24	Wakley Winter Feast		\$300.00			\$300.00	\$150.00	\$150.00	\$0.00	
02/18/24	Medaugh Baby Shower	\$100.00				\$100.00			\$0.00	
02/20/24	ELECTION	\$0.00				\$0.00			\$0.00	
02/24/24	Fire Department	\$0.00				\$0.00			\$0.00	
02/25/24	Kautzer Gender Releal	\$100.00				\$100.00	\$100.00		\$0.00	
02/29/24	Nekoosa Schools Child Development	\$0.00				\$0.00			\$0.00	
03/02/24	Birthday Party	\$125.00				\$125.00			\$0.00	
03/03/24	Funeral Luncheon-Brandt		\$250.00			\$250.00			\$250.00	
03/10/24	Whitmore Baby Shower	\$100.00				\$100.00			\$0.00	
03/16/24	Material Girls		\$100.00			\$100.00			\$0.00	
03/19/24	Erco		\$300.00			\$300.00			\$0.00	
03/21/24	Erco		\$300.00			\$300.00			\$0.00	
03/23/24	Nekoosa Easter	\$0.00				\$0.00			\$0.00	

ALEXANDER FIELD

SOUTH WOOD COUNTY AIRPORT

MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

Brad Hamilton, President
Jason Warren, Supervisor
Matt Zacher, Mayor
Joseph Zurfluh, Trustee

MUNICIPALITIES:

City of Nekoosa
Town of Grand Rapids
City of Wisconsin Rapids
Village of Port Edwards

7/2/24

The South Wood County Airport Commission met on Tuesday, July 2, 2024 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Matt Zacher, Brad Hamilton, Jason Warren, and Joe Zurfluh. Also in attendance were Randy Gustafson, Dennis Polach, Paul Tranal, Kurt Gross, Bill Menzel, Bill Clendenning, Ryan Falch, Kevin Fangman, John Fawley, Isaac Galule, Hunter Geishart, Tom Becker, and Jeremy Sickler.

1. Call to order: Chairman Hamilton called the meeting to order at 8:00 AM.

2. Approval of previous month's minutes (6-6-24):

Motion by Commissioner Zurfluh, 2nd by Commissioner Zacher to approve the minutes as presented.
Motion carried.

3. Airport Manager's Report:

Airport Manager Sickler presented the monthly report for June and updated the Commission on the progress of the ongoing and future projects. Ryan Falch was in attendance and reported to the Commission on the project status from SEH perspective and provided insight regarding BOA involvement. The Sickler also reported that fuel sales for the month of June were slightly above those of June 2023 and year over year fuel sales are up 12%

Sickler reported on several other items including hangar security, grant submission and repair issues with the fuel truck, fuel system, and base radio.

Motion by Commissioner Zacher, 2nd by Commissioner Zurfluh to approve the Airport Managers Report. Motion carried.

4. New Business

a. Discuss and consider action regarding Projects Plus quote: Sickler presented a quote for replacement of the furnaces, one of which is condemned, and the other is old and failing. Another quote was requested by the Commission, no action taken.

a. Discuss and consider action regarding American Fence quote: Sickler presented a quote for repair of the gates. Another quote was requested by the Commission, no action taken.

5. Review of Financial Statements

Sickler presented the financial statements for the month of June 2024. Discussion ensued and a question was raised whether invoices had been sent to Grand Rapids and Nekoosa. Invoices will be sent as requested. Motion by Commissioner Zacher, second by Commissioner Warren to approve the financial statements as presented. Motion carried.

6. Future agenda items:

Quotes for gates, quotes for furnaces, hangar taxes, sound system.

7. Public Comment: The EAA Chapter reported on the pancake breakfast and student pilots within the chapter.

8. Correspondence received: None

9. Set next meeting date:

August 1 at 8:00 AM.

10. Adjourn:

Adjournment at 08:58 AM.

Minutes prepared by Jeremy Sickler, Respectfully reviewed and submitted, Chairman Hamilton

Director Report - Library

As you can see from the agenda, it's been a full month.

I opened and closed the library on July 9, and also attended City meetings that evening.

I attended the Wood County Library Board meeting on July 11 in Wisconsin Rapids.

I attended All Directors meeting on July 18 in Fitchburg.

I attended a Payroll training session July 29th, and fingers crossed that the library will be the first department to go online.

I also attended a personnel meeting on August 6th.

Scedra is back to work a few hours a week.

Our shelving project has been completed, and all DVDs are on shelving. I came in Sunday night to prepare, removing all items from all shelving areas that were being moved. I also moved all the DVD tables and local history items. Overall, it was about a 4-5 hour job by myself.

Monday, we were able to get the shelves into the correct positions. Jeff McDonald, and both Brians were great to work with. We still have a few items to tackle, namely moving the magazine shelves down, and relocating some pictures and putting the bird display up. There are also some literature holders I am going to have installed on either side of our public bulletin board.

I have 90% of the local history area completed. It's been a process. Also weeded the vertical files, keeping only relevant information that pertains to Nekoosa or local history. Our Veteran information is all together. Our Nekoosa historical pictures is all together. Everything on the shelves is labelled and easy to identify. So much more accessible to the public.

I have worked many evenings this month to take care of my own work, after I filled in for staff who had time off.

Charles & JoAnn Lester Library Board Meeting

July 8, 2024.

Roll Call: Nita Kirst, Jennifer Dye, Jesse McKeever, Elaine Wolfe, Director Darla Allen

Excused: Lucy McGinley

Unexcused: Brad Hamilton, Laura Lewis

Meeting called to order by President Nita Kirst at 1:02 pm.

Motion by Jennifer Dye to approve meeting minutes as read from June 10, 2024, second by Elaine Wolfe.

Accept donation in memory of Maxine Hanneman, funds to be used for audiobooks, per request.
Accept donation from family of former police chief William Wintlynd.

Jennifer Dye reviewed the Treasurer Report for the month of June, 2024. Motion by Elaine Wolfe and second by Jesse McKeever to accept the Treasurer Report as reviewed and read.

Director Darla Allen gave her Director's Report.

Vouchers were reviewed by the board and Jennifer Dye, with Jesse McKeever signing vouchers. Motion by Jesse McKeever to accept vouchers in the amount of \$1,947.03. Second by Elaine Wolfe.

Agenda Items discussed"

Library will be closed on Monday, July 22 from 9 am to 6pm to facilitate the moving of shelves and the reshelving of library materials.

Director Allen and Board discussed challenges of current garbage location. Discussed rubber matting and metal brackets.

Water Fountains. Price to update water fountains to the water bottler filler fountain, at a cost of over \$4,000 is astronomical. Director Allen advised to inquire about Culligan Water Cooler or similar item.

Director Allen updated to board regarding Summer Reading Program numbers.

Director Allen discussed selling catalog racks on Ebay, items left when DVDS were switched to open shelving. Currently, 2 racks have sold, for \$51.00. Director Allen listed the items and shipped them.

Wi-Fi usage discussed, Director Allen is VERY pleased with the community use, which clearly shows a need that was identified and addressed.

Employee Handbook concerns were discussed by Board, namely how Library staff are classified and what that means for their benefits and how those factors affect staff morale and retention.

Director evaluation forms were discussed, with Director Allen handing out forms to be turned in to Nita Kirst.

Office Area: Board discussed the challenges for Director Darla Allen, as she does not have a private office, she has no place to go when she needs to get detail oriented work completed, and how being in the same work area with staff means she is frequently covering the desk, faces constant interruptions, and staff collaborating during worktime makes it very difficult for her to take calls, etc. It has been necessary for years for Director Allen to come in after hours, or come in on weekends in order to complete her work that require attention to detail or at the least, some starch of time without being interrupted every few minutes. Additionally, despite years of discussion, she still does not have access

to the Workhorse budget software that other department heads have access to. She is running a budget, without access to the information she needs. She is not able to access what funds are taken out of the library budget. Reasons given for her lack of access have included: not being on the city network, which is true. Distance from City office. Another department head is located further away, and has access. Cost of license. Again, other department heads have access.

The Library Board has discussed and approved Director Darla Allen having some office space at City Hall with a computer that has Workhorse access. Library Board also recommends and approves Director Allen receive training on Workhorse, so that she can enjoy the same access to budget information as other department heads. Regular office hours at the City office to be established upon provision of keys/code to office to Director Darla Allen. Library Board feels this is the best solution as access to Workhorse and budgeting information has been on ongoing challenge. Access to a computer on the City Network will allow Director Allen to have the same access to information as other department heads. Library Board feels this will address many issues such as communication between departments, clarity of information, and access to the same tools other department heads are given. Motion to accept by Jesse McKeever, second by Jennifer Dye.

Motion to adjourn at 2:30pm by Elaine Wolfe. Second by Jennifer Dye.

Meeting adjourned.

Minutes taken by Director Darla Allen

July 2024					
<u>Certificates of Deposit</u>	<u>Term</u>	<u>APY</u>	<u>Start Date</u>	<u>Date Due</u>	<u>Balance</u>
17-510	12 mo.	1.00%	08/01/2024	08/01/2025	\$30,000.00
17-507	30 mo.	3.50%	12/22/2022	06/22/2024	\$40,000.00
17-508 *	30 mo.	3.50%	04/20/2023	10/20/2024	\$80,000.00
NOW Checking:					
Beginning Bank Balance					\$24,403.06
		<u>Lester Funds</u>	<u>Deposits</u>	<u>Expenses</u>	
07/01/2024	Amazon			116.05	(116.05)
07/02/2024	CD Interest - 7509		80.14		80.14
07/03/2024	Amazon			314.71	(314.71)
07/03/2024	Magic of Isalah			400.00	(400.00)
07/05/2024	Amazon			14.03	(14.03)
07/05/2024	Amazon			105.90	(105.90)
07/05/2024	Amazon			166.48	(166.48)
07/08/2024	Amazon			24.91	(24.91)
07/08/2024	Amazon			40.05	(40.05)
07/10/2024	TLF			40.00	(40.00)
07/17/0002	USPS			272.00	(272.00)
07/17/2024	Amazon-return		14.99		14.99
07/22/2024	Amazon			28.99	(28.99)
07/22/2024	CD Interest - 7507		115.09		115.09
07/22/2024	CD Interest - 7508		230.14		230.14
07/22/2024	Amazon			18.92	(18.92)
07/22/2024	Subway			20.02	(20.02)
07/22/2024	Walmart			70.75	(70.75)
07/22/2024	Amazon			245.23	(245.23)
07/23/2024	Amazon			423.61	(423.61)
07/23/0002	Amazon			68.51	(68.51)
07/24/2024	Amazon			79.48	(79.48)
07/25/2024	Amazon-return		0.02		0.02
07/26/2024	Mallboxes			28.40	(28.40)
07/29/2024	Home Depot			70.63	(70.63)
07/29/2024	Canva			12.99	(12.99)
07/30/2024	Becky Winter/I Heart Art Studio			240.00	(240.00)
07/30/2024	Amazon			4.49	(4.49)

July 2024					
07/30/2024	Amazon			14.95	(14.95)
07/30/2024	Amazon			15.79	(15.79)
07/30/2024	Amazon			16.95	(16.95)
07/31/2024	Deposit		271.87		271.87
07/31/2024	Checking Interest		2.08		2.08
					\$22,263.55
			<u>Beginning Balance</u>	<u>Activity</u>	<u>Ending Balance</u>
Emergency Fund			12,036.97	0.00	12,036.97
G. Buehler Bapat	* includes CD above		79,053.56	0.00	79,053.56
Lester Donation			9,915.29	0.00	9,915.29
Buehler Donation			800.00	0.00	800.00
General Funds Available	(Ending checking balance less fund balances above, plus GBB funds moved to CD)				\$457.73
SCLS Foundation Funds			77,162.63	\$477.61	77,640.24

NEW BUSINESS

9. Library Grounds

a) American Elm care

We have a stunning American Elm tree on the library grounds. I also want to make sure it stays healthy, and I believe there is some cleanup work that is needed for the health of the tree. Considering many Elm trees were lost, I want to make sure we do what we can to protect this giant. I am awaiting a quote for tree care regarding the Elm tree.

b) East and South sides of Library Lawn: Last month we spoke about purchasing some rubber mats to address the mud issue with the garbage cans. As I was walking the grounds to prepare for the Strangler Lewis sign to be installed, I took an inventory of the grounds. When I started this job, I inherited a lot of stuff. After the assessment of the grounds, along with how the library has changed, and considering factors I can control to make things easier for all departments, I propose the following:

I. Recommend removing small enclosure/fence that was put up in 2013 to conceal 2 garbage cans. We currently have three, so they don't all fit. Additionally, the enclosure means there is trimming that is required, but doesn't always happen. I recommend removing the garbage enclosure, relocating any plants, and reseed the area for grass.

II. Recommend removing outdoor shed. It is a catch all for items we no longer need. Recommend emptying garden shed, and offering for sale at \$50 OBO. It is at least 18 years old, the doors are held closed by a padlock, and the shed makes it difficult for Public Works to remove snow from the hall exit door.

III. PROPOSAL: Empty and remove shed. Relocate garbage cans to area under the eaves of the library. Remove garbage enclosure. Relocate plants. Reseed areas of lawn that require reseeding, namely areas on the south and east sides of the library building. This allows the Public Works crew to use the snowblower for the entire walkway. This also gives staff room to maneuver the garbage cans to the curb without the mud/snow issues.

10. Community Garden

The Community Garden was started at least 10 years ago. Originally, I was asked if a high school student could use part of the library grounds for a community garden that the student would assume responsibility for. I brought the idea to the board, they agreed the library would support the endeavor. We purchased garden boxes and chain link fencing. I have tried for years to make this work. There was little to no follow through by the student, and it became another task on my already full plate. The garden boxes are in poor shape after 10+ years exposed to the elements. I have to call for wood chips, and soil, and to have it weed whacked. Only 1 person uses it.

RECOMMEND: Removing Community Garden, removal of chain link fencing, and reseed garden area with grass. This makes lawn care easier for the Public Works Crew.

11. All Director's Meeting:

Attended both the All Director's Meeting and the afternoon session for Records and Retention policies. We will also be discussing Records Retention, and the steps we need to take to align with state standards. I emailed Chief Shawn Woods as the City does not have a records retention policy, so Chief Woods, Kallee Dhein and I plan to meet sometime during the week of August 19th to go over the training I received, and make sure both the City and the Library are on the same track. Chief Woods agreed that this was something that was also on his list of things to do. I know there are a large number of records at the City, and I have offered to assist as needed.

12. Trustee Training Week: This year's Trustee Training Week will be held from August 19 - August 23. More information and registration coming soon!
<https://www.wistrusteetraining.com/>

OLD BUSINESS

13. Director Evaluation – Closed session

14. Water Fountains/ Maher Water dispenser

Staff and I have been monitoring the water fountain situation closely. When we have school tours come in, during fall and spring, our fountains get hit hard. The rest of the year, people tend to buy a drink. I looked at a number of water coolers, and I was not able to find a "cold only" dispenser. I also was looking for bottom load, because top heavy items in the library concern me. All of the water coolers I found online also had a hot water option, often at temps of 185 degrees. Although there is a lock on the hot water dispenser, I still have concerns about liability if anyone were to be injured.

I do feel it would be a better use of funds to invest in some hygiene products. We've had a few teen girls come in, and we don't have anything here for them. Additionally, we have never had an issue with toilet paper disappearing even during Covid. I think this is a needed service in a higher poverty area. I am including a price quote. They default to 2 boxes of both pads and tampons, (1000 each) However, I think we order the dispenser for a cost of \$341, which includes 50 pads and 50 tampons, and monitor the use.

15. Summer Reading Program update

We had over 500 people attend our 11 events during the Summer Reading Program. 60 kids turned in reading goals, we still have our teens reading and to date, we have 62 book reviews turned in. We also have family events scheduled in August, so we expect this number to continue to grow.

Every year, our annual report asks me to guesstimate how many people come into the library. In the past, I did a survey week, and estimated based off of that. I have always felt this was pretty inaccurate, however, people counters were also on the pricey side. I found a people counter that I could mount on the doors of the library, to get a number of how many people actually come into the library.

Circulation numbers do not entirely capture what happens at the library. We are a place to have counselling sessions, a safe and supervised place where kids can practice being independent and hang out. We are a place where moms meet for play dates. We are a community space that is cool in the summer and warm in the winter, providing a refuge from extremes in weather. We are a publicly accessible bathroom for postal workers, bus drivers, city workers, and visitors to our community. We offer magazines, books, movies, and audiobooks. We offer wifi services. We have snacks and comfortable seating and exceptional support services such as scanning to email, faxing, photocopying, laminating, and test proctoring. We offer programs and activities for kids and families. We provide reference services, answering questions about various support services, cab services, where the local food pantry is located. In essence, we are Nekoosa's social workers; the community safety net. And we don't just serve Nekoosa residents; we serve Town of Port Edwards, village of Port Edwards, Saratoga, town of Armenia and New Minor. We are the only library between Mauston and Wisconsin Rapids that provide these services.

Early August is a slower time at the library, as many families are trying to get a last vacation in before school starts. I installed the people counter on July 25th. As of August 7th (12 days after install) we have **1,033** people enter the library.(4pm on 8/7/2024) I am eager to see what our year end number will be.

16. Wi-Fi usage We have had **33,297** uses from January 2, 2024- July 31, 2024. I'm beyond pleased.

17. Employee Handbook

I attended a Personnel committee meeting where the Employee Handbook is being discussed.

18. Budget planning/Jon Trautman

I am working on a preliminary schedule. However, I would like to schedule a time to work with Jennifer as I feel she had some insight as an accountant.

19. Friends update

Any updates?

20. Strangler Lewis sign

The posts were moved to Library grounds. Jeff McDonald was great working with me while we figured out placement. Additionally, we walked around the grounds and figured out some areas where we could make things easier for the City crew to maintain the grounds.

21. Circ Desk and ALA

I met with Mark Jochem from SCLS on August 6th. We had a great visit, discussed library projects, future plans, and what SCLS can do to support me. I spoke to him about some ADA compliance issues, mainly our front circulation desk, and how it isn't very user friendly. He mentioned the ALA grant for accessibility, and felt this project would be a great fit. The maximum grant is for \$20,000, and opens up this fall. So that is my next big fish to tackle. Not only does it address some accessibility issues for our patrons, but also staff. I have always felt that ADA design should be the default, as everyone is able to use it effectively. So, fingers crossed!