

MINUTES
RIVER FALLS LIBRARY FOUNDATION
WEDNESDAY, October 29, 2025

Call to Order: President Kozak called meeting to order at 6:30pm

In Attendance: Kozak, Hughes, Misselt, Nelson, Vivoda-Sadée, Jacobs

Recognizing Visitors: Kari Heinselman, Steve Schroeder, Tom Westerhaus

Approval of Minutes: Jacobs made a motion to approve the September 24, 2025 minutes. Seconded by Nelson. Motion passed.

Financial Report: Treasurer Nelson

- Capital Campaign donations now exceed \$950,000
- Money is held in a money market account making 4% interest with no risk
- The First National Bank money market account has been closed
- Balances for the Edward Jones money market and investment accounts, the St. Croix Valley Foundation account and the Edward Jones capital campaign money market were provided
- Donations for the Jayne Hoffman Book continue to grow along with royalties from sales of the book
- September 2025 and October 2025 expenses were provided

Director's Report: Misselt

- Jim Radford from Baker St Consulting gave a wrap up of the Capital Campaign. He stated the following three areas will need continuing training:

1. Annual Fund Program
2. Campaigns
3. Planned Giving

Jim expressed praise for Library staff's involvement and work with the Capital Campaign, especially Alice Olson and Tanya Misselt. He also thanked those from the Foundation and all Volunteers for their work and involvement in the Capital Campaign.

- Tom Westerhaus gave a speech on the Capital Campaign and the importance of the Foundation's role in support of the Library.
- We have three pending grant applications and anticipate knowing more about how we are doing in early January.
- Remodel work is progressing well. We anticipate a need to close the main level for about a week when we shift from phase 1 to phase 2. This will be the largest move involving the adult fiction and non-fiction, new books, hold shelves, periodicals, movies, music, and office spaces. While the schedule may change, we anticipate this happening toward the end of November.

- There are two large evergreen trees on either side of the entryway off the parking lot of the library that may need to be removed. Both trees are now overgrown and are obstructing the view of the building. They will also interfere with two possible building projects: the solarium/storytime room (new roof and windows) and an outdoor programming area.
- A recommendation will be made to the Library Board of Trustees to extend one of the Library Assistants expanded hours past the end of this year. If approved, the Library budget will not be able to absorb the additional hours and benefits. A request would then be made to the Library Board of Trustees for funds from the Library Trust Fund account.
- The Library's Trust Funds held in a Wisconsin Local Government Investment Pool (LGIP) by the City of River Falls under the authority and control of the Library Board of Trustees continue to grow.
- New self-check machines will need to be purchased in 2026.
- Board of Trustee Representatives at Foundation Meetings:
December 3, 2025 – Jean Ritzinger

New Business:

- Discussion on the annual renewal of membership and the mailing out of letters to current members and new donors was held. Kozak will write the letter for review in the December 3, 2025 meeting.
- Schedule of Foundation members to Library Board of Trustees meetings:
November 3, 2025 - Jacobson

**Adjournment: At 7:20pm Nelson made a motion to adjourn seconded by Vivoda-Sadèe.
Motion passed.**

Next Meeting: December 3, 2025, 6:30 pm, Library Board Room