

**Sparta Free Library
Regular meeting of the Board of Trustees
February 4, 2019**

The meeting was called to order by President Laurie Koll at 5:00 PM.

Members present: Paul Lenz, Amy Bernath, Sandie Perry, Terry Putman, and Bruce Humphrey. Also present were the Sparta Library Director Shanneon Grant, Adult Services Librarian Kayce Henderson, and Youth Services Librarian Aimee Schreiber. Trustee Reinhard Mueller was excused.

Approval of Minutes: Minutes from the December meeting were distributed. **Humphrey, seconded by Putman, moved to accept the minutes. Motion carried.**

Finances: A printed report reflecting January expenditures and income was shared, as well as a financial statement reflecting year to date actual expenditures as compared to budget projections. **Humphrey, seconded by Perry, moved to approve the bills. Motion carried.**

Directors Report:

- **Programming**

January Programming Highlights: January was a low-programming month that gave staff time to prepare for summer reading. The programs that were conducted were very successful. Among these were Sensory Storytime, which continues to get great feedback from not only attendees, but from community members who see that we offer it. Paula Steigerwald and April Anderson planned and executed a wildly popular Pete the Cat Party event, with almost 130 attendees. Additionally, the four sessions of the inaugural Little Om Yoga program saw an average of 16 participants at each session. Adult Arts & Crafts and Book Club continued to have strong attendance with 10 and 13 respectively. Amy Weissenberger hosted a Michael Jackson music trivia event that drew 11 participants, including patrons from Tomah who had never before visited our library. January saw 11 Tech Tutor appointments, including two new patrons who had received word-of-mouth recommendations for unemployment help. Overall our January program attendance was 477 people.

Upcoming February Programming: Programming is back in full swing starting in February, with regularly scheduled programs including storytimes, Board in the Library, Lego Club, Groovy Mondays, Teen Crafternoon, Teen Advisory Group, Adult Arts & Crafts, Book Club, Knitting Mondays, and Books on the Big Screen. Additional programming includes Teen Cookie Wars coming up on Monday, February 18, which is a cookie decorating competition and is typically one of the largest teen programs of the year. For adults, February 13th will have a Galentine's Day event for the first time at SFL and on February 20th, morning and evening sessions of Get to Know Mango Languages are scheduled to publicize the library's new language learning resource available free to WRLS patrons.

- **Operations**

Unique Management Placements: Unique Management is the agency that recovers payment for outstanding replacement charges for library materials. Our cumulative recovery is currently \$5823.75, yielding a return on investment of 3.16 to 1.

2018 Annual Report for WI Department of Public Instruction: Work has begun on our library's annual report with system sponsored work days occurring over the next few weeks. The report is due to our WRLS director by February 20th. Highlights from the report data will be shared at the March meeting.

Staff Development & Technology Implementation Day: The library will be closed on Monday February 25th for staff development. Tech staff from WRLS will also be installing new timing software by TracSystems on all of our public computers. (Sparta will now be included with other WRLS libraries in a system contract for timing software, which reduces costs.) Because the lease agreement on our public copier/printer/scanner machines is up in March, we also plan to have Loeffler in that day to coordinate with WRLS tech staff on printing software.

Wisconsin Association of Public Libraries (WAPL): Director Grant continues to serve on the WAPL board which is currently planning the annual May conference of public librarians. (Librarians earn Continuing Education Credits toward licensure for attending conference sessions in addition to sharing ideas, networking, etc.) Most WAPL meetings are conference calls but in addition to a recent trip to Madison on February 1st, there will be a conference site visit on February 27th as well as the conference May 1-3rd.

- **Building & Grounds:** Lighting of the flag pole and fountain area are not functioning. City Administrator Todd Fahning checked the electrical breakers and confirmed that they were not switched off. Noble Conservation is still working in Sparta and will address the issue.

Old Business:

Campaign Planning Update : Director Grant provided the following information:

We've had some publicity lately with a couple newspaper articles in the Monroe County Herald, as well as a radio interview and exposure through library social media and website posts. Our campaign Frequently Asked Questions and 100 Extraordinary Women flyers were included in every program at the Chamber's Annual Meeting in January. Adult Services Librarian Henderson and Youth Services Librarian Schreiber have been helping us out with inhouse flyers and with social media and website posts.

100 Extraordinary Women Committee has been working extremely hard to make the initiative successful. Because of their tireless efforts, we have over 100 women pledged in support. We've received many checks and pledge forms. Trustee Bernath is working on entering that information in our donor software Bloomerang and printing thank you letters for donations. Invitations to the February 21st celebration event were printed by Nancy Frazee and were mailed on February 2nd. I'll be keeping track of RSVPs which are due by February 15th. The committee meets again on February 13th to finalize seating and event details. This is the initiative that launches us into the campaign. Jodi Sweeney continues to work with the various committees on an overall timeline for the next 3-4 months, which will be shared with the board after the next round of meetings.

Our campaign planning committee also meets again on February 13th. The most recent addition to that committee is Mayor Ronald Button. A date of March 14th has been set for the informational event for members of our honorary committee. (This is being hosted by Nancy & Skip Frazee and Barbara Rice.) Staff will be working on printing and mailing invitations for this event soon.

A campaign brochure proof was finalized and is currently being printed. Adult Services Librarian Henderson continues to add updates to the expansion tab on our library website. If

you get questions about the project, feel free to point to our website as a resource of information about the expansion and the campaign.

New Business: The existing contract for the libraries photocopiers is expiring. Director Grant presented a bid from Loffler for a 60 month lease that will result in a \$539 savings per month. **Humphrey, seconded by Bernath, moved to approve new contract. Motion carried.**

Items for Future Consideration: Highlights from the 2018 Annual Report.

The next meeting will be the first Monday, March 4, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

Perry, seconded by Humphrey, moved to adjourn. Motion carried. Meeting adjourned at 5:39 PM.