

**Sparta Free Library
Regular meeting of the Board of Trustees
February 3, 2020**

The meeting was called to order by President Laurie Koll at 5:02PM.

Members present: Paul Lenz, Amy Bernath, Sandie Perry, Reinhard Mueller, Terry Putman, and Bruce Humphrey. Also present were Library Director Sarah Steinbacher, Adult Services Librarian Marissa Bazan and Youth Services Librarian Aimee Schreiber.

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

Finances: A printed report reflecting January expenditures and income was shared, as well as the library's Balance Sheet for 2019, as provided by the City Treasurer. **Mueller, seconded by Humphrey, moved to approve the bills. Motion carried.**

Directors Report:

Programming:

- January Programming Highlights: Juvenile and Adult programming continued to be successful during the month of January. Among these successes was Sensory Storytime, which drew a new family from Fort McCoy who were very pleased with the program, in particular the interactive books and sensory play time. The library's second Open Play Date was STEM-themed and had nearly 50 attendees. Youth Services Librarian Schreiber coordinated a field trip visit from Necedah Cardinal After-School Program for a library tour and read-aloud session. For adults, Library Assistant Amy Weisenberger arranged a cell phone tech help day with US Cellular in early January. She is hoping to make this a recurring program. Adult Services Librarian Marissa Bazan continues to host Needlecraft Club every Monday for enthusiastic crafters. Overall January program participation was 672 people.
- Upcoming February Programming: The Children's department programming is back in full swing with regularly scheduled programs including Library Storytimes, Board in the Library, Lego Club, Groovy Mondays, Teen Crafternoon, Teen Advisory Groups, and Books on the Big Screen. Teen Cookie Wars (typically one of the bested attended teen programs of the year) is scheduled February 17th. Adult Services Librarian Bazan continues to utilize the Badger/WRLS grant to host Memory Connections at the library the first Tuesday of the month. The first Ukulele Strum Along will be held on February 8th, which will hopefully reach a new demographic in the community. Also coming in February is a Gardening and Permaculture information session, to be given by a certified Permaculture Designer.

Operations:

- Personnel: Library Assistants Kimmy Wegner and Kristin Shipley attended the workshop *Back to Basics: Refreshing and Rethinking Storytimes* hosted by WRLS at the Westby Library. They shared what they learned with the rest of the staff the following week. Director Steinbacher attended an annual report workshop in Black River Falls, where she was able to get one-on-one assistance from the WRLS Director. A job announcement has been posted for a substitute library assistant. Library Assistant Einer celebrated an incredible 35

years of working at the Sparta Free Library in January. Library Assistant Weisenburger celebrated her 5-year anniversary.

- DPI Public Library Annual Report Programming/Circulation Overview: The Sparta Free Library saw an increase in programs held and program attendance in 2019. There was a 9.6% increase in programs offered and a 29.8% increase in program attendance. Director Steinbacher noted that these numbers are truly spectacular and all staff should be praised for such amazing efforts to achieve these numbers, especially considering the staff shortages in 2019. Circulation numbers have decreased less than 1% in 2019, which is excellent, in light of the increasing popularity of e-books. Director Steinbacher explained that the DPI Public Library Annual Report does not include the number of e-book downloads, even though that data is easily captured. Trustee Mueller stated that it's ridiculous that the State of Wisconsin does not include these numbers and noted that the Board should lobby the State Legislature to change this policy. Trustee Mueller also praised the library staff for the design of a year-in-review promotional card that concisely recapped the library's services in 2019.

Building & Grounds:

- A significant leak in the ceiling of the teen room occurred on January 25th. Tiles were so saturated that they broke apart and were hanging loosely from the ceiling. Interstate Roofing was contacted, who reported that there was a problem with the heat tape, in both the teen room and magazine room. The technician was able to stop the leak, but suggested the electric company be called to fix the heat tape. Director Steinbacher has made that call.
- Director Steinbacher will be meeting with Kemp Cleaners to discuss the details of the library's custodial contract.
- Director Steinbacher praised the library staff members who braved the snowy weather to keep the library open on January 18th, and the entire staff who work to keep the library entrances free of ice and snow when the City is not available to do so.

Old Business:

Capital Campaign Update: Trustee Bernath announced that the amount raised for the Library Expansion project is \$1.2 million.

President Koll and Trustee Perry reported on attending the Chamber of Commerce Annual Meeting, where a brief program about the Capital Campaign was presented, including an airing of the Campaign's promotional video.

New Business:

- 2019 DPI Public Library Annual Report: Director Steinbacher has completed the Annual Report and will submit it as soon as President Koll signs off on it. Director Steinbacher expressed her concern that the library's private funds (those dollars not provided by the city), as well as expenditures from those private funds, are being reported on the City's Balance Sheet. This is significant because the Balance Sheet's figures are required on the DPI Annual Report to the State of Wisconsin and are considered as standard operating expenses when used to calculate County reimbursements for library services. Our expenditures from the private funds in 2019 were exceptionally high, as the Board had approved using the private funds to pay the consulting fees for the Capital Campaign, which are decidedly not standard operating expenses. This could greatly skew the County reimbursement calculations that are based on a patrons served/standard operating expenses ratio. She has spoken with the WRLS Director about her concerns, who echoed her sentiments, and recommended Director Steinbacher meet with the City Treasurer to

clarify the matter. President Koll recommended Director Steinbacher set up the meeting as soon as possible. Trustee Humphrey advised that she take a Board representative with her. Trustee Bernath offered to attend the meeting.

- Staff Flex Scheduling: Director Steinbacher has spoken with the City Administrators about flex schedule policies, who advised that flex scheduling is up to the individual departments. Currently, because of Saturday hours, library staff are often scheduled to work assorted hours on 6 days a week. She recommended that the Board approve implementation of flex scheduling to preclude that practice. The Board concurred that, as long as current operating hours are adequately staffed and that no overtime is required, flex schedules should be developed.

Items for Future Consideration: None.

The next meeting will be the first Monday, March 2, 5:00 p.m. – Library Lower Level – Multi-Purpose Room

Mueller, seconded by Humphrey, moved to adjourn. Motion carried. Meeting adjourned at 5:42 PM.