

**Sparta Free Library
Regular meeting of the Board of Trustees
February 15, 2021**

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

Members participating: Paul Lenz, Amy Bernath, Sandie Perry, Bruce Humphrey, and Terry Putman. Also participating were Youth Services Coordinator Aimee Schreiber and Adult Services Coordinator Nicole Wallace. Director Tryggestad and Trustee Reinhard Mueller were excused.

Approval of Minutes: The January minutes were presented. **Humphrey, seconded by Putman, moved to approve the January minutes. Motion carried.**

Public Input: None

Finances:

A printed report reflecting January expenditures and income was distributed, as well as a list of year-to-date expenditures with comparison to budget for 2021. **Bernath, seconded by Perry, moved to approve the bills. Motion carried.**

Directors Report:

Programming

January Programming Highlights:

- **Adult Services:** January Adult and Teen New Year's Resolution Kits were a big hit and "sold out" in three days! This was a joint effort of the Youth and Adult Services teams. January also saw both teams kick off our SPLH (Snow Place Like Home) winter reading program; this year we are collecting book reviews using Beanstack. The arrival of tax forms in mid-January was greeted with much excitement - as the Adult Services staff had been fielding phone inquiries for weeks! Finally, last month two Bader Grant totes/kits were cataloged and sent along to the WRLS team for record creation in Sierra.

- **Youth Services:** In January, youth services kicked off 2021 Spring programming sessions, including Snuggly Stories, Storytimes, and Groovy Mondays. This month we brought back our weekly Learn with the Library kits for kids and the first two (Rolly Robots and Cookie Plate Craft) were crowd favorites, especially the treat included with the Cookie craft! Our first Lego Club Mystery Brick Challenge was a blast, with participants challenged to use an eyeball Lego brick as anything other than an eyeball in their creation. The kids really enjoyed building together on-screen and then showing off their creations live. This month, we were also able to partner with the Sparta Chamber to provide Winter Craft take-and-make kits for the Sparta Quest Winter Fest event celebrating all sorts of winter outdoor fun. For the teens we started new monthly virtual Teen Trivia nights and the January theme was Disney. The teens rocked it and this was easily the best attended virtual teen program that Youth Services has run.

Upcoming Programming:

- Adult Services: February has the Adult Services team focusing on our version of a time capsule/hope chest. On visits to the library, community members will have the opportunity to share their 2020 positive moments (the silver linings), as well as hopes for the future. In 2025, Adult Services will open the hope chest. Next, with tax season in full swing, we continue to offer a variety of forms to the public - available for curbside pick-up or during browsing appointments. We are now featuring instructions with our Federal forms, as well as 1040 forms in Spanish. Bader Grant cataloging continues to progress, slowly but surely and we look forward to displaying the available totes so community members can easily view their contents. Finally, we are starting to see our SPLH mugs “blow” out the door! Adult Services staff have become Beanstack experts as the community continues to engage with our reading program.
- Youth Services: Looking forward, February continues virtual program favorites and adds extra special goodies in the form of an all-ages Stress-Less kit that will be available for pick up. These kits will include stress balls, bubble wrap (to pop), tea bags, treats, and more! A great collaboration of youth services and adult services, we look forward to decreasing the stress in our community. Also, Summer Learning Challenge planning has begun in earnest and the 2021 summer theme is Tails and Tales, focusing on animals!

Operations

- Budget: All 2020 purchases finalized. About \$5,000 remaining in 2020 funds (not including \$15,610.00 in Expansion Design Fees #818); remaining funds to be placed in contingency.
- Annual Report: Report opened Jan. 25. WRLS has pre-filled several stats. Tryggstad will complete virtually and President Koll will sign (due to WRLS by Feb. 19). Highlights:

Print Books (year-end total) - 28,884

Print Books (added 2020) - 2,847

Video Materials (year-end total) - 3,050

Video Materials (added 2020) - 186

Total 2020 Annual Circulation - 58,859 (2019 - 103,473)

Children's 2020 Circulation - 28,820 (2019 - 56,158)

Registered Resident Users - 7,536

Registered Non-Resident Users - 5,315

Uses of E-Books by SFL Users - 8,138 (2019 - 6,992)

Uses of E-Audiobooks by SFL Users - 6,730 (2019 - 6,532)

Total Uses of Electronic Works - 14,881 (2019 - 13,530)

Total Non-Resident Circulation - 23,925 (2019 - 43,060)

- Phone System Update: Plan to meet with Lynxx in February to discuss possible switch further; their previous bid was reflective of 2020 Jan-Oct, will stress cost with new lower

average during Nov-Jan with CenturyLink. WRLS IT Dept. has positive comments from cities/libraries with Lynxx.

- **Staff Training & Education:** Nearly all staff have recently completed Security and Privacy Awareness Training through WRLS. Director Tryggestad will be taking part in ALA MidWinter virtual sessions while on leave. Youth Services Coordinator Schreiber participating in DPI Project READY cohort for Spring 2021.

- **Staffing:** Debra Friet and Stephanie Clark will complete training as Substitute Library Assistants this week. Director Tryggestad will be out for surgery Monday, January 25 - February 17. She plans to be inbuilding partial hours beginning Feb. 17 and back to full time by March 1.

Building & Grounds

- **Handyman Work:** We are grateful to Skip Frazee for once again coming to the rescue on handyman issues – he added a sliding bolt lock to the upstairs staff bathroom and installed another shelving unit in the DVD room helping to create the needed space to fit full collections on shelves.

- **Roof Repair:** Interstate Roofing took a look at another leak in the front reading room (same place as last Sept.) on Jan. 21 & fixed the outside portion, returned Feb. 10 to examine sagging inner ceiling and look at another leak in the Teen Room; they again confirmed roof is in really bad shape and we will continue to have leaks until the roof is completely re-done.

Old Business: Expansion Design and Building Study Fees: City Treasurer Mark Sund has provided a letter (requested by Director Tryggestad) that clarifies the inclusion of Expansion and Building Study Fees (\$15,610) on the Library portion of the city balance sheets. Those funds are actually library funds, not city funds. Tryggestad contacted WRLS Director Kristen Anderson for assistance in providing guidance on best practices. President Koll will also be conferring with Anderson.

New Business:

- **Staff Wi-Fi Access:** Currently have staff needing to utilize Wi-Fi for training early mornings. Tryggestad requested the staff Wi-Fi be opened 24/7, this way any staff can access any time in the building for work or programming. Does not affect public Wi-Fi Access.
- **Expansion Project Meeting:** Trustee Humphrey had arranged a meeting involving himself, Trustees Mueller and Bernath, representatives of the Friends of the Sparta Free Library and the City Administrators on January 5th. Trustee Bernath provided an update on the status of the fundraising campaign, advising that both government and private sector grant opportunities usually require a “shovel ready within 12 months” status on the project in order to be considered. To date, over \$100,000 in grant requests have been denied because of that requirement. Currently, approximately \$1.3 million has been raised, with over \$800k received. Trustee Mueller explained that the purpose of the meeting was to firm up start dates for the project so that design activities can be initiate. City Treasurer Sund advised that the City wants to keep its debt at a reasonable level, and that in February he will have more definite information on what existing debt will be retired in the coming 2 years. He will

contact Trustee Mueller as soon as he has that information. Currently, the start date is anticipated in 2022 or 2023.

Bernath, seconded by Humphrey, moved to adjourn and convene in closed session under the exemption set out in Wisconsin Statutes 19.85 (1)(c) to consider staff compensation. A roll call vote was conducted. Motion carried. Regular meeting adjourned at 5:32 PM.

Closed session meeting adjourned at 5:38 PM. The regular meeting was immediately reconvened.

Bernath, seconded by Perry, moved that the Board of Trustees approve a special monetary award for exceptional performance to Youth Services Coordinator Aimee Schreiber in order to recognize her exceptional performance over the past two years, assuming the responsibilities of both the Interim Library Director, as well as Youth Services Coordinator, during a time of extraordinary upheaval due to both staffing shortages and adaptation to the challenges of the COVID-19 situation. Motion carried.

The next meeting will be held on Monday, March 1, 2021, 5 PM.

Bernath, seconded by Putman, moved to adjourn. Motion carried. Meeting adjourned at 5:41 PM.