

Sparta Free Library
Regular meeting of the Board of Trustees
July 1, 2019

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

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

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

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

Trustee Mueller stated that an initial look at the cost comparison of energy expenditures between last year and this year reflects an approximate 25% savings, attributable to having all of the library's existing lighting replaced with more energy-efficient LED fixtures. Director Grant added that we should also see a significant decrease in expenses for copy machines because of the new contract.

Director Grant advised that we have transferred funds (\$12,046) from the Library's money market account into the capital campaign fund for the renovation project in order to ensure we had adequate funds to pay Sweeney Group consulting fees. President Koll asked how many more months we anticipate contracting with Sweeney. Director Grant responded that, between campaign planning and campaign implementation, we had initially anticipated 12-18 months.

Directors Report:

- Programming

June Programming Highlights:

Youth Services Librarian Schreiber reported that the high point for Children's programming in June was definitely the Space Day Block Party, which was a partnership with the Deke Slayton Museum and was attended by over 2000 people. For the duration of the event, the library had craft stations running, as well as temporary tattoos and outdoor games. Shrinky Dinks were a hit again this year with 131 participants who made creations out of shrinking plastics. Astronaut Training brought in 139 attendees. The teens had a successful Giant Game Night after-hours program, with giant Jenga, enormous Connect 4 and more. Series events, including Little OM Yoga, Groovy Mondays, Read to Rover, Teen Crafternoon, Lego Club, and others have had wonderful attendance thus far. For adults, the addition of afternoon hours at Knitting Mondays has been a hit, and turnout at the more frequent Adult Arts & Crafts has been steady. A Universe of Movies space films and Star Alliance Trivia brought in new faces we haven't seen at programming before.

Upcoming Programming:

Adult Services Librarian Henderson reported that coming up in July the teens have Book Cover Bingo and Fort Building Night, along with the continuation of ongoing series. Large-scale children's programs will include Space Craft Day and Star Party, on top of the regularly scheduled events like Board in the Library, STEM Challenges, Kids Movie Showings, and more. A Universe of Movies will continue through the end of July while Knitting Mondays and Adult Arts & Crafts will continue on their increased summer schedules. Two all-ages programs will

round out July: SciFi Con at the Barney Center on July 12th and the Moon Landing Anniversary event on July 20th. We will also be adding a last-minute addition to the (already full!) summer schedule by starting a job fair program with Express Employment. Our first event will be from 12-3pm on Thursday, July 11th with hopefully full-day events to follow in the fall.

- Operations

Professional Development & Collaboration: Director Grant attended the WRLS Network Advisory Meeting (NAC) on June 13th where directors looked at projected 2020 WRLSWEB fees. These are almost unchanged for Sparta from the 2019 amount. (2020 fees are based on 2018 circulations and holdings.) We may be eligible for a cataloging discount in 2021 because of the amount of cataloging our Adult Services Librarian contributes. Adult Services Librarian Henderson attended training on creating Infographics after the NAC meeting.

Personnel: Kimmy Wegner joined our team as the Youth and Administrative Assistant on June 10th. Because of her library experience, training is going exceptionally well. The WRLS Interlibrary Loan (ILL) Coordinator came to Sparta on June 20 to work with Kimmy and help train Adult Services Librarian Henderson as ILL backup. We are pleased that interlibrary loan services could be fully restored earlier than anticipated.

Building & Grounds: Additional patching was completed around the handrail post on the front step by Richard Hundt of B&B Restoration. Skip Frazee helped us out by securing the wobbly top of the railing so our caution signs could be removed.

Old Business:

Capital Campaign Update:

- Director Grant advised that we are in very initial discussions with Wisconsin Technical College about potential shared space and programming opportunities.
- Campaign Meeting: On June 25th, the campaign committee met to discuss, among other things: naming opportunity requests and several grant applications we are in process of preparing. Trustee Humphrey has been working on a USDA grant that required input from the City of Sparta. Consultant Sweeney has been working on grants to Mayo and Gundersen. More clarification was provided on the Family Legacy Tree (now renamed the "Giving Tree"), where families put their name on a leaf of the tree. The group also discussed an event being planned for August 8th at the Prairie House that is intended to reach potential donors from the Sparta class of 1970 to match the La Course gift. Language for invitations, guest list, speakers, etc. are being confirmed.

Our next Campaign Committee meeting is **Tuesday, July 16th** at 1:15 at Grantie Anne's Studio. Trustee Amy Bernath has agreed to serve as campaign point person in between directors. She serves on library board, campaign committee, is signatory on involved accounts, knows our donor database Bloomerang, etc.

Campaign Video: Director Grant showed the campaign video to the Board. As a committee, it was decided not to widely post the video at this point but to make it special on personal calls to potential donors. Campaign committee members have the link. City Administrators would like

to show it at City Council on July 17th and it will be a part of a Kiwanis presentation on July 23rd but we are not sharing/posting it on our website at this point. It may also be recruiting tool for interview applicants.

New Business: President Koll congratulated Director Grant on her selection to be the new director of the La Crosse Public Library. Director Grant announced that she will remain in her position in Sparta until August 9th and will assist in any way possible to ensure a smooth transition. She also advised that the director of the Winding Rivers Library System has offered her support in the recruitment process.

Director Koll, Trustees Bernath and Trustee Perry will serve on the recruitment and selection committee.

Trustee Mueller asked if the upcoming renovation/building expansion would be a draw for candidates. Director Grant responded that it could prove a valuable draw. Director Koll stated that recruitment documents should stress the building aspect, as well as the growth we are experiencing in the city.

Youth Services Librarian Schreiber and Adult Services Librarian Henderson have agreed to share administrative and supervisory duties until a new director is hired. They will also post recruitment announcements on all available library-oriented media promptly, noting a closing date of August 2nd.

A community open house in honor of Director Grant is scheduled for July 31st from 4-6 PM in the library.

Items for Future Consideration: Status of library director recruitment efforts; future funding for library fundraising endeavors.

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

Bernath, seconded by Putman, moved to adjourn. Motion carried. Meeting adjourned at 5:47 PM.