

**Ellsworth Public Library Board of Trustees Meeting**  
**Tuesday, August 29th, 2023 at 5:15 p.m.**  
**388 W. Main St., Ellsworth, WI (Meeting Room)**

Called to Order by President Judy Perkins at 5:15pm

Board Members Present: Judy Perkins, Sharon Hofmeister, Mike Harris, Angie Bjork, Mindy Anderson, Carter Schutz, Henri Jansa

Board Members Absent:

Others Present: Tiffany Meyer (Director), Beth Kidd (Friends of the Library)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve August Agenda: 1st by Sharon H, 2nd by Mike H. Motion carried.

Motion to Approve July Minutes: 1st by Angie B, 2nd by Henri J. Motion carried.

### **Current Business**

- **Financial Report:** Tiffany Reviewed the financial report.

Profit and loss section shows percentages of each line item

Payouts for the 2 employees who left are not included in statement numbers

Motion to approve the Financial Report: 1st by Mike H, 2nd Henri J. Motion carried.

- **Monthly Expenditures:** Tiffany reviewed the monthly expenditures

Includes the Midwest Pano - Google Virtual Tour listed as \$1288.80

Motion to approve the monthly expenditures: 1st by Sharon H., 2nd by Mindy A. Motion carried.

- **Director's report:** Tiffany reviewed the directors report.

Weather was very hot during Together Thursdays therefore attendance was down

Community outreach-- thank you to those who helped work open houses

Accessibility scan was done to make sure all patrons are supported. This scan was very helpful to identify how we can improve our space.

Auction is complete--Thank you to those who helped out

Emily Brunschon was hired as the new assistant librarian

Motion to approve the directors report: 1st by Mindy A., 2nd by Mike H. Motion carried.

- School representative report (Angie Bjork):

School started this week.

Alyssa Nelson was hired as the District Library Media specialist.

- Village representative report (Mindy Anderson):

Bringing a Digester to Ellsworth is the main topic. More village meetings are being planned to discuss the topic  
There is talk about redoing the piping under Grant and Piety streets and increasing biking opportunities.

- Friends of the Ellsworth Public Library report (Beth Kidd)

Nothing to report this month

-Discussion and possible action re: EPL logo shirts for trustees

The Friends of the Ellsworth Public Library do not want to sell shirts.

Board members will buy their own, but if we order 12 or more shirts we get a better price. Suggestion of using extra shirts as prizes.

White shirts were decided to be our best option. Sizes will be collected.

- Discussion and action re: exterior library spaces (picnic table replacement, general update)

Deciding on what to do with exterior space

Once the space is decided on what the village will do with it then we can make the plan

Negative feedback about our picnic table as the court house has wooden tables and ours are metal (rusty/discolored)

Check with Anne Pechacek if service learning students could build a picnic table. We could purchase picnic table kits and the students can assemble them. Angie will check with the school to see if this is an option.

Motion to approve replacement of the picnic table, Pending information on the options: 1st by Mike H. 2nd by Sharon H. Motion Carried

- Update re: Ellsworth Public Library Centennial in May 2024

We need to create a committee to plan

We will table this and talk about it at next meeting

- Discussion re: Trustee Training Week webinars

These Webinars were very informational and each day was a different topic

Monday: No more neutral--strategies to marketing our library

Tuesday--Wisconsin state laws -Read and understand what the laws are and how they are interpreted.

Wednesday: Nurturing your library culture: Mission, Vision and Values, how the board can help to make the library safe and welcoming.

Thursday: LGBTQ-- definition and how we can advocate for the community

Friday: Elected officials are people too: How important it is to get along with the village board and other public places in our community.

- Discussion and possible action re: Midwest Pano virtual library tour photography scheduled for Sep. 23

Schedule to clean the windows and carpets before pictures are taken.

## New Business

- Discussion and action re: Preliminary 2024 Ellsworth Public Library Budget

Preliminary Budget presented by Tiffany. This budget showed a 0% increase in the first column and ideal numbers in the next column with Notes provided on the right side.

The Wages and Salaries are projected higher than stated as payouts were not included.

AV materials are decreased a bit as they are not used as much anymore.

Computers a bit under as new items were not needed this year.

2024 budget--adjustment for employee's salary and 4% cost of living increase. This budget also included an extra position for program support.

Change insurance amount to build up in case insured employees change coverage.

Publications increased as rebranding is needed for outreach.

Travel and trainings increase as it was decreased the last couple of years due to Covid.

Increase for outreach in children services for supplies

Computers need to be replaced (according to technology plan) so setting aside money to replace 4 computers a year

Motion to approve the Preliminary 2024 budget: 1st by Carter S, 2nd by Mike H. Motion carried.

- Information re: accessibility scan conducted Aug. 17

Center for Independent Living Western Wisconsin completed an accessibility scan and they were very impressed with what we have to offer. We received good feedback to help us improve our space and have things to keep in mind when replacement is needed.

- Discussion and action re: library closure for staff in-service day

Identified Training needs include: goal setting, prioritizing tasks, book repair, ADD instruction, disability communication training on what resources are available.

A suggestion was made to have Fall and Spring opportunities for training.

There is concern about closing the library as the library is taxpayer funded and a service organization.

Questions on whether there are enough substitute staff to cover for a full day. Suggestion was made to have half day training opportunities.

This will be tabled until we have more information on what substitute staff could cover so a plan can be worked out.

Motion to adjourn at 6:18: 1st by Sharon H., and 2nd by Mike H. Motion carried.

Next Meeting: Tuesday, September 26, 2023 at 5:15 p.m.

Respectfully submitted by: Angie Bjork

# Ellsworth Public Library

## Director's Report

### August 24, 2023

1. July Statistics:

- a. Total circulation: 5,794 (up from 4,796 July 2022)
- b. New patrons: 49 (up from 17 July 2022)
- c. New items: 64 (down from 99 July 2022)
- d. Public access comp. sessions: 182 (up from 92 July 2022)
- e. Wireless sessions: 1,021 (up from 293 July 2022)
- f. E-materials checkouts: 1,136 (up from 1,025 July 2022)
- g. Website pageviews: 2,373 (up from 1,845 July 2022)
- h. Door count: 3,356 (up from 2,292 July 2022)



2. Activities/Programs

a. July/August (title, date, attendance):

Comedy Juggler Paul H.	7/26	95	Tech Time	8/14	2
Poolside Storytime	7/27	cxl	CCC Camp Ellsworth	8/15	35
Tog. Thurs: Pickled Beats	7/27	32	LEGO at the Library	8/15	19
Storytime: Ambulance	7/28	38	PKC visit – morning	8/16	29
NNO Block Party	8/1	91	PKC visit – afternoon	8/16	27
PKC visit	8/2	33	Comm. Book Club	8/17	4
Poolside Storytime	8/3	32	Storytime: Food Wise	8/18	9
Storytime: Barn. Olymp.	8/4	38	Teen Meet-up	8/18	4
Elsie's Barnyard Bedtime	8/4	32	Robotics Exploration	8/19	3
PKC visit	8/9	30	Therapy Dog Maggie	8/21	cxl
Morning Book Club	8/10	10	Tog. Thurs.: Always Late	8/24	58
Storytime: County Fair	8/11	12	Storytime: Healthy Home	8/25	25

Other:

- All Together Now Summer Program ended Aug. 4:
  - 224 signups (58 adults, 25 teens, 76 children)
  - 116 participants (31 adults, 17 teens, 39 children) completed 1,897 activities
  - 2,461 books were read to or read by littles
  - 89,741 minutes (just short of 1,500 hours) were logged
  - 41 special events yielded 1,303 attendees
- Storytime to Go – 24 grab bags were created for families to enjoy at home
- Senior outreach – 28 farm-themed watercolor projects sent to Preferred Senior Living and Ellsworth Health Services
- Community outreach – EES Early Childhood/4YK Open House, EES Open House, ECSD Wellness and Benefits Fair, St. Francis Open House; many thanks to Caroline, the EPL Board, and the Friends of EPL for assisting!
- Teen Book Boxes – 42 active participants; currently managed in part by sub clerk Anna M.
- Check Out Wisconsin State Parks at Your Library – all 30 passes have been claimed

b. Upcoming

- i. Meet the Artist (Melodie Needham) Open House Aug. 30 from 5:30 – 7 p.m.
- ii. September is Library Card Sign-up Month – outreach through schools, Ruby’s Pantry and Pierce County Food Pantry; celebrating all of our cardholders, long-term and new
- iii. Discover Together Tuesday: Badger Aces Sep. 12 at 11 a.m. (senior center)

3. Facilities/Equipment/Services

- a. Pharos sign-up computer migrated July 24 to virtual option hosted at CVTC datacenter
- b. IFLS Board met at library July 26 and toured the space afterward
- c. Market & Johnson getting pricing for repair of paint issues related to boiler malfunction after site visit Aug. 8
- d. Furniture update: one canopy top and some shelves still missing after installation Aug. 10; no news on when those are expected
- e. Accessibility scan conducted Aug. 17 by Center for Independent Living Western Wisconsin
- f. Annual elevator inspection occurred Aug. 22; report sent to Public Works Director Vick
- g. Fire extinguishers checked Aug. 24
- h. Auction for contents of old library building ended Aug. 23; almost all items sold and were picked up Aug. 24 and 25; Jeff Hines of Hines Auction waived the majority of his fees
- i. Alarm system – no update as of Aug. 25

4. Personnel & Volunteers

- a. Meetings: Village Admin/C-T, July 27 (Tiffany); storage space/program needs, July 27 (Caroline, Tiffany); auction items, July 28 (Henri, Judy, Tiffany); Exit interview, July 31 (Judy, Tiffany); Director Eval Follow-up, July 31 (Judy, Tiffany); Uline, Aug. 2 (Tiffany); Friends of EPL, Aug. 3 (Emily, Sharon, Tiffany); volunteer orientation, Aug. 7 (Tiffany); Village Board, Aug. 7 (Tiffany); YS Check-in, Aug. 8 (Caroline, Tiffany); M&J walkthrough, Aug. 8 (Tiffany); Pierce County Headstart, Aug. 17 (Caroline); Accessibility Scan, Aug. 17 (Tiffany); Director Check-in, Aug. 18 (Tiffany); Asst. Librarians, Aug. 23 (Crystal, Emily, Heidi, Tiffany)
- b. Professional Development: Search Institute Asset Training through ECSD grant, Aug. 9 and 10 (Caroline); Marketing Tea, Aug. 15 (Tiffany)
- c. Emily Brunschon started July 28 as our newest Assistant Librarian
- d. Training needs – summer library program goals, book repair, AED instruction, auxiliary aids and services for people who have communication disabilities
- e. Staffing needs – adult services librarian or general program aide

