

Ellsworth Public Library Board of Trustees Meeting (unapproved minutes)
Tuesday, June 27th 2023 at 4:00 p.m.
388 W. Main St., Ellsworth, WI (Meeting Room)

Called to Order by President Judy Perkins at 4:00pm

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), Jeanette Wright (Friends of the Library)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve June Agenda: 1st by Mindy A, 2nd by Mike H. Motion carried.

Motion to Approve May Minutes: 1st by Mike H, 2nd by Sharon H. Motion carried.

Current Business

- Financial Report: Tiffany Reviewed the financial report.

It was noted that the most recent amount transferred to the village (\$55,080.04) had previously been transferred in separate transactions but not paid out to Market & Johnson, which is why Market & Johnson showed that balance due. Market & Johnson has since been paid. That \$55,080.04 is still available as cash on hand for landscaping renovation.

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

- Monthly Expenditures: Tiffany reviewed the monthly expenditures

IFLS consortium amount increased

Capital expenditures listed for sink vanity \$972.36

Motion was made to pay the Market and Johnson bill for \$972.36 and to transfer funds if needed: 1st by Sharon H, 2nd by Carter S.

Motion to approve the monthly expenditures: 1st by Mike H. and 2nd by Henri J. Motion carried.

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

Police department story time was well attended with 38 participants. Caroline has lined up other community story time volunteers.

Library will be closed July 4th

Badgernet can be used for burglar alarm system; fire alarm system requires a cell; waiting on pricing from LVC.

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

- School representative report (Angie Bjork):

Summer School wrapping up, new summer programs in the works.

- Village representative report (Mindy Anderson):

Village residents can now pay water bill/utility bill online. Police department have a mutual agreement to attend and help at each county's events

- Friends of the Ellsworth Public Library report (Jeanette Wright)

Memorial money and Friends of the Ellsworth Public Library paid for Eggspert and its installation
Starting a Fundraiser to get more friend members. Promotion will be at the Together Thursday events
Volunteered time cleaning up after tractor pull to earn money for the group
Volunteered at Cheese Curd fest to earn money for the group

- Progress report and possible action re: EPL Personnel Handbook revision

Handbook ready to go and follows what we have been doing.

Motion to approve the Personnel handbook revision: 1st by Carter S., 2nd by Angie B. Motion carried

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

Polo style vs T shirt

T-shirt option with big decal on front vs little decal

Color of deep teal: teal with lime green or white

Mockup will be done by Mindy and brought to next meeting

- Discussion and possible action re: library board policy regarding board member retirement and other occasions

Public funds cannot be used for special occasions or recognition. Money needs to come from personal contributions.

- Discussion and possible action re: exterior library spaces (funding, timing, naming opportunities, pledge forms)

Suggested to form a committee to move forward with exterior spaces. Funds are available for short term goals.

Landscaping needs to be replaced and retaining wall in back redone.

A Committee to help with the decision for the landscaping renovation will be formed. We need to check with those on the building committee to see if there is any interest --Judy P will contact some before the next meeting and our discussion will continue.

New Business

- Information about sculpture at Main Street entry

There is a discrepancy in the cost of the sculpture purchased. Eau Claire Sculpture Program is working on a resolution. They stated that we did nothing wrong.

- Ellsworth Public Library Centennial in 2024

What do we want to do to celebrate? A committee is needed to help plan this event. Research on what other libraries have done will help. Discussion will continue at the next meeting.

- Presentation of 2024 Recommended MORE Budget

The July director's council meeting will vote on this budget: The MORE budget is what we pay to contract the services we use. All the libraries pay for this.

Addition to management charges because of someone retiring and adding a position. We will pay 1.64% of the budget. This is a 4% increase from last year. An adjustment we will have to make in our budget for next year.

Adjourn at 4:55pm

Next Meeting: Tuesday, July 25, 2023 at 4:00 p.m.

Respectfully submitted by: Angie Bjork

Ellsworth Public Library

Director's Report

June 27, 2023

1. May Statistics:

- a. Total circulation: 4,934 (up from 3,438 May 2022)
- b. New patrons: 61 (up from 6 May 2022)
- c. New items: 166 (down from 182 May 2022)
- d. Public access comp. sessions: 109 (up from 79 May 2022)
- e. Wireless sessions: 1,014 (up from 203 May 2022)
- f. E-materials checkouts: 961 (up from 851 May 2022)
- g. Website pageviews: 1,759 (down from 1,762 May 2022)
- h. Door count: 3,859 (up from 1,937 May 2022)



2. Activities/Programs

a. May/June (title, date, attendance):

Robotics Exploration	5/20	12	Wade Bergner	6/13	12
ELL Class Visit	5/23	23	Summer School Group	6/13	37
Teen Meet-up	5/25	8	Comm. Book Club	6/15	4
Sat. Story Spectacular	5/27	0	Storytime: Sheriff's Dept.	6/16	18
Storytime: All Together	6/2	18	Robotics Exploration	6/17	10
Morning Book Club	6/8	8	LEGO in the Library	6/20	20
Storytime: Police Dept.	6/9	38	Trimbelle Nature Day	6/21	13
Tech Time	6/12	2	Storytime: Cairns Woods	6/23	19

Other:

- I Spy Super Kids – 63 participants
- Storytime to Go – 22 grab bags were created for families to enjoy at home
- Teen Book Boxes – 39 active participants
- Senior outreach – 26 embroidery kits sent to Preferred Senior Living and Ellsworth Health Services
- Mini Art Show – 22 signed guest book, many more viewed the exhibit

b. Upcoming

- i. All Together Now 2023 Summer Library Program kicks off June 28th with a pool party from 1-3 p.m.
- ii. Library closed July 4th in observance of Independence Day
- iii. Pint Sized Polkas July 5 at 1 p.m.; Nelson Brown creating caricatures before and after (Summit Park)
- iv. Trudi Schaefer: Meet the Artist Open House July 6 5:30-7:30 p.m.
- v. Securing Your Computer, Devices and Digital Info July 11 at 11 a.m. (senior center)
- vi. Traveling Lantern Theater Rhonda Appleseed July 12 at 1 p.m. (Summit Park)
- vii. Teen Meet-up at Summit Park July 13 at 4 p.m.
- viii. Storytime at the Post Office July 14 at 10:10 a.m.

- ix. Wisconsin Circus History July 18 at 1 p.m. (Makerspace)
- x. Remnants of the Rainforest animal show July 19 at 10 a.m. (Summit Park)

3. Facilities/Equipment/Services

- a. Light component replacement complete
- b. Furniture punchlist – no update as of 6/23/23
- c. Administrator Roy reports that AT&T will refund what has been paid on the alarm system lines; status of account is currently unknown; Midco has been contacted for internet line installation.
- d. Market & Johnson will revisit site re: paint issues related to boiler malfunction in early July.

4. Personnel & Volunteers

- a. Meetings: EHS Media Specialist, May 22 (Caroline); circus exhibit, May 23 (Caroline); Pierce County Daycare group, May 25 (Caroline); circus history research, May 24 & 30 (Caroline); T-Mobile hotspots, June 1 (Alyssa, Tiffany); Friends of EPL, June 1 (Alyssa, Sharon); Nebraska ALZ, June 5 (Tiffany); accessibility/inclusivity re: bldg. project, June 5 (Tiffany); Village Board, June 5 (Tiffany); Friends of EPL display board, June 6 (Caroline, Sharon); volunteer orientation, June 6 (Tiffany); volunteer interview, June 7 (Tiffany); EPL staff meeting, June 7 (all staff); volunteer interview, June 8 (Tiffany); UW-Extension Foodwise, June 12 (Caroline); Youth Services check-in, June 14 (Caroline, Tiffany); Nature Day planning June 15 (Caroline); MORE budget hearing, June 15 (Tiffany); Asst. Librarian meeting, June 15 (Alyssa, Crystal, Heidi, Tiffany); volunteer interview, June 16 (Tiffany); creative projects, June 16 (Mindy, Tiffany); volunteer orientation, June 19 (Tiffany)
- b. Professional Development: Pierce County Human Services panel at EPL staff meeting, June 7 (all staff); Webmaster Hours, June 27 (Tiffany); all staff are going through Privacy Training on Niche Academy as time allows; the director will learn about website maintenance for cross-training.
- c. Alyssa Nelson submitted her resignation to accept a full-time position with the school district. Her last day will be July 31. The open Assistant Librarian position has been posted online, onsite, and within the library system.

**The Circus:
Smallest Show on
Earth**

Artwork by
Trudi Schaefer

Local History Room
through July 28th

