

Ellsworth Public Library Board of Trustees Meeting
Tuesday, February 27th, 2024 @ 5:15 p.m.
388 W. Main St., Ellsworth, WI (Meeting Room)

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

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 Rep)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve February Agenda: 1st by Mindy A., 2nd Henri J. Motion carried.

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

Current Business

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

The Note on the right side of the report shows donations that will be transferred once the amount reaches \$1000.

Profit and Loss statement: Right hand side shows percentage of line item that has been spent.

There is a question on why the net income shows 499%. Tiffany will look into this and see how this number was calculated.

Motion to approve the Financial Report with the question as to why 499% is showing in the net come line of the Profit and Loss statement: 1st by Carter S., 2nd by Mike H. Motion carried.

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

Listed by date at top and by category at bottom

Act 150 funding has come in \$175,730.00

Motion to approve the monthly expenditures: 1st by Henri J., 2nd by Carter S. Motion carried.

Invoice for LFI is i\$26,155.65 There should be enough in the village held account to pay this bill without transferring of money.

Motion to pay the LFI invoice using money in the village held account. 1st by Sharon H., 2nd Mindy A. Motion carried

- **Discussion and possible action re: running list of future expense**

Document is well organized and easy to see what needs to be done. No action taken at this month.

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

Statistical data is all showing positive numbers

Display case will be switched out and School artwork will be on display

Tweens and Teens events have had some issues with property damage. Some intentional and some not. Dispatch had been informed to keep an eye on the building

Suggestion of adult volunteers to help supervise to create a presence during the event.

Congratulations to the library for winning the Best Nonprofit and Civic awards.

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

- **School representative report (Angie Bjork)**

In March all Juniors will be taking the ACT test. Referendum preparation are in progress. The Ellsworth Elementary School carnival was a success. An after school grant program is providing many opportunities for students to participate in outdoor activities. These events have been well attended.

- **Village representative report (Mindy Anderson)**

Old Jr. High demolition has moved along quickly. Most of the debris is already gone. A Request for Proposals have been sent out to gather suggestions as to what to do with this space.

Cheese curd fest is moving along as permits are being approved.

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

Nothing to report

- **Update re: Ellsworth Public Library Centennial in May 2024**

The committee is meeting once a month. Clues for medallion hunt are being created. The next meeting to finalize details will be March 13th.

- **Update re: exterior renovation committee**

A meeting will be held on April 16th to discuss the exterior renovation. The village has drawings for the lower level but no discussion yet. There is a \$7500 grant we need to spend before the end of the year to help with this project. Suggestion to use the money on outdoor furnishing if money needs to be spent.

New Business

- **Review and approval of 2023 Ellsworth Public Library annual report**

Annual report shows 64,361 for total circulation with Operating expenses totaling \$374,952.

These numbers are used in the formula to figure out the cost of circulation for nonresidents.

This information is included in Section XI.

Once the report is approved, action for collecting funds from other counties will be done.

Tiffany will put together an infographic to help communicate the information in the report.

Motion to approve the annual report: 1st by Henry J., 2nd Carter S. Motion carried

- **Review and approval of signage quote from Signation**

Signation quote: to complete all needed signs \$1,996

Motion to approve invoice with the rewording of Art on Display Sign: 1st by Mike H., 2nd Judy P.

Motion carried

- **Discussion and possible action re: window coverings**

Sun control will be sending new samples to us. We need to look at other products before we can make a decision.

- **Discussion and possible action re: donor tile parameters**

Board would like tiles to be placed on the donor wall for all donated money \$1,000 and over.

- **Discussion and possible action re: Computer Use Policy revision in library policy manual**

Computer policy needs to be changed in wording of

- Adding guest passes if needed. No guest passes for kids
- Time limit will be 1 hour per session or two if no one is waiting. Limit of 2 hours per day

Motion to approve the Computer Use Policy with changes that were identified. 1st by Mindy A., 2nd Henri J. Motion carried

- **Discussion and possible action re: Meeting Rooms and Study Rooms policy revision**

Under scheduling and reservations: reservation may be 3 reservations at a time

Two hours for group per day

Motion to approve the meeting rooms and study room policy with identified changes. 1st by Carter S., 2nd by Sharon H. Motion carried

Meeting was adjourned at 6:22 pm

Next Meeting: March 26th at 5:15 p.m.

Minutes submitted by Secretary: Angie Bjork

Ellsworth Public Library

Director's Report

February 27, 2024

1. January Statistics:

- a. Total circulation: 6,254 (up from 4,425 Jan. 2023)
- b. New patrons: 43 (down from 56 Jan. 2023)
- c. New items: 65 (up from 55 Jan. 2023)
- d. Public access comp. sessions: 157 (up from 81 Jan. 2023)
- e. Wireless sessions: 799 (up from 419 Jan. 2023)
- f. E-materials checkouts: 1,314 (up from 987 Jan. 2023)
- g. Website pageviews: 2,731 (down from 3,058 Jan. 2023)
- h. Door count: 3,588 (up from 2,824 (est.) Jan. 2023)

2. Activities/Programs

a. January/February (title, date, attendance):

Rebecca Ford reception	1/30	7
EES Literacy Night, K-3	2/1	46 students & families
EES Literacy Night, 3-5	2/1	45 students & families
Storytime: Groundhogs	2/2	15
Morning Book Club	2/8	11
Storytime: Penguins	2/9	31
Tech Time	2/12	3
Sr. Center: Carp. Nature	2/13	22
Community Book Club	2/15	2
Ellsworth Health Serv.	2/16	7
Preferred Sr. Living	2/16	8
Robotics Exploration	2/17	7
Therapy Dog Maggie	2/19	15
LEGO at the Library	2/20	26
Full Moon Party	2/22	21
Storytime: Brush Teeth	2/23	19

In-person outreach at Preferred Senior Living Feb. 16 with volunteers Ashley Manning and Karen Meyer



Other:

- 1,000 Books Before Kindergarten – currently have 36 participants
- Teen Book Boxes – 34 active participants; 16 boxes went out in January
- Adventures in Reading Jan. Challenge – 91 participants completed the challenge
- Caroline started middle school outreach during grades 6-8 lunches on Jan. 31
- Makerspace featured fiber arts in February (plastic canvas, friendship bracelets, knitting & crocheting, looms & loops, fabric marker quilt squares, embroider-a-bag kits)
- Stitchin' Time Crafters continues to meet with 0-2 participants on Wednesdays
- Parent-led chess club continues to meet with 5-9 participants on Saturdays
- Mystery Quilt mentors scheduled in the Makerspace 6 times in February

b. Upcoming

- i. Art Rails & History Room display case: All School Art Show Feb. 28-March 28
- ii. Makerspace: weekly printmaking activities throughout March
- iii. Discover Together Tuesday: The Great American Eclipse March 12 at 11 a.m. in the senior center
- iv. All School Art Show Closing Reception March 26 from 4:30-6:00 p.m.
- v. Mystery Quilt Reveal Show and Tell March 26 at 6:30 p.m. at Zion Covenant Church

3. Facilities/Equipment/Services

- a. Issues with tweens and teens in the space in February – property damage, disruptive and disrespectful behavior; asked to leave the building and greater library property
- b. Free Covid test kits available at the library while supplies last
- c. Free used reading glasses available while supplies last courtesy of Ellsworth Lions Club
- d. Reference Transactions survey week of Feb. 18-24
- e. Library awarded Best Non-Profit/Civic Organization at annual Chamber Awards Banquet Feb. 19
- f. Missing canopy top installed Feb. 19 and final shelves delivered; looking into gap in reading nook range and three open corners in inspiration and children’s AV
- g. HVAC issues in the building repaired – fingers crossed – Feb. 23

4. Personnel & Volunteers

- a. Meetings: Village Admin check-in, Feb. 1 (Tiffany); Asst. Lib., Feb. 1 (Crystal, Heidi, Tiffany); Friends of EPL, Feb. 1 (Sharon, Tiffany); Program check-in, Feb. 5 (Caroline, Tiffany); Village Board, Feb. 5 (Tiffany); EPL staff, Feb. 14 (all staff); EPL Centennial, Feb. 14 (Angie, Caroline, Judy, Sharon, Tiffany); IFLS Director check-in, Feb. 16 (Tiffany); LFI via phone, Feb. 21 (Tiffany); Asst. Lib., Feb. 21 (Crystal, Heidi, Tiffany); Programs check-in, Feb. 22 (Caroline, Tiffany); St. Croix Valley Quarterly Partners, Feb. 26 (Tiffany)
- b. Professional Development: But We’ve Always Done It This Way, Jan. 26 (Tiffany); Board Support for Success, Jan. 26 (Tiffany); Give All Your Power Away, Jan. 26 (Tiffany); Divi Builder 101 Website, Feb. 5 (Caroline); Working with Website Images, Feb. 5 (Caroline); Basic Divi Modules – Rounds 1 & 2, Feb. 5 (Caroline); several staff doing Infosec IQ security awareness training
- c. Caroline represented the library at the EHS Reality Check event Feb. 19.
- d. The Assistant Librarian position remains open; two new applicant interviews are scheduled.



Chamber Awards Feb. 19
Photo courtesy of
Ellsworth Area Chamber
of Commerce

