

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 388 W Main Street, Ellsworth, WI 54011
April 30, 2024

The meeting of the Ellsworth Public Library was called to order by President Judy Perkins at 5:15pm.

Board Members Present: Sharon Hofmeister, Judy Perkins, Carter Schutz, Henri Jansa, Mike Harris, Laurie Neeley.

Absent: Angie Bjork

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

Quorum Established/Compliance with Open Meeting Law Established

Motion to approve April Agenda made by Mike Harris, 2nd Carter Schutz. Motion carried.

Motion to approve the March minutes made by Laurie Neeley, 2nd Mike Harris. Motion carried.

Current Business

Review & approval of financial report: The financial report was reviewed. Motion to approve made by Carter Schutz, 2nd by Laurie Neeley. Motion carried.

Review & approval of monthly expenditures: The monthly expenditures were reviewed. Motion to approve made by Henri Jansa, 2nd by Judy Perkins. Motion carried.

Review of projects: Tiffany shared the list of projects being worked on and projects to be done in the future. No action needed.

Review & approval of Director's Report: Tiffany presented the Directors report. Motion to approve made by Sharon Hofmeister, 2nd by Laurie Neely. Motion carried.

School Representative Report: No report

Village Representative Report: Laurie Neeley reported the Village of Ellsworth has asked for RFPs for housing for the Old Junior High site.

Friends of the Library Report: Beth Kidd reported The Annual Friends of the Library meeting will be Thursday May 2, 2024, 6:00 pm at the Ellsworth Public Library in the Makerspace.

Ellsworth Public Library Centennial in May 2024 calendar of events has been released. Caroline has prepared a spread sheet of needed volunteers.

New Business

Paint repairs are estimated at \$3,100.00. The front entrance may need to be closed while the repair is being done. An expansion joint is included in the repair.

Possible revision of Library Bylaws - Due to the timing of the annual meeting, it is recommended that we change the annual meeting to earlier in the year, such as in April. We will review the bylaws and discuss at the May meeting.

Review of ACT 150/420 reimbursement request. Tiffany presented the request for payments for 2025. Motion to accept the request for payment as presented made by Carter Schutz, seconded by Mike Harris. Motion Carried.

Roof repairs - leaks were fixed. A new roof was priced; estimated to be in excess of \$100,000.00. A new roof would need to follow the RFP process. One of the roofing companies felt we could patch the roof at present. Motion made to have a biannual inspection of the roof in with patching done as needed. Motion made by Sharon Hofmeister, seconded by Henri Jansa. Motion carried.

Summer Library Program for 2024 was presented. No action needed.

The library is considering hosting some community conversations.

The meeting was adjourned at 6:10pm.

Next Meeting Tuesday May 28, 2024 at 5:15pm.

Respectfully submitted by acting Secretary Sharon Hofmeister

Ellsworth Public Library Director's Report April 30, 2024

1. March Statistics:

- a. Total circulation: 5,785 (down from 6,548 March 2023)
- b. New patrons: 37 (down from 72 March 2023)
- c. New items: 214 (up from 189 March 2023)
- d. Public access comp. sessions: 154 (down from 159 March 2023)
- e. Wireless sessions: 1,009 (up from 658 March 2023)
- f. E-materials checkouts: 1,350 (up from 1,010 March 2023)
- g. Website pageviews: 1,618 (down from 2,410 March 2023)
- h. Door count: n/a – people counter did not collect data



2. Activities/Programs

a. March/April (title, date, attendance):

Tuesday Tales: Caldecott	3/26	0	Therapy Dog Maggie	4/15	14
All School Art Reception	3/26	cxl	LEGO at the Library	4/16	26
Mystery Quilt Reveal	3/27	51	4 th grade library visits	4/18	109
No School BINGO	3/28	48	Community Book Club	4/18	4
Storytime: Green	4/5	15	Storytime: Earth	4/19	15
Senior Outreach	4/5	11	Robotics Exploration	4/20	0
Tech Time	4/8	1	Tuesday Tales: Birds	4/23	6
DTT: Resin Coasters	4/9	27	Teen Meet-up	4/24	2
Morning Book Club	4/11	10	4YK library visits	4/25	45
Storytime: Birds	4/12	22	Storytime: Poetry/Song	4/26	20

Other:

- 1,000 Books Before Kindergarten – currently have 43 participants
- Teen Book Boxes – 32 active participants; 17 boxes went out in March
- Adventures in Reading March Challenge – 87 participants completed the challenge
- Middle School lunchtime outreach March 27 – 20 students interacted; April 24 – 98 students spun the prize wheels, 4 showed their library card
- Mystery Quilt program – 150 people received clues; 80 actively participated
- 55 completed the Iditarod Sled Dog Search in RCU Children's Area.
- Caroline and Tiffany presented at the senior center about library resources March 27.
- Approximately 80 participants read the storywalk book and visited the library resource table at the Earth Day event April 20 at the E-Town Collaborative.
- Andrea Esterby held a May Day basket class April 23 in the Makerspace for 15 participants for her capstone project.
- Henri J., Laurie N., Sharon H., and Tiffany were present for the Community Summit April 23.
- 159 students displayed artwork during the All School Art Show in March.
- Makerspace featured sculpture in April (wire, clay, cardboard, foam, assemblage)
- Parent-led chess club continues to meet with 0-6 participants on Saturdays.

b. Upcoming

- i. Art rails & canopy tops: Gordon Halvorson watercolors on display May-July
- ii. History Room display case: 100 Years of the Ellsworth Public Library May-June
- iii. Makerspace: Mini Art Show in May
- iv. Makerspace: weekly book and paper arts in May
- v. May is Mental Health Awareness Month – highlighting mental health resources
- vi. Friends of the Library annual meeting May 2 at 6 p.m. in the Makerspace
- vii. Star Wars Day May 4 from 10-2 sponsored by Friends of the EPL
- viii. Discover Together Tuesday: Lutie Sterns and Wisconsin's Traveling Libraries May 14
- ix. Ellsworth Public Library Centennial Celebration May 15-22

3. Facilities/Equipment/Services

- a. Carpets cleaned April 10
- b. Windows cleaned April 11
- c. Contract signed for window film installation with Sun Control of Minnesota
- d. Following the April board meeting, the director was informed that insurance money was received for paint repairs. A contract has been signed for that work with Universal Painting.
- e. Ruth Wood was appointed to the library committee as a Pierce County supervisor.
- f. Pierce County directors are scheduled to meet May 15 to discuss ACT 150 funding.

4. Personnel & Volunteers

- a. Meetings: Village admin check-in, March 28 (Tiffany); Village Board, April 1 (Tiffany); Fischer Roofing, April 2 (Tiffany); Universal Painting/M&J, April 4 (Tiffany); Friends of EPL, April 4 (Tiffany); Programs check-in, April 9 (Caroline, Tiffany); EPL Centennial, April 10 (Angie, Caroline, Henri, Judy, Tiffany); Centennial research, April 16 (Caroline); Special Village Board, April 16 (Tiffany); Michaels re: photo wall, April 17 (Tiffany); IFLS Directors check-in, April 19 (Tiffany); Makerspace, April 23 (Caroline, Tiffany); Elsie's Barnyard, April 24 (Caroline); Trustee orientation, April 24 (Judy, Laurie, Tiffany); Village admin check-in, April 25 (Tiffany); Asst. Lib., April 25 (Crystal, Heidi, Robin, Tiffany); door prizes, April 25 (Caroline, Tiffany)
- b. Professional Development: Hosting Accessible Community Conversations, April 3 (Tiffany); LTC Facilitation Training, April 13 (Tiffany); WiSciFest Kick-off Party webinar, April 25 (Caroline)
- c. Tiffany is registered to attend the Wisconsin Association of Public Libraries Conference in Stevens Point May 1-3.
- d. Twenty library volunteers were acknowledged with staff-signed thank you cards and Caribou gift cards during National Volunteer Appreciation Week. The Friends Board members will be acknowledged at their upcoming annual meeting on May 2.

