

Ellsworth Public Library Board of Trustees Meeting
Tuesday, May 28th, 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, Mike Harris, Angie Bjork, Laurie Neely, Carter Schutz, Sharon Hofmeister, and 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 May Agenda: 1st by Henri J., 2nd by Laurie N. Motion carried.

Motion to Approve April Minutes: 1st by Mike H., 2nd by Carter S. Motion carried.

Annual Meeting Business

- Election of officers

President: Judy Perkins

Vice President: Mike Harris

Secretary: Angie Bjork

Treasurer: Sharon Hofmeister

Motion to close nominations: 1st by Sharon H., 2nd by Laurie N. Motion carried.

Current Business

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

Suggestion to switch money market account to a CD. Sharon will look at interest rates to see if moving money would be beneficial.

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

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

Note: Some of the centennial costs have come in and a total will be updated at the next meeting as the board agreed to spend up to \$1000 on costs.

Paint work was done and a \$3100 invoice will need to be paid.

Motion to approve the monthly expenditures and the paying of the Universal Painting and Drywall invoice: 1st by Carter S., 2nd by Henri J. Motion carried.

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

Snapshot of the updated list was viewed.

Exterior renovation: We have a \$15,000 grant to spend by October. We need to work with the Village to determine the next steps. It will be a work in progress for now. No action needed.

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

Door counter has been fixed and should be more accurate next month. A lot of school visits were held this month. Thank you to Caroline for her leadership.

Motion to approve the directors report: 1st by Laurie N., 2nd by Angie B. Motion carried.

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

School ends on May 30th.

The out of school grant will provide activities for students to participate in this summer.

Summer School starts June 3rd.

- **Village representative report (Laurie Neeley)**

RFP is out and the village is looking for suggestions on what to do with the space.

High Point Drive had mill and overlay work done

Curb and gutter and sidewalk special assessments will be out soon. North Grant, South Piety and Woodworth to the old junior high. Residents are responsible for apron payment.

Curb and gutter and sidewalk on Main Street will be done as well.

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

Discussion on upcoming fundraiser and to work at Cheese Curd Fest and to scrub pots after the tractor pull on June 9th.

New officers were elected at the annual meeting.

Friends bylaws --Section 4 calls on the library and library board members to be a part of the group as non-dues paying members.

Friends will not have a June meeting.

- **Update re: Ellsworth Public Library Centennial**

The celebration was a success and a great week was had by all!

New Business

- **Discussion and action to change annual meeting month in bylaws.**

Motion to change the bylaws as recommended: 1st by Sharon H., 2nd by Carter S. Motion carried.

- **Discussion and possible action re: roof inspection company**

Suggestion was made to wait on the full replacement but to have a bi-annual inspection until replacement is needed.

Pricing by Fischer Roofing inspection \$450 per inspection.
C& Custom --inspection \$75 per hour see quote (how many hours would it take)

Proposal to gather more information on how long an inspection would take. This will help determine which company to go with. No action needed.

- **Discussion and possible action re: strategic plan and culture statement**

Strategic planning process: Options for project leads

1. Engage student interns: \$3230
2. No intern but help from Dr. Chris Holtkamp as leader (cost?)
3. IFLS library system can work with us.

Tiffany will gather more information about whether or not Dr. Chris Holtkamp has a fee.

No action needed at this time.

- **Presentation of 2024 MORE draft budget**

Increase in \$2500 over last year because our circulation has gone up and MORE personnel costs have increased.

- **Discussion and possible action re: library logo wear for trustees**

Item Store: This apparel will not be specific to library board but available to the Friends and the general public.

If we sell for a profit, we could engage the Friends to use as a fundraiser. We could make a Fall order. Discussion again next meeting. No action needed at this time.

- **Discussion and action re: July meeting date**

All were okay with Moving July meeting date to the 23rd.

Meeting was adjourned at 6:00pm

Motion to adjourn: 1st by Mike H., 2nd by Henri J. Motion carried.

Next Meeting: Tuesday, June 25, 2024 at 5:15 p.m.

Minutes submitted by Secretary: Angie Bjork

Attachment T

Ellsworth Public Library Director's Report May 28, 2024

1. April Statistics:

- a. Total circulation: 5,067 (down from 5,304 April 2023)
- b. New patrons: 28 (down from 48 April 2023)
- c. New items: 132 (down from 213 April 2023)
- d. Public access comp. sessions: 138 (up from 120 April 2023)
- e. Wireless sessions: 1,015 (up from 800 April 2023)
- f. E-materials checkouts: 1,187 (up from 938 April 2023)
- g. Website pageviews: 1,639 (down from 1,885 April 2023)
- h. Door count: 3,522 (est.) (up from 3,452 April 2023)



2. Activities/Programs

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

4YK visits	4/30	34	Centennial Hist. Pres.	5/15	20
Kindergarten visits	5/1	37	Centennial Puzzle Derby	5/16	21
Storytime: Pets	5/3	13	Storytime: 100!	5/17	23
Star Wars Day	5/4	52	Cent. Old Fash. Games	5/17	17
3 rd grade visits	5/6	114	Cent. Youth Book Arts	5/18	5
5 th grade visits	5/8	52	Cent. Family Stories	5/19	24
5 th grade visits	5/9	57	LEGO at the Library	5/21	12
Morning Book Club	5/9	11	Cent. Adult Bookmaking	5/21	cxl
Storytime: Moms	5/10	18	Cent. Apple Pie Social	5/22	52
Tech Time	5/13	1	1 st grade visits	5/23	107
Disc. Tog. Thurs.	5/14	22	Storytime: Bikes	5/24	12
Centennial Kickoff	5/15	51			

Other:

- 1,000 Books Before Kindergarten – currently have 46 participants
- Teen Book Boxes – 32 active participants; 14 boxes went out in April
- Adventures in Reading April Challenge – 25 participants completed the challenge; 18 created leaves for the Poet-Tree
- Middle School lunchtime outreach May 15 – 115 students interacted; 15 showed their library card
- 19 participants completed the Color by Number Search in RCU Children's Area.
- 54 entries were submitted for the Mini Art Show in the Makerspace display case.
- Makerspace featured book and paper arts in May (comics, bookmaking, paper quilling, paper mosaics)
- The Centennial Medallion Hunt was a big hit. The medallion was found under one of the benches at the war memorial in front of the courthouse after the 4th clue was released on Saturday, May 18.

b. Upcoming

- i. Check Out Wisconsin State Parks and Explore MORE Passport programs return June 1
- ii. Makerspace: Nature Adventures in June includes a mix of art and STEM activities
- iii. Discover Together Tuesday: Honey Hill Apiary, June 11 at 11 a.m. (senior center)
- iv. Poolside Storytime begins June 20, Thursdays through August 8 at 2:30 p.m.
- v. Storytime at Cairns Woods: Forest Adventures, June 21 at 10:10 a.m.
- vi. Summer Library Program: Adventure Begins at Your Library begins June 24
- vii. Gordon Halverson Artist Reception, June 25 from 6-7:30 p.m.

3. Facilities/Equipment/Services

- a. Paint repair completed May 6 and 7
- b. Photo wall installed in meeting room May 8
- c. Library closed Monday, May 27 in observance of Memorial Day
- d. Window film installation scheduled for May 29
- e. Pierce County directors submitted a letter to the Pierce County Clerk noting a 100% ACT 150 reimbursement request. We will be notified when the Finance & Personnel Committee includes this for discussion on a meeting agenda, likely this summer, before budgets are finalized.

4. Personnel & Volunteers

- a. Meetings: Journal interview, May 2 (Caroline, Judy); Village Buildings, May 2 (Judy, Sharon, Tiffany); Village Board, May 6 (Tiffany); ADRC dementia specialist, May 7 (Caroline); youth services check-in, May 7 (Caroline, Tiffany); EPL outdoor committee, May 8 (Henri, Judy, Sharon, Tiffany); staff meeting, May 8 (all staff); artist inquiry, May 9 (Caroline, Tiffany); Pierce County directors, May 15 (Tiffany); English classes, May 15 (Caroline); E3 CDC, May 17 (Tiffany); MORE Directors Council, May 17 (Tiffany); mock interview, May 17 (Caroline); St. Croix Valley Community Partners, May 20 (Tiffany); Chamber, May 23 (Caroline, Tiffany)
- b. Professional Development: 2024 WAPL Conference, May 1-3 (Tiffany); We Are Already Here, May 1 (Tiffany); How to Write Effective Survey Questions, May 2 (Caroline, Tiffany); Cultivating an Inclusive Workplace for Neurodivergent Staff, May 7 (Tiffany); WISCAT interlibrary loan training, May 23 (Crystal, Heidi)
- c. Many thanks to the EPL Centennial committee, the library board, the Friends of EPL, our community partners, and many helpers for a fun and successful Centennial Celebration Week!

EHS Jazz Band
Centennial Kickoff



Puzzle Derby winners:
Puzzleing Piranhas



Gracie and Matthew
found the medallion!

