

Ellsworth Public Library Board of Trustees Meeting
Tuesday, June 25th, 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, Laurie Neely, Carter Schutz, Sharon Hofmeister, and Henri Jansa

Board Members Absent: Angie Bjork

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve May Agenda: 1st by Henri J., 2nd by Mike H. Motion carried.

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

Current Business

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

Mike H asked why publication and dues were at 109%- Tiffany M explained that it was a ballpark estimate and that prices have gone up.

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

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

Note: Tiffany M had contacted QuickBooks as the company has gotten more expensive. They were easy to work with and the membership was switched from Premiere to Pro to cut costs and still maintain the task that needed to be done.

Note: Centennial expenditures were a little over coming in at \$1,263.05, Friends covered 200, Board covered 1000. No motion needed to be made to cover at this time.

Motion to approve: 1st by Henri J., 2nd by Judy P. 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. Judy P, Henri J, Sharon H, Becky B have been working on a plan for two years. Over this time, they have found 2 tables and 2 umbrellas that would work for the space. Tables would include a 6 seat and a 3 seat ADA accessible along with the Sunshade Peak umbrellas to cover.

Additionally, the board discussed the possibility of purchasing three chairs for just under \$800.00 each for the covered space by the back door. The additional funds would come out of the Libraries accounts as we would exceed \$15,000 that the grant would allow.

Additionally, the board discussed the possible change of the drainage wood to be replaced in TREX for \$600.00 and the village will do the work.

Note: Discussion on all outdoor furniture was had, colors, weight, security, need of lift gate charge.

Motion: For the village to be notified and informed to make the purchase of the 2 tables and 2 umbrellas for the outdoor space. 1st- Mike H., 2nd Laurie N. Motion Carried

Discussion on the Flat Roof: C&A Custom Contractors stated it would take 6-7 hours for an inspection. Leading both companies to be very similar in price.

Note: Discussed that we would like to stay local with Fisher Flat Roofing for the Bi annual roof inspection. In case of an emergency Tiffany M would contact both to see who could assist her sooner.

Motion: For Fisher Flat Roofing to conduct a Bi- Annual Inspection on the roof. 1st- Carter S., 2nd- Sharon H. Motion Carried

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

Discussion: Positive and good in all areas. Window film was installed on May 29th and went well and looks great. Concrete planters were touched up by Tiffany M and planted by Reuvers Nursery. HVAC work done on June 13th a few issues were found and are currently working on them to fix. June 14th signage was installed, a work in progress still. Closed July 4th. Tiffany M will be out of the country from July 24th- August 6th.

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

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

Angie B was not in attendance.

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

Laurie N provided a report from the Village.

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

Beth K was not in attendance

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

Discussion on the options and the updates Tiffany M had gotten. Option 1 would be a junior or senior level student. Option 2 no fee for Dr. Holtkamp.

Motion to go with Option 1 that would include an intern being paid roughly \$3000.00: 1st by Mike H., 2nd by Henri J.

Discussion brought up by Sharon H upon the payment of \$3000.00. Understanding that we need to be mindful of the cost of things. Open discussion.

Moved to a vote: Yes- Mike H, Judy P, Henri J, Laurie N, Carter S. Abstain- Sharon H.

Motion Carried to go with Option 1 with an Intern and Dr. Holtkamp.

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

Ideas were going to be discussed with the Friends but they do not meet in July since it falls on the 4th. They will meet in August to discuss. Sharon H may look into it with Jill if need be.

New Business

- **Discussion and possible action re: transferring money market funds to a CD**

Open discussion on the idea of \$100,000 to be moved from Market Funds to a CD at WESTconsin Bank. Discussion on when another CD comes due and when this 13 month one would.

Motion: To take \$100,000 out of the Market Fund balance and put into a 5% CD. 1st- Laurie N., 2nd Sharon H. Motion carried.

- **Discussion and possible action re: 2025 budget planning**

MORE budget to come mid-July. Tiffany would like to appoint a Committee to assist with 2025 budget.

Committee was made: Judy P, Henri J, Laurie N.

Meeting was adjourned at 6:05pm

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

Next Meeting: Tuesday, July 23rd, 2024 at 5:15 p.m.

Minutes submitted by Board Member: Carter Schutz

Ellsworth Public Library Director's Report June 25, 2024

1. May Statistics:

- a. Total circulation: 4,731 (down from 4,934 May 2023)
- b. New patrons: 34 (down from 61 May 2023)
- c. New items: 104 (down from 166 May 2023)
- d. Public access comp. sessions: 140 (up from 109 May 2023)
- e. Wireless sessions: 1,102 (up from 1,014 May 2023)
- f. E-materials checkouts: 1,170 (up from 961 May 2023)
- g. Website pageviews: 1,760 (up from 1,759 May 2023)
- h. Door count: 4,133 (est.) (up from 3,452 May 2023)



2. Activities/Programs

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

Storytime: Hello	5/31	22
Tech Time	6/10	3
Class Reunion Tour	6/11	8
DTT: Honey Hill Apiary	6/11	31
Morning Book Club	6/13	10
PSL/Ells. Health outreach	6/14	10
LEGO in the Library	6/18	25
Poolside Storytime	6/20	68
Storytime: Forest Adv.	6/21	22

2024 Summer Library Program theme



Other:

- 1,000 Books Before Kindergarten – currently have 48 participants
- Teen Book Boxes – 27 active participants
- Adventures in Reading May Challenge – 72 returned logs; 44 completed the challenge
- 36 participants interacted with the Places on WI Map display
- 51 participants completed the WI State Symbol Hunt in RCU Children's Area
- Makerspace featured Nature Adventures in June (adventure boxes, Smokey Bear activities, bee hotels, leaf/tree exploration)
- Check Out Wisconsin State Parks and Explore MORE Passport programs run through August

b. Upcoming

- i. Makerspace: Adventures with Dark & Light in July includes a mix of STEM and art activities
- ii. Family Show Wednesdays: July 3, 10, 17 & 24 (EHS, Summit Park)
- iii. Discover Together Tuesday: Fascinating Loons, July 9 at 11 a.m. (senior center)
- iv. Together Thursdays Summer Fun Series: July 11 & 25 (East End Park)
- v. Author Events July 12 & 31 (Elsie's Barnyard, Makerspace)
- vi. Summer Teen Meet-up Grill & Chill July 30 (Summit Park)

3. Facilities/Equipment/Services

- a. Window film installed by Sun Control of Minnesota May 29
- b. Concrete planters touched up May 30
- c. HVAC work by Bartingale Mechanical June 13
- d. Signage installed by Signation June 14 (Quiet Reading Area ADA sign, wall vinyl signs for restrooms and youth services desk, sculpture pedestal brass plate and memorial sign, two art display signs, 9 donor tiles; RCU signs and one donor tile yet to be installed)
- e. Library closed July 4th in observance of Independence Day

4. Personnel & Volunteers

- a. Meetings: Programs, May 24 (Caroline, Tiffany); Asst. Librarians, May 30 (Crystal, Heidi, Robin, Tiffany); Storytime mentorship, May 31 (Caroline); Village Administrator, May 31 (Tiffany); Village Board, June 3 (Tiffany); QuickBooks check-in, June 4 (Tiffany); Pierce County Veterans Services, June 7 (Tiffany); Asst. Librarians, June 12 (Crystal, Heidi, Robin, Tiffany); MORE budget hearing, June 14 (Tiffany); Outdoor Space, June 17 (Henri, Sharon, Tiffany)
- b. Professional Development: Building Maintenance webinar, June 11 (Tiffany); Planning for Capital Costs webinar, June 11 (Tiffany); Cardholder Sign-up Policies webinar, June 17 (Tiffany); Webmaster 101 (Robin); TALK webinar and demo, June 20 (Caroline)
- c. The library director will be taking PTO July 24 through August 6.



**GET A FREE DAY PASS
TO
WISCONSIN STATE PARKS**

Park passes are back!

Stop by the library during June, July and August for a Wisconsin State Park day pass!

Supply is limited - available passes will be on display at the circulation desk.

CHECK OUT WISCONSIN'S STATE PARKS AT YOUR LIBRARY!

Check out Wisconsin's State Parks at your library!

Library card holders are eligible to check out a one-day vehicle pass good at Wisconsin State Parks at no cost.

This program is a collaborative effort between the DNR, the Wisconsin Association of Public Libraries and the Wisconsin Department of Public Instruction.

MORE adventures! MORE prizes! MORE libraries!

Pick up a passport at your local library.

Get your passport stamped there and at each MORE library you visit. Pick up information and souvenirs, and enjoy exploring each unique community!

Each time you visit 10 libraries, your name is entered into a system-wide prize drawing.



**EXPLORE
more
2024 PASSPORT PROGRAM**

JUNE 1 - AUG 31

**READY?
SET...
EXPLORE!**

MORE PRIZES, MORE LIBRARIES, MORE ADVENTURES!