

**Ellsworth Public Library Board of Trustees Meeting**  
**Tuesday, February 25th, 2025**  
**5:15 p.m.**  
**388 W. Main St., Ellsworth, WI (Meeting Room)**

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

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

Board Members Absent:

Others Present: Tiffany Meyer (Director), Beth Kidd (Friends of the EPL), Christopher Holtkamp and Sydney Hooppaw (Strategic planning team from the University of River Falls)

Quorum Established/Compliance with Open Meeting Law Established

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

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

**Current Business**

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

Blanch CD renewed and maturing in 12 months at 4%

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

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

Expenses are listed at the top by date and by category at the bottom. Act 150 and some Act 420 reimbursements have come in and have been recorded. Program expenditures included the field trip to the play Death by Chocolate which included dinner and transportation. This field trip was part of the ADRC grant.

Coordinated Business Systems invoice for the copier is included in capital expenditures.

Motion to approve the monthly expenditures along with paying the Coordinated Business Systems invoice: 1st by Henri J., 2nd by Laurie N. Motion carried.

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

Automatic door openers:

Discussed proposal from CBS Squared, Inc. to use their service to complete the automatic door project. Their service for assistance with the bidding documents will cost \$9,750.

Motion to move forward with the automatic door openers and to use CBS Squared, Inc. services: 1st by Sharon H., 2nd by Laurie N. Motion carried.

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

The library was named best Nonprofit or Civic organization of the year. The new card holder registration was the highest it has been since July 2023.

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

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

Angie B provided a report on School happenings

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

Laurie N provided a report from the Village.

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

Beth Kidd provided a report from the Friends Group

- **Presentation of strategic plan and vision, culture, and mission statements (Christopher Holtkamp and Sydney Hooppaw)**

Mission, vision, and culture statements: These statements were developed from the engagement process which included a survey of community members. This survey provided the foundation of the development of our plan. This plan provides the goals that will provide the overarching direction to where the library is going. The plan focuses on the following areas:

Fundraising: suggested opportunities include working with Friends of the Library to formalize fundraising activities.

Physical improvements: suggested opportunities include artwork and accessibility.

Program improvements: suggested opportunities include coordinate programs with youth and adults; improve high sensory area for kids; making library services more available.

Service improvements: suggested opportunities include homeschooling assistance and library cards for kids without parent present.

Volunteer Recruitment and Retention: suggested opportunities include recruitment of high school and college students, and through relationships with local organizations.

### **New Business**

- **Library Legislative Day report (Sharon Hofmeister)**

The event kicked off with a briefing and breakfast at the Best Western Premier Park Hotel, followed by visits with legislators at the Wisconsin State Capitol. Nick was the speaker from the WLA. He gave an introduction to the day and talked about how important it is that we validate our facts and share truthful information. He then went on to introduce each of the speakers with a delightful tall tale of each one. As the speakers came to the podium, they were all smiling and/or laughing and most had a fun fact to share and correct Nick's story.

Speakers were:

Governor Tony Evers

Representative Tony Kurtz (AD-41)

State Superintendent Dr. Jill Underly

Assistant State Superintendent Dr. Darrell Williams

Senator Dianne Hesselbein (SD-27)

Steve Conway – Library Lobbyist – Steve spent the last 10 minutes telling us to enjoy the experience of being in the capital. He stressed that staff are just as important as our elected officials and we should start and end the encounter with thanking our elected officials or their staff for taking the time to meet with us. All of the speakers were very positive about our libraries. We are in District 10 and our Senator is Rob Stafsholt. Our Assembly district is 29. Treig Pronschinske is our member of the Wisconsin State Assembly. We had time scheduled to meet with both Rob and Treig. We talked with Steve Conway at the capital. He told us that sometimes the elected official will get called away for a meeting and you will meet with a staff member. While we met with Treig, Rob was leaving his office as we were waiting to meet with him and we talked with one of his staff.

- **Review and approval of 2024 Ellsworth Public Library Annual Report**

Tiffany reviewed the completed report.

Motion to approve the Ellsworth Public Library Annual Report: 1st by Mike H., 2nd by Carter S., Motion carried.

- **Discussion and possible action re: revision of library job descriptions**

Put on hold until next meeting

- **Discussion and possible action re: policy for law enforcement requests**

Discussion: the library staff has been talking about 1st amendment audits and what to do if ICE came in to request information from our staff. We do have a patron privacy policy in place. Therefore, do we need to set up a policy to share information if it is requested. More research is needed so we will bring it back to the next meeting.

- **Discussion and possible action re: policy updates related to permissions related to original artwork in the library building**

Copyright: hanging artwork -- Do we need artist permission before hanging? Can we have photography in the building if copyrighted artwork is in the background? More research is needed before action can be taken.

Motion to adjourn: 1st by Laurie N., 2nd by Carter S. Motion carried.

**Adjournment: 6:28pm**

**Next Meeting:** Tuesday, March 25, 2025 at 4:15 p.m.

Minutes submitted by Secretary: Angie Bjork

# Ellsworth Public Library Director's Report February 25, 2025

1. January Statistics:

- a. Total circulation: 6,029 (down from 6,254 Jan. 2024)
- b. New patrons: 44 (up from 43 Jan. 2024)
- c. New items: 93 (up from 65 Jan. 2024)
- d. Public access comp. sessions: 157 (even with 157 Jan. 2024)
- e. Wireless sessions: 843 (up from 799 Jan. 2024)
- f. E-materials checkouts: 1,371 (up from 1,314 Jan. 2024)
- g. Website pageviews: 1,892 (down from 2,731 Jan. 2024)
- h. Door count: 3,727 (up from 3,588 Jan. 2024)

The number of people who registered for library cards in January was the highest we have seen since July 2023!

2. Activities/Programs

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

Storytime: S is for...	1/24	30	DTT: Houseplants 101	2/11	16
Tuesday Tales	1/28	10	Reflections through Art	2/12	8
Beginning Spanish	1/28	6	Morning Book Club	2/13	6
All Ages Game Night	1/30	0	Book Tasting	2/13	18
Storytime: T is for...	1/31	33	Storytime: V is for...	2/14	18
Beginning Spanish	2/4	8	Senior Outreach	2/14	10
Teen Screen-Free Night	2/6	51	Robotics Exploration	2/15	2
Storytime: U is for...	2/7	28	LEGO at the Library	2/18	15
Great River Road Theatre	2/9	17	Only Murders Book Club	2/18	6
Tech Time	2/10	cxl	Frozen Fun Outdoor Play	2/20	6
Drop-In Mug Mat	2/10	1	Storytime: W is for...	2/21	19

Other:

- EMS Lunch Outreach Jan. 29 – 26 students showed their lib card; 165+ spun the wheel
- 1,000 Books Before Kindergarten – currently 53 participants
- Teen Book Boxes – 26 active participants; 11 boxes circulated in January
- 39 participants completed the Lunar New Year Zodiac scavenger hunt in the RCU Children's Area in January.
- Makerspace features quilting and stitching projects in February
- Robin provided home delivery to three homebound individuals.
- Ashley has been facilitating a monthly book discussion group at Pierce County Jail with 3 people in November, 4 in December, 6 in January, and 2 in February.
- Quilters and watercolor artists have been utilizing the Makerspace for open studio hours.

b. Upcoming

- i. Writer's Workshop (ages 7+) March 1 at 10:45 in the Makerspace
- ii. Spring Break Staycation activities March 3-7 in the library
- iii. Plant Swap March 19 10:30-noon in the Makerspace

- iv. All School Art Show March 1-29, with closing reception March 24 from 4-5
- v. Mystery Quilt Reveal Show & Tell March 25 at 6:30 (Zion Covenant Church)

### 3. Facilities/Equipment/Services

- a. In 2024, the meeting room was used 163 times, the group study 107 times, and the two smaller study rooms 513 times. These usage stats are not included on the annual report.
- b. The new multipurpose printer was installed Feb. 6.
- c. The library was named Best Non-Profit or Civic Organization at the annual Chamber Awards Banquet Feb. 17.
- d. eGoldFax cloud fax service was configured on the printer Feb. 20.

### 4. Personnel & Volunteers

- a. Meetings: Summer Fun Series Jan. 28 (Caroline); Pierce County Board Jan. 28 (Tiffany); Village Admin check-in Jan. 30 (Tiffany); Village Board Feb. 3 (Tiffany); Village Strategic Plan Feb. 5 (Tiffany); MORE Exec Committee Feb. 7 (Tiffany); Asst. Lib. Feb. 11 (Crystal, Heidi, Tiffany); Art Acquisition Feb. 11 (Laurie, Tiffany); E-Town Arts Committee Feb. 11 (Caroline); Friends of EPL leadership Feb. 11 (Tiffany); Director Eval follow-up Feb. 12 (Judy, Tiffany); EPL Marketing Feb. 12 (Caroline, Heidi, Robin, Tiffany); EPL Strategic Plan Feb. 14 (Tiffany); EPL Staff Feb. 19 (all staff); Programs Feb. 19 (Caroline, Robin, Tiffany)
- b. Professional Development: Book Repair Jan. 22 (Crystal); Marketing Tea videos Jan. 27 (Heidi); CSLP Citizen Science Feb. 4 (Caroline); Your Amazing Eyes Storytime Program Feb. 5 (Caroline); Kyocera copier training Feb. 11 (Caroline, Crystal, Heidi, Robin, Tiffany); Understanding Disability Feb. 12 (Crystal); Dementia webinar with Ryan Dowd Feb. 13 (Robin); AED refresher Feb. 19 (all staff)
- c. Options for CPR and Narcan training are being explored.
- d. Sharon and Jack Hofmeister attended Library Legislative Day in Madison on Feb. 11 to meet with our legislators and share stories about our library's impact in our community.
- e. We are currently seeking circulation volunteers for Monday and Friday afternoons.

EPL Trustee Sharon Hofmeister and Friends of EPL member Jack Hofmeister at Library Legislative Day in Madison Feb. 11

Village President Becky Beissel and Chamber President Paul Bauer presenting the library with a Chamber 'Best of' Award Feb. 17

