

Ellsworth Public Library Board of Trustees Meeting
Tuesday, January 28, 2025 5:15 p.m.
388 W. Main St., Ellsworth, WI (Meeting Room)

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

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)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve January Agenda: 1st by Henri J., 2nd by Angie B., Motion carried.

Motion to Approve November Minutes and December special meeting minutes: 1st by Mike H., 2nd by Sharon H. Motion carried.

Current Business

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

The Art Acquisition fund was opened. The library accounts earned almost \$1,000 in interest monthly.

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

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

Shown by date and then by category. Not too much to note.

Motion to approve the monthly expenditures: 1st by Mike H., 2nd by Angie B. Motion carried.

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

- Art Acquisition committee met on January 9th, created a brochure (promotional piece) to identify options.
- Accessibility items: automatic door openers are still a work in progress. Drafting a request for proposal with an engineer's assistance was suggested.

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

Number of library cards increased with circulation staying the same. Therefore, library services are being used, not just book circulation. The beginning Spanish classes have started that were funded with the Packer grant. The Creative Generations program, which was funded with the ADRC Grant, had a good turnout. The Middle School's Screen Free initiative activities will run February 3-7th.

Motion to approve the directors report: 1st by Sharon H., 2nd by Laurie N. 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)**

Representative was not in attendance.

- **Cloud fax service - Coordinated Business Systems**

There is an option to purchase cloud fax service for \$2,352.89 or lease it for 5 years \$3,832.80

The board discussed that if the money is available it would be better to purchase as we would have to pay if we wanted to get out of the 5-year contract assuming the cloud fax technology would be relevant for 5 years. The last machine lasted 10 years. Also discussed whether or not there be replacement parts available in 5 to 10 years.

A motion was made to purchase the machine: 1st by Mike H., 2nd by Henri J. Motion carried.

- **Review of preliminary strategic plan and vision, culture, and mission statements**

The document was presented. Tiffany has received feedback from the Friends and library staff and will send that feedback to Chris Holtkamp. It is expected that he will present the revised plan at the February Library Board meeting.

New Business

- **Review and approval of RFP draft for automatic door opener project**

This is on hold until the next meeting.

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

Library Job descriptions were presented as most have not been updated in 10 years. The Library Staff will look over them to see if they are realistic and they are clear with what their job duties are. Suggested changes will be presented at the next meeting.

Action on the job description revisions will be taken at the next meeting.

- **Discussion re: accessibility suggestions from the Oct. 10 Community Conversation on Accessibility**

Community conversation accessibility suggestions list was presented for the board to make suggestions as to what should be looked into next. Discussion was that nothing really stood out that should be acted on right away. The main priority is to finish the automatic door opener installation before we start anything else.

Bathrooms: We are in compliance with state code. Therefore, the updates related to toilets can be made when the fixtures need to be replaced. Suggestion was that automatic door openers in the bathrooms are not needed at this point.

Motion to complete the automatic door opener installation and revisit the list after this is completed. 1st Sharon H., 2nd Carter S. Motion carried.

- Roll call vote to hold closed session for library director review as authorized by Wisconsin Statutes Section 19.85(1)(c)

Roll call: 6:00 all in attendance

- Reconvene in open session

Roll Call: 6:17 all in attendance

Adjournment: Motion to adjourn at 6:18: 1st by Carter S., 2nd by Sharon H. Motion carried.

Next Meeting: Tuesday, February 25, 2025 at 5:15 p.m.

Minutes submitted by Secretary: Angie Bjork

Ellsworth Public Library

Director's Report

January 28, 2025

1. November Statistics:

- a. Total circulation: 4,547 (down from 5,461 Nov. 2023)
- b. New patrons: 32 (up from 26 Nov. 2023)
- c. New items: 119 (down from 147 Nov. 2023)
- d. Public access comp. sessions: 169 (up from 128 Nov. 2023)
- e. Wireless sessions: 683 (down from 857 Nov. 2023)
- f. E-materials checkouts: 1,103 (down from 1,192 Nov. 2023)
- g. Website pageviews: 1,403 (down from 1,581 Nov. 2023)
- h. Door count: 3,349 (up from 3,086 Nov. 2023)

2. December Statistics

- a. Total circulation: 4,616 (down from 4,872 Dec. 2023)
- b. New patrons: 20 (up from 16 Dec. 2023)
- c. New items: 73 (down from 78 Dec. 2023)
- d. Public access comp. sessions: 164 (up from 77 Dec. 2023)
- e. Wireless sessions: 875 (up from 690 Dec. 2023)
- f. E-materials checkouts: 1,217 (up from 1,119 Dec. 2023)
- g. Website pageviews: 1,362 (down from 1,539 Dec. 2023)
- h. Door count: 2,639 (up from 2,490 Dec. 2023)

3. Activities/Programs

a. November/December/January (title, date, attendance):

Tuesday Tales	11/26	15	Beginning Spanish	1/7	11
Dinovember Extrav.	11/26	40	Conservation Poster	1/8	5
Beginning Spanish	12/3	11	Morning Book Club	1/9	7
Storytime: M is for...	12/6	12	Storytime: Q is for...	1/10	20
Tech Time	12/9	1	Tech Time	1/13	1
DTT: Holiday Social	12/10	19	Full Moon Party	1/13	12
Beginning Spanish	12/10	9	DTT: Steamboats	1/14	27
Creative Generations	12/11	14	Beginning Spanish	1/14	10
Morning Book Club	12/12	5	Houseplants 101	1/15	13
Senior Outreach	12/13	15	Open Studio Watercolor	1/16	5
Robotics Exploration	12/14	7	Storytime: R is for...	1/17	24
Therapy Dog Maggie	12/16	14	Senior Outreach	1/17	11 (+13)
LEGO at the Library	12/17	18	Robotics Exploration	1/18	3
Beginning Spanish	12/17	6	Therapy Dog Maggie	1/20	cxl
Storytime: N is for...	12/20	16	LEGO at the Library	1/21	10
Storytime: O is for...	12/27	7	Only Murders Book Club	1/21	7
Storytime: P is for...	1/3	18	Beginning Spanish	1/21	10

The number of new library cards, public computer uses, and library visits increased compared to the previous year.

Other:

- EMS Lunch Outreach Dec. 18 – 12 students showed their lib card; 150+ spun the wheel
- 1,000 Books Before Kindergarten – currently 53 participants
- Teen Book Boxes – 26 active participants; 11 boxes circulated in November and the same in December
- Adventures in Reading Nov. Challenge – 60 returned logs; 34 completed the challenge
- Adventures in Reading Dec. Challenge – 46 returned logs; 18 completed the challenge
- 48 participants completed the Families scavenger hunt in the RCU Children's Area in November and 29 completed the Languages scavenger hunt in December.
- Makerspace featured drawing, giftmaking, and relaxation in December and features luminaries and LEGO in January
- 11 patrons interacted with the 'What Family Means' display in November and 14 with the Languages display in January
- Light Up the Fair: 25 participated in the storytime on Nov. 29 and 50 participated in the Scavenger Hunt during the event's four nights.
- Caroline assisted with Reality Check at Ellsworth High School Dec. 13.

b. Upcoming

- i. All Ages Game Night Jan. 30 from 6-7:30 pm in the Makerspace (new monthly program)
- ii. Teen Screen-Free Night at the Library Feb. 6 from 4:30-6:30 in partnership with EMS
- iii. Field Trip to Great River Road Theatre's Death by Chocolate performance Feb. 9 at noon (made possible with Social Isolation Grant funds from Pierce County ADRC)
- iv. Beginner Quilting Feb. 10 and Feb. 21 from 4-5:30 pm in the Makerspace
- v. Reflections Through Art Feb. 12 at 10:30 am and 6 pm in the Makerspace (made possible with Social Isolation Grant funds from Pierce County ADRC)
- vi. Frozen Fun: Outdoor Play and Ice Science Feb. 20 from 4-5:30 pm

4. Facilities/Equipment/Services

- a. Pierce County Human Services/ADRC awarded the library an additional \$2,000 in grant money.
- b. EPL Trustee Sharon Hofmeister is attending Library Legislative Day in Madison Feb. 11.
- c. Annual report data is due to IFLS Feb. 14; the deadline for submitting the signed copy is Feb. 23.
- d. Bartingale and the Ells. Public Works Dept. continue responding to HVAC system issues.

5. Personnel & Volunteers

- a. Meetings: E3 CDC Exec Dec. 4 (Tiffany); volunteer interview Dec. 4 (Tiffany); Art Acquisition Dec. 4 (Laurie, Tiffany); Oso Clean Dec. 5 (Tiffany); Friends of EPL Dec. 5 (Sharon, Tiffany); MORE Exec Dec. 6 (Tiffany); Assa Abloy Dec. 6 (Tiffany); HVAC Dec. 11 (Tiffany); EPL Marketing Dec. 12 (Caroline, Heidi, Robin, Tiffany); volunteer orientation Dec. 13 (Tiffany); Village insurance Dec. 18 (Tiffany); EPL Programs Dec. 18 (Caroline, Robin, Tiffany); Screen-Free Week Dec. 18 (Caroline); Village Admin Dec. 19 (Tiffany); Director Check-in Dec. 20 (Tiffany); Reflections Through Art Dec. 27 (Caroline); Friends of EPL Jan. 2 (Sharon, Tiffany); MORE Exec Jan. 3 (Tiffany); Village Board Jan. 6 (Tiffany); EPL Marketing Jan. 8 (Caroline, Heidi, Robin, Tiffany); Art Acquisition Jan. 9 (Tiffany); auto door openers Jan. 21 (Tiffany); Asst. Lib. Jan. 21 (Crystal, Heidi, Tiffany); CBS Squared RFP Jan. 22 (Tiffany); EPL Programs Jan. 22 (Caroline, Robin, Tiffany); E3 CDC Jan. 24 (Tiffany); staff check-in (Susie, Tiffany)

- b. Professional Development: CSLP Artful Connections: Inclusion Nov. 20 (Caroline); CSLP Summer Symposium Dec. 5 (Caroline); Adult Services Check-in Dec. 5 (Robin); Personality Disorders Jan. 9 (Tiffany); Empowering Readers Jan. 14 (Caroline); Cultural Humility Toolkit Jan. 22 (Caroline); UW-Madison Spanish for Libraries tutorial (14 LEUs: Heidi, Tiffany)
- c. Lucas V. joined the EPL team as a Program Volunteer and Ethan M. joined as a Circulation Volunteer.

Annual Holiday Social
Ellsworth Senior Center
December 10, 2024

