

**Ellsworth Public Library Board of Trustees Meeting**  
**Tuesday, November 26, 2024**  
**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)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve November Agenda: 1st by Laurie N., 2nd by Angie B. Motion carried.

Motion to Approve October Minutes: 1st by Mike H., 2nd by Sharon H. Motion carried.

**Current Business**

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

The fund balance listed at top and 80% of the budget has been spent.

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

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

Nothing out of the ordinary. Some extra expenses for the mocktail party which was a great success.

Fischer Companies Inc. bill for \$564.00 needs to be paid. The bill is broken down into a 60/40 split with the village.

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

Motion to approve payment of \$338.40 to Fischer Companies Inc., which is the library's portion of the invoice. 1st by Carter S., 2nd by Sharon H. Motion carried.

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

Art acquisition committee will meet in December. The automatic door openers are still in progress. In order to install the door openers, the doors will need to be replaced. The quote for just in the interior set is \$4,925. With the replacement of only one door, the loss of heat is a big concern. Replacing both doors is quoted at \$11,960 totaling \$16,885 with additional expenses being needed. A recommendation to move forward and replace both sets of doors was made. We do have the option of reaching out to the granting committee to see if the grant can be updated with our new expenses. We could also use some of our capital money.

Discussion: both sets of doors need to be done or we will be defeating the purpose as to why we need the update. We could use the village held account to pay the remaining balance after we determine what the grant will pay.

Motion to move forward with the automatic door openers. 1st by Mike H., 2nd by Henri J. Motion carried.

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

Everything is looking good for numbers and the school is working with the Library to get library cards for the English Language Learners.

Motion to approve the directors report: 1st by Laurie N., 2nd by Sharon H. 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 for the Friends Group

- **Update on 2025 Ellsworth Public Library budget**

Employee insurance was over budgeted for. Health insurance went down so an extra \$10,000 could be designated somewhere else. Library programming, staffing, and computer replacement were suggested but more discussion will be done at the next meeting to give time for members to think about options.

### **New Business**

- Discussion and possible action re: maturing CD

The CD will come due before we meet again. Recommended we leave it in and take the highest interest option.

Motion to let Sharon roll the account over for the next year. 1st by Carter S., 2nd Laurie N. Motion carried.

- Discussion and possible action re: replacement of multifunction printer and purchase of cloud fax service

Recommendation to go with the Coordinated Business Systems. The overall cost is lower; the library could outsource when large numbers of color copies are needed.

Motion for Tiffany to order the Kyocera Taskalfa 3554ci with the lease option for faxing: 1st Laurie N., 2nd Henri J. Motion carried.

- Discussion and possible action re: 2024 OverDrive Advantage contribution

A suggestion to make a \$2,000 contribution using funds from the line item fine/copies income.

We stopped contributing a number of years ago with budget cuts and this service is a great addition to our library. This service uses funds to purchase additional copies of popular e-materials so patrons are not waiting months for their item.

Motion to make a \$2000 contribution to OverDrive Advantage. 1st by Sharon H., 2nd by Mike H. Motion carried.

- Discussion and action re: 2025 closed dates

Motion to approve the recommended closed dates. 1st by Carter S., 2nd by Mike H. Motion carried.

- Roll call vote to hold closed session for board consideration of staff wages as authorized by Wisconsin Statutes Section 19.85(1)(c)  
All present. Went into closed session.

Motion to go back into open session: 1st by Mike H., 2nd by Henri J. Motion carried.

- Roll call vote to reconvene in open session

- Action on 2025 library staff wages

Motion to approve staff wages. 1st by Mike H., 2nd by Laurie N. Motion carried.

**Adjournment:** 6:02pm

**Next Meeting:** Tuesday, January 28, 2025 at 5:15 p.m.

Minutes submitted by Secretary: Angie Bjork

# Ellsworth Public Library Director's Report November 26, 2024

## Community Trick or Treat

### 1. October Statistics:

- a. Total circulation: 5,593 (up from 5,390 Oct. 2023)
- b. New patrons: 21 (down from 36 Oct. 2023)
- c. New items: 115 (down from 183 Oct. 2023)
- d. Public access comp. sessions: 213 (up from 106 Oct. 2023)
- e. Wireless sessions: 887 (up from 694 Oct. 2023)
- f. E-materials checkouts: 1,187 (up from 1,088 Oct. 2023)
- g. Website pageviews: 2,157 (up from 2,055 Oct. 2023)
- h. Door count: 3,867 (up from 3,480 Oct. 2023)



### 2. Activities/Programs

#### a. October/November (title, date, attendance):

Senior Outreach	10/24	14	Morning Book Club	11/14	5
PC Jail Book Club	10/26	4	Mocktail Party	11/14	78
Comm. Trick or Treat	10/31	299	Storytime: K is for...	11/15	22
Storytime: I is for...	11/1	22	Senior Outreach	11/15	15
Artist Reception	11/7	27	Robotics Exploration	11/16	10
Storytime: J is for...	11/8	20	Therapy Dog Maggie	11/18	cxl
Uptown Stroll	11/9	48	LEGO at the Library	11/19	24
Tech Time	11/11	2	Storytime: L is for...	11/22	23
DTT: Bingo (sr. center)	11/12	19			

#### Other:

- Caroline set up a storywalk at Pumpkin in the Park Oct. 26.
- 16 businesses participated in the 6<sup>th</sup> annual Scarecrow Contest Oct. 31; 170 people voted on entries in-person and online; thank you to EPD for having a presence during Community Trick or Treat and to our volunteers who helped with street crossing.
- Caroline worked with Alyssa Nelson to schedule Library Card Sign-up opportunities at 7/8 grade and JV basketball games Nov. 11 & 19
- EMS Lunch Outreach Nov. 22 – 17 students showed their lib card; 165 spun the wheel
- 1,000 Books Before Kindergarten – currently 55 participants
- Teen Book Boxes – 26 active participants; 11 boxes circulated in October
- Adventures in Reading Oct. Challenge – 70 returned logs; 35 completed the challenge
- 60 participants completed the Cookies scavenger hunt in the RCU Children's Area.
- Makerspace featured Family, Trees & Self Portraits in November (paper quilling, scrapbooking, drawing, and Dino-ember activities)
- 54 patrons interacted with the 'Is Bigfoot Real?' display
- The artist reception, Uptown Stroll, and Mocktail Party were great ways to get new people into the building!

b. Upcoming

- i. The library is providing a scavenger hunt at Light Up the Fair Nov. 29-30 and Dec. 6-7.
- ii. The library is hosting a holiday social at the senior center Dec. 10 at 11 am.
- iii. Grandparent and Grandchild Drop-in Crafts Dec. 11, 10 am-noon and 4-6 pm
- iv. December Reading Challenge: Language Adventures
- v. Library closed Nov. 28, 29, Dec. 24, 25, 31, and Jan. 1

3. Facilities/Equipment/Services

- a. Tiffany and Caroline have been working with ELL staff at ECSD on a library card solution for their students.
- b. A reference transactions survey was completed the week of Nov. 11. This is done quarterly to gather data for the annual report.
- c. Fischer Roofing inspected the roof Nov. 7; made repairs Nov. 14 with approval from Brad Vick
- d. The strategic planning survey closed Nov. 15 with 241 responses received. In-person sessions were held with senior center members, the Friends of EPL Board, attendees at Ag Night, and library staff. The feedback is largely positive. A draft of goals, as well as vision and culture statements will be prepared for review before the January library board meeting.
- e. The Green Bay Packers Foundation awarded the Friends of the Ellsworth Public Library a \$3,000 grant designated for Community Cultural Connections - Spanish Inclusion. The news was made public Nov. 21. The library will work with school faculty to offer language learning classes and cultural programming.
- f. Juvenile nonfiction and young adult nonfiction sections are being weeded before the end of the year based on age of materials and usage statistics.
- g. Tiffany will meet with Oso Cleaning staff in early December to do a walkthrough of the building.

4. Personnel & Volunteers

- a. Meetings: Database promotion Oct. 30 (Nancy, Tiffany); Veterans Display Oct. 30 (Caroline, Robin); Village Finance, Purchasing, Buildings Oct 30 (Judy, Sharon, Tiffany); MORE Exec Nov. 1 (Tiffany); Village Board Nov. 4 (Tiffany); Pierce County Lib. Directors Nov. 5 (Tiffany); Friends of EPL Nov. 7 (Sharon, Tiffany); Packer Grant Nov. 11 (Caroline); Pierce County Board Nov. 12 (Tiffany); EMS Screen-Free Week Committee Nov. 13 (Caroline); EPL staff meeting Nov. 13 (all staff); EPL staff strategic planning session Nov. 13 (all staff); MORE Director's Council Nov. 15 (Tiffany); E3 CDC strategic planning and board meeting Nov. 17 (Tiffany); Special Village Board meeting Nov. 21 (Tiffany); MORE Admin check-in Nov. 22 (Tiffany); Village Admin check-in Nov. 22 (Tiffany)
- b. Professional Development: Bookish Programs for Adults Oct. 30 (Caroline, Robin); Kanopy Town Hall Nov. 14 (Tiffany); Spanish for Librarians, ongoing (Heidi, Tiffany)
- c. Annual staff goal setting and evaluations were completed in November.
- d. Tiffany was elected to serve as the MORE Chair for 2025. Per the MORE Bylaws, the Chair 'shall establish the agenda for and preside at all meetings of the Directors Council; shall appoint all committees; shall authorize calls for special meetings; and shall generally perform the duties of a presiding officer.' Directors Council is scheduled to meet six times a year, and the MORE Executive Committee is scheduled to meet monthly. The purpose of the Executive Committee is to conduct the regular business of MORE between meetings of the full Directors Council, to investigate and make recommendations regarding matters requiring the action of the full Directors Council, and to draft a preliminary budget.