

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Tuesday, January 29, 2019

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 5:00 p.m. It was held at the Ellsworth Public Library.

A quorum was established. Members in attendance were Curt Wandmacher, Angie Bjork, Judy Perkins, Dawn Schulte, and Library Director, Tiffany Meyer.

Compliance with the open meeting law was met. The mission statement was read.

A motion was made by Angie Bjork to approve the agenda, seconded by Curt Wandmacher. Motion carried. Curt Wandmacher made a motion to approve the minutes of the November 27, 2018 meeting, seconded by Dawn Schulte. Motion carried.

Current Business:

The board reviewed the financial report. Dawn Schulte made a motion to approve the financial report, seconded by Curt Wandmacher. Motion carried.

The board audited the monthly expenditures. Curt Wandmacher made a motion to approve the expenditures, seconded by Angie Bjork. Motion carried.

The director's report was reviewed. Use of the library continues to increase; there are a variety of successful programs offered and attended. A change to story time was implemented to help increase attendance. A motion was made by Dawn Schulte to approve the director's report, seconded by Curt Wandmacher. Motion carried.

OverDrive Advantage contribution of \$1500 was given to IFLS to increase the number of e-books available for patron check out.

New Business:

IFLS provided a year end clean-up of our library system patron accounts. Patrons that have not used their library card in 3 years and had less than \$5 in fines were removed from the system providing us with a more accurate database.

The annual report was presented and discussed. Curt Wandmacher made the motion to approve the annual report as presented; seconded by Angie Bjork. Motion carried

An informational list of additional expenses for years 2020 - 2024 was presented.

The remaining funds from the 2018 budget that totaled \$51,385.93 were discussed. Curt Wandmacher made the motion to add these funds to the Associated Bank Library Building MMA (village) account; seconded by Dawn Schulte. Motion carried

The 5 library computers and a laptop will no longer be supported starting in 2020 while having a Windows 7 operating system. Therefore, these computers will be replaced and will operate with a Windows 10 operating system.

Discussion on the e-material contribution for 2019 was tabled until next meeting. Curt Wandmacher made the motion to table this discussion until the next meeting; seconded by Dawn Schulte. Motion carried

Discussion on how the increase of the ACT 150 funds will change line items on the 2019 budget. A motion was made by Curt Wandmacher to approve the 2019 budget as presented; seconded by Dawn Schulte. Motion carried

Discussion of the revised Ellsworth Public Library Policy was tabled until next meeting. Dawn Schulte made the motion to table this discussion until next meeting; seconded by Angie Bjork. Motion carried

The meeting adjourned at 5:55 p.m. Next Meeting: February 26th, 2019 at 5 p.m.

Director's Report January 29, 2019

1. November Statistics:

- a. Total circulation: 5,763 (up from 5,497 Nov. 2017)
- b. New patrons: 16
- c. New items: 271
- d. Public access computer sessions: 302
- e. Wireless sessions: 526
- f. E-materials checkouts: 664 (up from 465 Nov. 2017)
- g. Website visits: 937 (up from 800 Nov. 2017)
- h. Door count: 2,953 (batteries died, estimated count)

December Statistics:

- a. Total circulation: 4,658
- b. New patrons: 19 (up from 10 Dec. 2017)
- c. New items: 133 (up from 107 Dec. 2017)
- d. Public access computer sessions: 238
- e. Wireless sessions: 473
- f. E-materials checkouts: 697 (up from 429 Dec. 2017)
- g. Website visits: 677 (up from 645 Dec. 2017)
- h. Door count: 2,439 (batteries died, estimated count)

*CIRCULATION WAS
UP 2.12%
SYSTEMWIDE IN 2018.*

*ELLSWORTH PUBLIC
LIBRARY SAW AN
OVERALL INCREASE
OF 3.67% IN 2018
COMPARED TO 2017.*

2. Activities/Programs

a. November/December/January:

Family Movie Night	11/27	18	Legos in the Library	12/18	9
Living with Grief	11/28	30	Storytime: Mrs. Claus	12/20	0
Storytime: Imagination	11/29	0	Make & Take: Holiday Fun	12/20	13
Maker Meet-Up: ATCs	11/29	6	Storytime: Mrs. Claus	12/21	9
Storytime: Imagination	11/30	7	Maker Meet-Up: Gourds	12/27	2
Instagram Challenge	Nov.	0	Instagram Challenge	Dec.	1
Minute to Win It	Nov.	3	Minute to Win It	Dec.	2
Atrium Outreach: Snowflakes	12/4	4	Knit & Natter	1/3	2
Family Game Night	12/4	2	Storytime: Hands Can	1/3	4
Knit & Natter	12/6	4	Tech Time	1/3	3
Storytime: Winter Animals	12/6	4	Storytime: Hands Can	1/4	6
PSL Outreach: Snowflakes	12/6	8	PJ Storytime: Imaginary	1/8	25
Cookie Extravaganza	12/6	7	Atrium Outreach: Snowglobe	1/8	5
Storytime: Winter Animals	12/7	12	Storytime: Imaginary	1/10	2
STEAM: Duct Tape	12/8	15	Make & Take: Clay	1/10	12
Tech Time	12/10	3	Morning Book Club	1/10	4
PJ Storytime: Mrs. Claus	12/11	33	Storytime: Imaginary	1/11	12
Morning Book Club	12/13	2	STEAM: Reactions	1/12	18
Storytime: Bedtime	12/13	2	Legos in the Library	1/15	6
Storytime: Bedtime	12/13	10	Everything Laura Ingalls	1/15	25

Storytime: Winter	1/17	2	EES Outreach	1/24	43
PSL Outreach: Snowglobes	1/17	6	Storytime: Robots	1/24	0
Storytime: Winter	1/18	6	EES Outreach	1/25	43
Movie Night: Smallfoot	1/22	13	Storytime: Robots	1/25	16
EES Outreach	1/23	46	Grab Bags Sep. – Dec.		66

b. Upcoming:

- i. Jan. 26 – Arts, Crafts & Play at Brush Strokes
- ii. February – Frozen February Fun winter reading challenge for all ages
- iii. February – Knitting/Crochet display
- iv. February – Mystery Quilt projects in full swing w/ reveal Feb. 27
- v. Feb. 14 – Open Writing for Teens series begins
- vi. Feb. 19 – Health Online: Finding Information You Can Trust

3. Facilities/Equipment/Services

- a. 2020-2024 additional expenses list for Village Finance Committee
- b. List of maintenance projects shared with PWD Engeset
- c. Computers installed at cataloging station and in director's office Dec. 19
- d. Light fixture at rear entrance replaced in January
- e. Carpets cleaned Jan. 12

4. Personnel & Volunteers

- a. Meetings: Village Buildings Committee, Dec. 4 (Curt, Tiffany, many others); Asst. Librarians, Dec. 13 (Caroline, Laurie, Tiffany); Staff meeting, Dec. 13 (all staff); Village Finance Committee, Dec. 27 (Curt, Sharon); Village Board, Jan. 7 (Curt, Tiffany); Asst. Librarians, Jan. 9 (Caroline, Laurie, Tiffany); Staff meeting, Jan. 10 (all staff); Policy Committee, Jan. 14 (Judy, Sharon, Tiffany); MORE Director's Council, Jan. 18 (Tiffany)
- b. Training: QuickBooks, Jan. 17 (Tiffany); Cataloging Certification refresher, Jan. 22 (Laurie, Caroline, Tiffany); Transparent Language, Jan. 22 (staff); Wild Wisconsin Winter Web Conference, Jan. 23-24 (staff)
- c. Laurie Braun serving on MORE Operations committee again in 2019
- d. Student volunteer Lucia Crespo started Jan. 12
- e. Caroline Herfindahl completed introductory period Jan. 28
- f. Elise Gregory awarded scholarship to attend Power Up Conference (youth services leadership) in Madison March 28-29
- g. Friends of the Library to assist with shelving materials beginning in February

5. Friends of the Library

- a. Met Jan. 3 – discussed financial support for advocacy materials (yard signs, vehicle magnets) and management of Facebook page; completed adult program survey
- b. Next scheduled meeting – Feb. 7, 5 p.m.

6. Building/Space Committee update

- a. Met Dec. 10 – discussed ways to lower cost of project, owner's rep, and Village Finance committee next steps
- b. Next scheduled meeting – TBD