

**Ellsworth Public Library Board of Trustees Meeting Minutes**  
**Tuesday, September 27, 2016**

The monthly meeting of the Ellsworth Public Library was called to order by acting President Sue Potter in the absence of President Judy Perkins at 5:00 p.m.

Establish a quorum - In attendance were Angie Bjork, Curt Wandmacher, Sue Potter, Sharon Hofmeister, Dawn Schulte, Karen Solyntjes and Library Director Tiffany Meyer. Absent: Judy Perkins.

Compliance with Open Meeting Law was met.

Curt Wandmacher made a motion to approve the agenda, seconded by Dawn Schulte. Motion carried.

Karen Solyntjes made a motion to approve the minutes of the August 2016 meeting, seconded by Angie Bjork. Motion carried.

**Current Business**

1. Sharon Hofmeister made a motion to approve the financial report, seconded by Dawn Schulte. Motion carried.
2. Curt Wandmacher made a motion to approve the monthly expenditures, seconded by Dawn Schulte. Motion carried.
3. Karen Solyntjes made a motion to approve the director's report, seconded by Angie Bjork. Motion carried.
4. Update on ACT 150 reimbursement rate: A resolution with the proposed increase will be presented to the Pierce County Finance and Personnel Committee for recommendation. If moved forward, the resolution will be presented to the County Board of Supervisors at an upcoming board meeting.
5. Update on 2017 budget: Adjustments were made to the 2017 EPL budget. The 2017 library budget was approved by the Village of Ellsworth Finance, Purchasing, Building Committee. The budget will now be presented to the Village Board for approval.

**New Business**

- A. Estimates for maintenance/repairs on signs, doors and railings are being requested by Tiffany. No action needed.
- B. A library CD held by the Village will be coming due. Dawn Schulte made a motion to reinvest the CD for the library, seconded by Curt Wandmacher. Motion carried.
- C. Due to a conflict with the normal meeting date in October, the next meeting of the Ellsworth Public Library Board will be November 1, 2016.

Sharon Hofmeister made a motion to adjourn the meeting, seconded by Angie Bjork. Motion carried. Meeting adjourned at 5:27pm.

Next Meeting: November 1, 2016 at 5pm

# Director's Report

## September 27, 2016

### 1. August Statistics:

- a. Total circulation: 7,316 (up from 6,062 Aug. 2015)
- b. New patrons: 39 (up from 32 Aug. 2015)
- c. New items: 338
- d. Public access computer sessions: 580 (up from 521 Aug. 2015)
- e. Wireless sessions: 1,128
- f. E-materials checkouts: 394 (up from 351 Aug. 2015)
- g. Website Visits: 1,117
- h. Door count: 3,232 (up from 2,959 Aug. 2015)

Between the Lines  
September 20, 2016



### 2. Activities/Programs

#### a. September:

PJ Storytime w/ Ariel	9/6	29
Morning Book Club	9/8	5
Cooking from Scratch	9/8	5
PSL Outreach	9/14	7
From Apron to Pavement	9/14	8
After-School Make & Take	9/15	7
Tech Time	9/19	3
Between the Lines	9/20	34
Legos in the Library	9/20	9
Play & Learn	9/21	11
Art with Ann	9/22	3
Prairie View Lyceum	9/23	221



#### b. Upcoming:

- i. "What Folksongs Tell Us About Work in Wisconsin" with Jim Leary  
Sep. 28 1:30 p.m. (co-sponsored by Senior Center, Wisconsin Humanities Council)
- ii. "MyPlate Meal Planning" with Sarah Johnson, UW-Extension Nutrition Educator  
Sep. 29 6:30 p.m. (part of From Apron to Pavement program)
- iii. Fall session of Storytime kicks off Sep. 30

### 3. Facilities/Equipment/Services

- a. Carpets cleaned Sep. 17

### 4. Personnel & Volunteers

- a. Crystal Johnson joined our team as a Library Clerk in early September
- b. Meetings: Pierce County Finance Committee, Sep. 6 – ACT 150 reimbursement (Tiffany); Play & Learn Planning, Sep. 8 (Florence); IFLS Poverty Task Force, Sep. 12 (Tiffany); Village Board, Sep. 12 (Tiffany); Village Finance Committee, Sep. 13 (Tiffany); Hartland Town Board, Sep. 13 (Tiffany); Friends of EPL, Sep. 15 (Tiffany); WestCAP Literacy, Sep. 15 (Tiffany); MORE Director's Council, Sep. 16 (Tiffany); MORE Operations Committee, Sep. 19 (Laurie); Staff, Sep. 20 – discussed owning vs. lending library rules, ACT 150, fall schedule, labeling of new DVDs (all staff); Marketing, Sep. 20 (Laurie, Florence, Tiffany); Youth Services – tween /teen programs, Sep. 21 (Florence, Jeanne, Tiffany); Village Finance Committee, Sep. 26 – 2017 budget (Tiffany); ADRC – programs & partnership opportunities, Sep. 27 (Florence, Tiffany)

- c. Training: Circulation Training, Sep. 15 (Darcy) & Sep. 19 (Laurie); Maker Kit Fair, Sep. 22 (Florence, Laurie, Jeanne, Darcy); Library Clerk Training, Sep. 2-23 (Crystal)
- d. Evaluations: Annual staff evaluations took place the week of Sep. 19

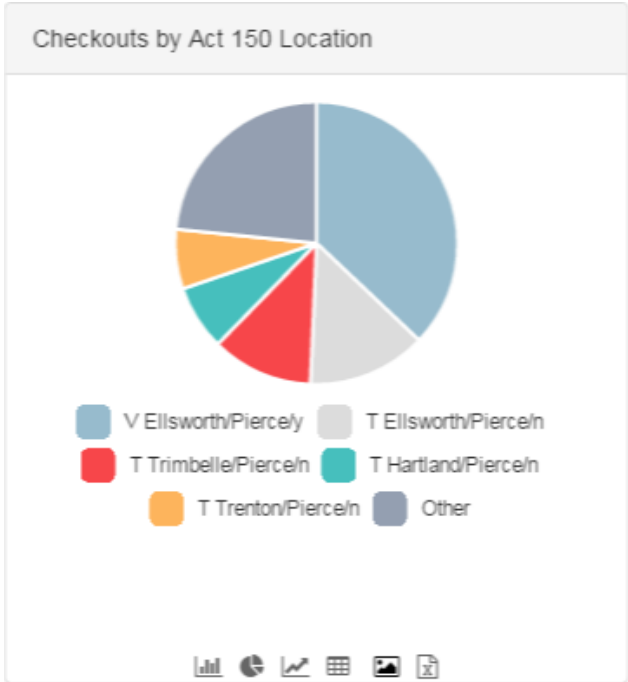
5. Friends of the Library

- a. Met Sep. 15 at 5:00 p.m. – discussed promotional bookmarks, National Friends Week events, general outreach
- b. Next scheduled meeting – Oct. 6, 5:00 p.m.

6. Building/Space Committee update

- a. Next scheduled meeting – TBD

Checkouts at EPL by ACT 150 Location  
9/1/15-8/31/16



Checkouts at EPL by ACT 150 Location  
August 2016

