

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, April 15, 2021

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 4:50 p.m. The meeting took place at the Senior Center in the lower level of the library and virtually via Zoom.

Zoom Meeting - <https://02web.zoom.us/j/82165060921> Meeting ID: 821 6506 0921

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A quorum was established. In attendance were Angie Bjork, Sharon Hofmeister, Judy Perkins, Karen Solyntjes, Curt Wandmacher, Angie Whelan, and Library Director, Tiffany Meyer. Dawn Schulte was absent. Also in attendance were John McLoone and Paul Bauer.

Compliance with the open meeting law was met.

A motion was made by Angie Whelan to approve the agenda as presented, seconded by Angie Bjork. Motion carried.

Angie Bjork made a motion to approve the minutes of the March 18, 2021 meeting, seconded by Angie Whelan. Motion carried.

Paul Bauer was present to update the board on the progress made by the Building and Space committee. The latest fundraising total cash in hand is \$363,256.29. This means that the initial goal of \$350,000 has been met and moves us to phase 4 of the fundraising which will allow for the “niceties” to be added to the building. Meeting the goal so early lets us look to late fall/winter construction to get the best pricing. The next meeting is with the Village of Ellsworth and obtaining a commitment from them for the \$500,000. Paul gave a shout out to Tony Birkel for all the work he’s done in fundraising, and the fundraising done by Jack Hines. Paul noted that is a great testament to our community, the rallying around the project. The continued fundraising (a fall Gala is planned) will make the library a real crown jewel for the Ellsworth community. Sharon Schulze and Roxy Birkel have been writing grants; Red Wing Shoe donated \$15,000 and there are other pledges for next year.

Current Business

The board reviewed the financial report. The Village Fund Balance is listed as \$246,006.43 (current according to the library accounting. 25% of the fiscal year has lapsed. Tiffany noted that the library is underspending this year. A withdrawal of \$3133.84 was made from the checking account, \$2901.66 of that was transferred to the Foundation Checking account and the remainder of that was transaction fees. Associated Bank has reimbursed us for much of the transaction fees. The ACT 150 Account funds (\$71,557.63) have been withdrawn and transferred to the Village for the building purchase, just the interest is left to be moved. \$263,476.61 was withdrawn from the Building Fund Investment account and transferred to the Village for legal fees and the building purchase. Angie Whelan made a motion to approve the financial report, seconded by Curt Wandmacher. Motion carried. Curt commented that future ACT 150 funds should be deposited in a library account rather than a Village held account.

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

Invoices from Loberg Law Office – The library portion for a February invoice is \$525 and \$765 for March. Angie Whelan made a motion to approve payment to Loberg Law Office for \$1290, the funds to be transferred from

the Associated Bank Building Fund Investment account to the Village for this purpose, motion seconded by Curt Wandmacher. Motion carried.

The director's report was presented by Tiffany Meyer. Circulation was up from last month. In-person appointments were nearly double from last month and there were 501 doorside pickup appointments. At least 32 businesses participated in the National Library Week Scavenger Hunt. Upcoming events include Cactus and Succulents for Gardening Saturday, April 24th, Outdoor Storytime on May 7th, Gardening with Kids (Grow to Share) on May 8th in River Falls, event is also livestreamed, and Art in the Park on May 15th. Park backpacks are now available for checkout, including passes to Pierce and St. Croix County Parks.

The Friends of the Library group met April 8th. They discussed future fundraising ideas. They will meet again May 6th. The Building and Space Committee update includes the purchase of the 388 W. Main St. property for the future site of the Ellsworth Public Library, meeting the \$350,000 fundraising goal, and moving forward with the planning and construction documents.

In the Chamber of Commerce Best of Awards, the EPL won the Best Non-Profit/Civic Group. Angie Whelan made a motion to approve the director's report, seconded by Judy Perkins. Motion carried.

School Representative Report – Angie Bjork reported that Ellsworth High School juniors completed ACT testing. The scores were very close to previous years with an average score of 20.1. As freshmen this class scored below the state average and now as juniors, they scored above the state average. Nearly all the grades are finished with state testing for the year. Some of the seniors still need to complete service hours to complete requirements for graduation. Any ideas are appreciated. Please contact Anne Pechacek.

Village Representative Report – Curt Wandmacher reported the last meeting of the current Village Board will take place April 19th. On April 20th the new board will meet to reorganize.

Discussion and Action – Consideration given to changing the EPL policy regarding out-of-state library cards. The existing policy is to charge a \$25 annual fee for an out-of-state library card. Tiffany provided information and examples of other library's policies for out-of-state patrons. Angie Whelan made a motion to waive the EPL fee for an out-of-state library card issued to Minnesota residents, seconded by Angie Bjork. Motion carried.

New Business

Discussion regarding the Annual Meeting/May meeting. As Curt Wandmacher retires from the Village board and our library board, there will be a new Village board member assigned to the library board. Next month terms expire for two board members and election of officers will take place. Many thanks to Curt for serving on the library board for many years and serving as treasurer.

Adjournment – Meeting adjourned at 5:33 p.m. Next meeting: Thursday, May 20, 2021 at 4:45 p.m.

Ellsworth Public Library

Director's Report

April 15, 2021

1. March Statistics:

- a. Total circulation: 3,293 (up from 2,767 Feb. 2021)
- b. New patrons: 7
- c. New items: 196
- d. Public access computer sessions: 25
- e. Wireless sessions: 285
- f. E-materials checkouts: 855 (up from 759 March 2020)
- g. Website visits: 2,349
- h. In-person appointments: 121 (up from 63 Feb. 2021)
- i. Doorside pickup appointments: 501 (up from 420 Feb. 2021)

The library reopened by appointment on Feb. 8 and remains open by appointment at the time this report was created.

2. Activities/Programs

a. March/April

- i. National Library Week Scavenger Hunt – 10 participants used QR code or printed sheets; 32 businesses confirmed participation; weather was not in our favor
- ii. Mystery Quilt photo slide show: 166 views on YouTube
- iii. Grab & Go kits: 57 taken 3/12/21-4/12/21

Facebook Live Story Times					
Date	Description	Reach	Engagements	Live Views	FB Views (as of Apr 12, 2021)
3/19/2021	Green	122	5	5	59
3/26/2021	Spring	141	5	5	74
4/9/2021	Libraries	78	2	2	31
	TOTALS	341	12	12	164

Other Programs				
Date	Description		Participants	As of April 12
3/15/2021	Gardening Series/Soil&Fertilizer	collaborative	34 live viewers on YouTube	126 views on YouTube
3/18/2021	Community Book Club: The Red Address Book		8	not recorded
3/19/2021	Virtual Teen Talent Show	collaborative	9, none from Ellsworth	not recorded
3/22/2021	Gardening Series/Alternative Gardening	collaborative	30 live viewers on YouTube	107 views on YouTube
3/23/2021	Quilt Reveal on Zoom		16	not recorded
3/29/2021	Gardening Series/Weed Control	collaborative	34 live viewers on YouTube	121 views on YouTube
4/5/2021	Gardening Series/Kitchen&Herbs	collaborative	12 live viewers on YouTube	38 views on YouTube
4/9/2021	Virtual Teen Event: Adulthood 101	collaborative	10, none from Ellsworth	not recorded

- b. Upcoming
 - i. April 24 – Gardening Saturday: Cactus and Succulents at 11 a.m. (YouTube)
 - ii. May 8 – Gardening with Kids: A Morning in the Garden at 10 a.m. (Grow to Share)
 - iii. May 15 – Art in the Park: adults at 10, kids/families at 11 (East End Park)

3. Facilities/Equipment/Services

- a. DPI has shared Addendum to Reopening: Return to Full Service – provides a list of best practices re: three key areas of concern: public health factors such as vaccination and positivity rates, quarantine of materials, and other factors to consider when deciding to increase access to services in Wisconsin public libraries.
- b. Park backpacks now available for checkout, with passes to Pierce and St. Croix County Parks
- c. Exploring change in cataloging to make Experience Kits easier for folks to find in MORE
- d. Additional hotspot ordered for programming and outreach

4. Personnel & Volunteers

- a. Meetings: E3 CDC, March 19 (Tiffany); MORE Director’s Council, March 19 (Tiffany); Village Finance Committee re: 5-year plan, March 24 (Tiffany); IFLS Directors, March 26 (Tiffany); Pierce County Library Directors, March 26 (Tiffany); EPL staff, April 8 (all staff); Pierce County Public Health, April 9 (Tiffany); Youth Services and Adult Services check-ins (Caroline); informal fundraising meetings (Tiffany)
- b. Training: staff continue to participate in other continuing education opportunities as time allows
- c. Ellsworth Public Library won Best Non-Profit/Civic Group in the Chamber’s Best of Awards!

5. Friends of the Library

- a. Met April 8 – discussed future fundraising & annual meeting, considering liaison for library board meetings
- b. Next scheduled meeting – May 6 at 4:30 p.m. (Ellsworth Senior Center)

6. Building/Space Committee update

- a. Property at 388 W. Main St. purchased as future site of Ellsworth Public Library!
- b. \$350,000 fundraising goal reached!
- c. Village Board will discuss borrowing \$500,000 at April 19 meeting
- d. Next scheduled meeting – TBD (sometime after April 19)

