

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 W Main Street, Ellsworth, WI 54011
Wednesday, January 26th, 2022

Called to Order: 5:16 PM by Judy Perkins

Board Members Present: Sharon Hofmeister, Judy Perkins, Angie Bjork, Angie Whelan, Mindy Anderson, Mike Harris; Not Present: Dawn Schulte

Others Present: Tiffany Meyer (Director), Bobbie Sawyers (Friends of the Library)

Quorum Established/Open Meeting Law Compliance

Motion to Approve January Agenda: 1st Mindy, 2nd Angie B. Motion Carried

Motion to Approve November 29, 2021, and January 5th, 2022 Minutes: 1st Mike, 2nd Sharon. Motion Carried.

Current Business

+Financial Report: \$24,820.06 end of year balance. \$15,000 will carry over to the new budget. Library board can decide at a later date, after the audit, how to spend the extra \$2000 in the budget. \$895,625 total in all accounts at the end of the year. Tiffany will send out a list of building project specific expenditures. 1st Angie W, 2nd Angie B. Motion Carried.

+Review of 2021 budget vs. actual report: \$17,287.77 left in budget at the end of the year.

+Monthly Expenditures: Tiffany reviewed. A couple of utility and health insurance items were backdated to December to adjust with Village numbers. Received a check from Pierce County for an old restitution. Motion to approve: 1st Sharon, 2nd Mindy. Motion carried.

+ Review and approval of building project-related invoices: Xcel energy bill \$760.38 for new building, coming from construction budget. Motion to approve to pay and transfer funds 1st Angie W, 2nd Judy. Motion Carried.

+Director's Report: Covering 2 months of time. We seem to be following trends with regard to circulation across IFLS libraries. Programs being well attended. 90 participants so far for mystery quilts. Live virtual Costa Rica tour will be available for anyone to partake in online. A few new communities have joined the MORE libraries. Many volunteers have given their time. Motion to approve 1st Mindy, 2nd Angie B. Motion Carried.

+School Representative Report: Nothing to report.

+Village Representative Report: The comprehensive planning is in process and a survey is available online. Please help to spread the word. Over 600 have been completed to date. A new auditor has been chosen. A lot of focus on the library, currently the asbestos.

+Friends of the Library Report: Warren Enger passed away in December. The next meeting of the Friends will be February 3rd. Will be discussing Limelight Social Media contract, Little Free Library, Coffee Machine, Library Yard signs, St Croix Valley Big Give.

+Building Project Update: Meeting most Thursdays going well. Group is working hard to move things forward. Removal of safe deposit boxes, asbestos, and elevator repairs are the main discussion points at the moment. Jody on vacation this week. She has replied to the state and is awaiting their response regarding handrails and doors.

New Business

+Discussion and possible approval re: tablets for Library Board meetings: Board discussed and decided it is not necessary to replace tablets at this time.

+Information re: 2021 Annual Report: Report must be filed with the state by March 1st, Tiffany needs to have her end done by mid-February. We can approve the report at the meeting on the 23rd.

+Discussion and possible action re: library policy related to photography and filming in the library: Library staff has raised some concerns about the video/photography policy as the library is a place for people to have a certain amount of privacy. A committee was appointed that includes Judy, Tiffany, and Mike to review the general library policy and make recommendations.

Adjourn: 5:56 PM

Respectfully Submitted by Angie Whelan

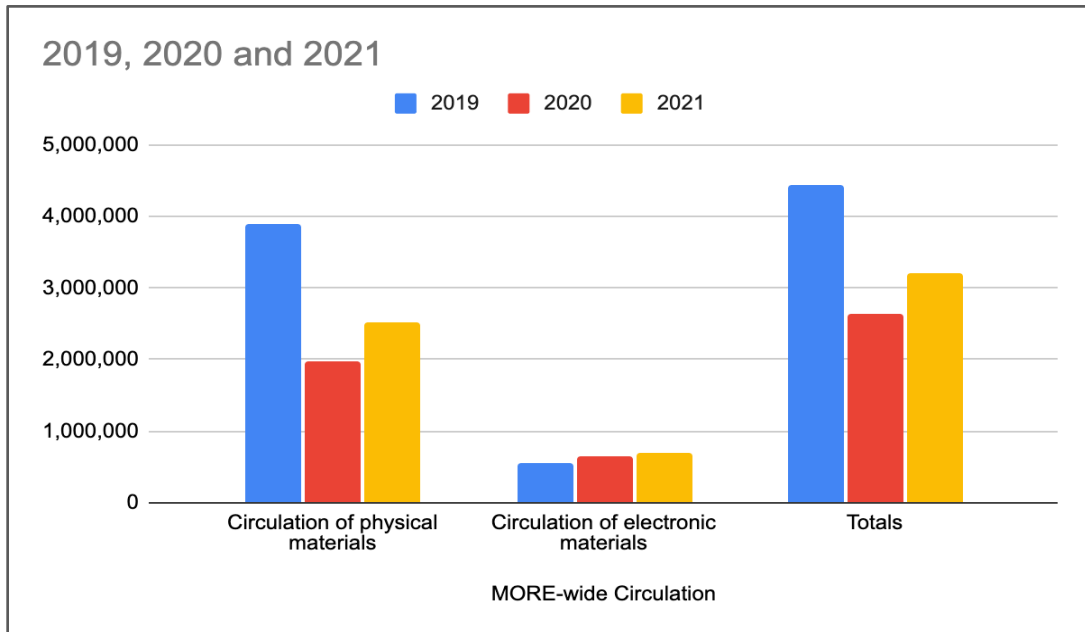
Ellsworth Public Library Director's Report January 26, 2022

1. November Statistics:

- a. Total circulation: 3,138 (up from 2,532 Nov. 2020)
- b. New patrons: 11 (up from 3 Nov. 2020)
- c. New items: 210 (up from 148 Nov. 2020)
- d. Public access computer sessions: 51 (up from 0 Nov. 2020)
- e. Wireless sessions: 410 (up from 238 Nov. 2020)
- f. E-materials checkouts: 870 (up from 753 Nov. 2020)
- g. Website visits: 1,896 (up from 1,818 Nov. 2020)
- h. Doorside pickup appts.: 11 (down from 427 Nov. 2020)
- i. Door count: 1,623 (up from 0 Nov. 2020)

2. December Statistics:

- a. Total circulation: 2,703 (up from 2,267 Dec. 2020)
- b. New patrons: 2 (same as Dec. 2020)
- c. New items: 186 (up from 172 Dec. 2020)
- d. Public access computer sessions: 47 (up from 0 Dec. 2020)
- e. Wireless sessions: 305 (up from 239 Dec. 2020)
- f. E-materials checkouts: 870 (up from 711 Dec. 2020)
- g. Website visits: 1,728 (up from 1,658 Dec. 2020)
- h. Doorside pickup appts.: 8 (down from 423 Nov. 2020)
- i. Door count: 1,451 (up from 0 Nov. 2020)



(Graphic by Reb Kilde, IFLS Library System)

3. Activities/Programs

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

Storytime: Gratitude	12/3	5	Virtual Teen Chill Down	1/10	9
Ornament Making	12/4	34	Silver Fit (sr. center)	1/11	19
Ornament Making	12/9-12/12	66	Doodle Club	1/11	7
Morning Book Club	12/9	7	Morning Book Club	1/13	11
Storytime: Celebrations	12/10	8	Storytime: Snow People	1/14	cxl
Holiday Social (sr. ctr.)	12/14	22	Robotics for Kids	1/15	9
PM Storytime: Ugly Dog	12/14	5	LEGO w/ the Library	1/18	0
Comm. Book Club	12/16	6	Comm. Book Club	1/20	2
Storytime: Winter	12/17	3	Storytime: Penguins	1/21	7
LEGO w/ the Library	12/21	0	Candyland	1/22	28
Storytime: Winter Clothes	1/7	4	Gratitude Display (Nov/Dec)		34

Other:

New programs: Doodle Club, Robotics for Kids, Saturday Story Spectacular

Newbery Reading Challenge to run all year

90 participants signed up so far for Mystery Quilt – biggest one yet!

Craft kits to Ells. Health Services and Preferred Senior Living – 24 in Dec. and 24 in Jan.

b. Upcoming

- i. Frozen February Fun reading challenge all month long
- ii. Feb. 8 at 11 a.m. – Discover Together Tuesday: Live Virtual Tour in Costa Rica (senior center)
- iii. Feb. 10 at 6 p.m. – Virtual Valentine’s Party for Teens
- iv. Feb. 17 at 6:30 p.m. – Community Book Club with author visit at 7 p.m. (sr. center)
- v. Feb. 24 at 7 p.m. – Virtual Literary Trivia (for teens and adults)

Silver Fit with CJ Young Jan. 11, 2022
After-Hours Candyland Jan. 22, 2022



4. Facilities/Equipment/Services

- a. Durand Community Library and Fairchild Public Library have joined MORE; Chippewa Valley Technical College is scheduled to re-join this summer.
- b. System-wide outages Dec. 15 and Jan. 7; local outage Jan. 12-17 after failed network update

5. Personnel & Volunteers

- a. Meetings: IFLS Youth Services Check-In, Dec. 1 (Caroline); Healthier Together, Dec. 8 (Caroline); IFLS Teen Collab. Programming, Dec. 8 (Caroline); Website Office Hours, Dec. 14 (Laurie); Teen Collab. Programming for Jan., Dec. 15 (Caroline); Asst. Librarian mtg., Dec. 16 (Alyssa, Crystal, Laurie, Tiffany); IFLS Director Check-In, Dec. 17 (Tiffany); Program Discussion, Dec. 17 (Caroline, Tiffany); Village Special Board, Dec. 20 (Judy, Sharon, Tiffany); Building Oversight Group, Dec. 22 (Tiffany); Building Oversight Group, Dec. 30 (Tiffany); Cenex Hometown Pride grant, Jan. 4 (Caroline, Tiffany); Adult Collab. Programming, Jan. 5 (Caroline); Building Oversight Group, Jan. 6 (Tiffany); Costa Rica Program Planning, Jan. 10 (Caroline); Village Board, Jan. 10 (Judy); Website Office Hours, Jan. 11 (Laurie); Pierce County Hist. Assoc., Jan. 11 (Tiffany); Asst. Librarian mtg., Jan. 11 (Alyssa, Crystal, Laurie, Tiffany); Village Finance, Jan. 17 (Judy, Sharon, Tiffany); Special Village Board, Jan. 17 (Judy, Sharon, Tiffany); EPL Staff, Jan. 18 (all staff); Dept. Head mtg. w/ Village Pres., Jan. 18 (Tiffany); Chamber, Jan. 20 (Caroline, Tiffany); Building Oversight Group, Jan. 20 (Tiffany); MORE Director's Council, Jan. 21 (Tiffany)
- b. Professional Development: Using Your Sphere of Influence to Create Big Ripples from Small Splashes, Dec. 1 (Caroline); Oceans of Possibilities: Summer Library Program and Early Literacy, Dec. 2 (Caroline); Passive and Drop-In Programs, Dec. 9 (Caroline); Burnout and Stress webinar, Dec. 17 (Caroline); Update Your Marketing Plan for the New Year, Jan. 5 (Laurie); Making the Case for Place, Jan. 12 (Caroline); Talking is Teaching: Trusted Messenger Training, Jan. 12 (Caroline); Newbery on Newbery, Jan. 12 (Caroline); Your Place in the World Scholastic Picture Book Author Showcase, Jan. 21 (Caroline); Workforce Development Resources video (all staff)
- c. Volunteers: Mindy Anderson provided color options for new EPL logo; Jocko and Dawn Schulte removed daygate from safe deposit vault Jan. 8; River City Metal (and Jeff Hines) removed safe deposit boxes/cases and a safe from future library site Jan. 11; Mike Benoy taught Robotics for Kids Jan. 15; three teens assisted with After-Hours Candyland Jan. 22
- d. Other: EPL staff attend the Chamber Jingle & Mingle event on Dec. 13; staff evaluations were completed in December

Teen volunteers at After-Hours Candyland



Removing heavy metal at future library site

