

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 W Main Street, Ellsworth, WI 54011
Wednesday, February 23rd, 2022

Called to Order by Judy Perkins at 5:15PM

Board Members Present: Sharon Hofmeister, Judy Perkins, Mike Harris, Angie Bjork, Angie Whelan, Mindy Anderson, Dawn Schulte

Others Present: Tiffany Meyer (Director), Jonathan Sherwood (CPA, CliftonLarsonAllen), Bobbie Sawyers (Friends of the Library)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve February Agenda: 1st Sharon, 2nd Angie B. Motion carried.

Motion to Approve January Minutes: 1st Angie B., 2nd Mindy. Motion carried.

Current Business

+Financial Report: Tiffany reviewed the financial report. \$30,000 was transferred from the WESTconsin account to the Village held account to cover invoices. Motion to approve made by Angie W., 2nd by Mindy. Motion carried.

+Monthly Expenditures: Tiffany reviewed the monthly expenditures. ACT 150 and ACT 420 was received. Health partners is a new expenditure for Caroline's new insurance plan. Some AED expenses. Maintenance for the new building is now included. Motion to approve made by Sharon, 2nd by Dawn. Motion carried.

+Review and approval of building project-related invoices and transfer of funds. Monthly \$4576.92, bidding and construction docs. Xcel energy \$710.13. WE Energies \$1477.72. Loberg Law \$210.00. Motion to approve by Mike, 2nd by Angie B., motion carried.

+Director's Report: February is Love Your Library Month. 4YK students came to visit, which has spurred some new families to get library cards. Teen Meet-Up at Pizza Arcade scheduled in March. Public Works did some repairs on the current building. No charge for tax forms again this year. Brochures outlining library services have been distributed throughout the community. Tony Birkel was awarded Community Leader of the Year at the recent Chamber Banquet. Motion to approve made by Angie B., 2nd by Judy. Motion carried.

+School Representative Report: Referendum is coming up. School tests are coming up.

+Village Representative Report: Asbestos abatement was approved. Cheese Curd fest permits and licenses talked about, a petition was signed for a variance for the library and approved the bid documents to start the bidding process. Comprehensive planning still in progress.

+Friends of the Library Report: Friends met on February 3rd. Sink and faucet in the coffee area of the new building will be replaced. Library signs will try to be sold to raise additional funds, many left. Mighty Cause, Big Give campaigns coming up. Plinko POS to raise additional money. Cost too high, so they are seeing if the Fab Lab can do it. March 1st meeting scheduled for audit discussion.

New Business

+Presentation and possible action re: proposed accounting changes. Presented by Jonathan Sherwood, CPA, CliftonLarsonAllen: Jonathan is the Village auditor at present. After doing the audit, he offered some suggestions to make the process more transparent and easier. Being part of the "General Fund", it is not obvious how the library is doing from year to year. Library funding is hidden under other names, and it is not apparent where the library stands. Current presentation does not follow generally accepted accounting practices. Changes must be made. Jonathan is proposing a Special Revenue Fund with a restricted source to the library which would be considered compliant. This would display the complete picture of the library, not just . ensure library funds are only for the library and not commingled with other village held funds per state statutes. Library-held accounts should be included in the Village audit, and that is not the case at this time. The board accepts the recommendations of the auditor.

+Review and Approval of 2021 Annual Report: Covid changes noted on a few pages of the report. Library collection and services noted. Programs and attendance listed, broken down by live, virtual, and recorded. Operating revenue broken down by village, county, and grant revenues. Expenditures broken down by large line items and smaller items grouped together. Staff salaries and information listed. Circulation to non-residents listed for ACT 420 monies per county. Motion to approve by Mike, 2nd by Sharon. Motion carried.

+Presentation of information and possible action re: St. Croix Valley Foundation by Sharon Hofmeister: There is not currently money available to us from the foundation, but she will keep the building project in mind for specific donor requests. Accountants and financial advisors can talk about donating unused money tax free to the library. Legacy planning is another way to have money given and is a service offered.

+ Discussion and approval of library policy revisions: Photography in the library, animals in the library a couple of discussion points. Tabled for now.

Adjourn at 6:17 PM

Respectfully submitted by Angie Whelan

Ellsworth Public Library

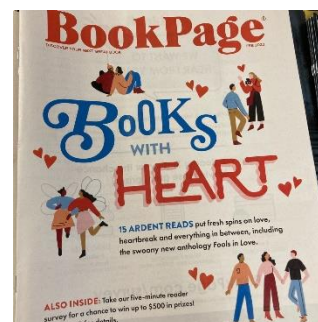
Director's Report

February 23, 2022

1. January Statistics:

- a. Total circulation: 3,509 (up from 2,574 Jan. 2021)
- b. New patrons: 11 (up from 2 Jan. 2021)
- c. New items: 158 (down from 161 Jan. 2021)
- d. Public access computer sessions: 50 (up from 1 Jan. 2021)
- e. Wireless sessions: 241 (down from 263 Jan. 2021)
- f. E-materials checkouts: 959 (up from 880 Jan. 2021)
- g. Website pageviews: 2,079 (up from 2,002 Jan. 2021)
- h. Doorside pickup appts.: 19 (down from 521 Jan. 2021)
- i. Door count: 1,849 (up from 4 Jan. 2021)

February is Love Your
Library Month!



2. Activities/Programs

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

Storytime: White	1/28	5	LEGO with the Library	2/15	0
Storytime: Animals	2/4	2	Storytime: Hearts	2/11	8
Costa Rica (sr. ctr.)	2/8	14	Comm. Book Club	2/17	6
Doodle Club	2/8	10	Storytime: Pink	2/18	5
Morning Book Club	2/10	11	Robotics for Kids	2/19	12

Other:

- 96 4YK students visited the library Feb. 14-17 with their teachers. Two families stopped in to get cards because their child told them about their visit to the library!
- 24 weaving bowl craft kits delivered to Ells. Health Services and Pref. Senior Living
- 26 entries for LEGO contest; 17 participants in interactive LEGO display

b. Upcoming

- i. March 1 at 4 p.m. – Teen Meet-Up (Pizza Arcade)
- ii. March 8 at 11 a.m. – Genealogy 101 with Eleanor Brinsko (senior center)
- iii. March 10 at 10:30 a.m. – Morning Book Club virtual author visit w/ Karen White
- iv. March 24 at 6:30 p.m. – Mystery Quilt Reveal (Zion Covenant Church or Zoom)
- v. Mystery Quilt display March 28-April 15 (library and YouTube slideshow)
- vi. Virtual BadgerTalks programs on Aldo Leopold, meditation and more – watch the website or Facebook for details (hosted by various IFLS libraries)

3. Facilities/Equipment/Services

- a. IFLS Library System was well-represented at Library Legislative Day in Madison Feb. 28.
- b. Public Works crew repaired the front door of the library, replaced an outdoor bulb, installed new crosswalk flag containers at Plum St. intersection.
- c. Four new crosswalk flags went missing from the crosswalk flag containers on Grant St. We are working on getting a new batch of flags made and have ordered new stickers for the containers.
- d. No charge for printing tax forms again this year

- e. Brochures highlighting library services distributed in ten locations in community
- f. Ellsworth entries for Lions International Peace Poster Contest on display

4. Personnel & Volunteers

- a. Meetings: Healthier Together, Jan. 26 (Caroline); Building Oversight Group, Jan. 27 (Tiffany); Building Oversight Group, Feb. 3 (Tiffany); Friends of EPL, Feb. 3 (Tiffany); St. Croix Valley Foundation, Feb. 4 (Sharon H., Tiffany); Adult Collaboration, Feb. 7 (Caroline); Village Streets & Sidewalks, Feb. 7 (Tiffany); Village Board, Feb. 7 (Tiffany); MORE Operations, Feb. 8 (Laurie); Therapy Dogs inquiry, Feb. 8 (Caroline, Tiffany); Youth Services Check-In, Feb. 9 (Caroline); Nature Day planning, Feb. 10 (Caroline); Building Oversight Group, Feb. 10 (Tiffany); EPL Staff meeting, Feb. 15 (all staff); EPL Library Policy, Feb. 16 (Judy, Mike, Tiffany); Auditor, Feb. 16 (Tiffany); Building Oversight Group, Feb. 17 (Tiffany); Director Check-In, Feb. 18 (Tiffany); Pierce County Public Health, Feb. 18 (Tiffany); Special Village Board, Feb. 22 (Tiffany)
- b. Professional Development: Radically Imagining the Role of Libraries (Caroline, Heidi, Tiffany); Honoring Resilience (Caroline, Tiffany); Food in the Library: Reading and Feeding the Community (Caroline, Heidi); Capturing Your Community (Caroline, Heidi, Tiffany); Homelessness and Libraries, parts 1-4 (Heidi); Out-of-the-Box Marketing Tactics (Alyssa); Get Back in Here! Promotional Ideas to Draw People Back in the Library (all staff); PR is More Than a Press Release (Laurie); Respectful Human Resources for Rural Librarians (Tiffany); Coping with Compassion Fatigue (Tiffany); Why Psychological Safety Matters More Now Than Ever (Tiffany); WI Libraries Talk About Race Facilitator Training (Caroline); Let's Talk About Race at Work (Caroline, Tiffany)
- c. Other: Library director attended a portion of the Chamber Annual Award Banquet Feb. 21 to honor Community Leader Award winner Tony Birkel.

Tax Season!
 Limited forms provided by state and federal government. Library will print others at no charge this year.

