

Ellsworth Public Library Board of Trustees Meeting Minutes  
Ellsworth Public Library, 312 W Main Street, Ellsworth, WI 54011  
Wednesday, March 30th, 2022

Called to Order by Angie Bjork at 5:15PM

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

Board Members Absent: Judy Perkins

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

Quorum Established/Compliance with Open Meeting Law Established

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

Motion to Approve January Minutes: 1st Dawn, 2nd Mike. Motion carried.

Current Business

+Financial Report: Tiffany reviewed the financial report. Percentage spent out of budget matches with fiscal year. Report is as of the end of February; some money was taken out in March. Tiffany shared a profit and loss that may change once auditor recommendations are applied. Motion to approve made by Mike, 2nd by Angie W. Motion carried.

+Monthly Expenditures: Tiffany reviewed the monthly expenditures. There is an amount listed under benefits that should be under maintenance. Motion to approve made by Sharon, 2nd by Mike. Motion carried.

+Review and approval of building project-related invoices and transfer of funds. Ayres for \$3150, Journal \$39, Loberg Law \$200, Xcel Energy \$676.11, WE Energies \$1252.28. Motion to approve by Angie W, 2nd by Sharon. Motion carried.

+Director's Report: Tiffany reviewed. Visits are increasing, staff reported it's becoming busier and feeling more normal. Storytime fluctuated greatly in attendance. Pizza Arcade teen night was a big hit. Mystery quilt had 57 people. Indoor storywalk going on in the library now. Next week is National Library Week, and kicks off the passport program. Tiny canvas program running with the school art show. giveBig St. Croix Valley coming up, Friends group will participate. Motion to approve made by Dawn, 2nd by Mike. Motion carried.

+School Representative Report: State tests are coming up. ACTs have been completed.

+Village Representative Report: Finance committee will meet tomorrow at 3PM about recommendations for bid awards and money transfer from library accounts to the village held accounts to cover the project.

+Friends of the Library Report: April 26th giveBIG Day. Aware of the fall completion date for the new library. Still working to raise funds through the tractor pull and Cheese Curd Festival. Annual meeting at Summit Park on May 12th, looking for new members. Warren Enger's celebration of life is June 4th.

+Building Project Update: Groundbreaking can happen as a wall smashing with representatives from the project in April; library to receive a grant that is dependent on it. Some repair to exterior doors needed, furnishings, landscaping, moving expenses, and window treatments are not going to be in the construction budget.

+Discussion of payment of utilities at 388 W Main Street: Auditor suggested that the utilities come out of the library operating budget during construction rather than construction budget, then transfer funds to cover expenses.

### New Business

+Presentation and possible action re: Ellsworth Public Library Logo. The staff and board were approached with several options for a new library logo and came to a consensus on a blue and green color scheme. A black and white version is also available for print. Once officially approved the logo will begin to be used in business cards, etc. Motion to approve by Angie W, 2nd by Sharon. Motion carried.

+Discussion and possible action re: Exterior signage, digital signage, and donor wall for new library building. These items are not included in the building project budget. Vendors are starting to reach out for these things. At some point the board and building committee will need to decide how to handle these aspects of the project. No action at this time.

+ Discussion and approval of library policy revisions: Revised policy was presented to the board with new items highlighted. Added to the policy was the photography and videography policy, policy re: animals in the library, and a diversity statement in the collection development section. Recommended to increase color copies to \$.50 up from \$.25. Black and white copies to remain at \$.10. Motion to approve by Sharon, 2nd by Mike. Motion carried.

Adjourn at 6:25PM

Respectfully submitted by Angie Whelan

# Ellsworth Public Library

## Director's Report

### March 30, 2022

#### 1. February Statistics:

- a. Total circulation: 3,604 (up from 2,767 Feb. 2021)
- b. New patrons: 14 (up from 5 Feb. 2021)
- c. New items: 173 (up from 125 Feb. 2021)
- d. Public access comp. sessions: 49 (up from 23 Feb. 2021)
- e. Wireless sessions: 286 (up from 242 Feb. 2021)
- f. E-materials checkouts: 877 (up from 835 Feb. 2021)
- g. Website pageviews: 2,360 (down from 3,506 Feb. 2021)
- h. Doorside pickup appts.: 9 (down from 420 Feb. 2021)
- i. Door count: 1,722 (up from 63 Feb. 2021)



#### 2. Activities/Programs

##### a. February/March (title, date, attendance):

Virtual Literary Trivia	2/24	10	LEGO with Library	3/15	5
Storytime: Go	2/25	7	Virtual Teen Mythology	3/15	6
Sat. Storytime: Willems	2/26	0	Comm. Book Club	3/17	9
Teen Meet-Up: Pizza	3/1	21	Storytime: Homes	3/18	0
Storytime: Lions	3/4	13	Robotics for Kids	3/19	7
Genealogy	3/8	22	Sleep, Health, Aging (collab.)	3/21	34
Doodle Club	3/8	4	Mystery Quilt Reveal	3/24	57
Morning Book Club	3/10	15	Storytime: Spring	3/25	9
Aldo Leopold (collab.)	3/10	54	Sat. Storytime: Willems	3/26	14
Storytime: Music	3/11	16			

##### Other:

- 24 spring sign kits delivered to Ells. Health Services and Pref. Senior Living
- 76 participated in the Frozen February Fun reading challenge (96 registered)
- 95 signed up for Mystery Quilt clues; 48 submitted photos/shared quilts
- Indoor storywalk in library March 7-present

##### b. Upcoming

- i. National Library Week April 3-9: Connect with Your Library (tote bag giveaway)
- ii. Explore MORE Passport Program kicks off April 4 (runs through July)
- iii. April 8 at 4 p.m. – Teen Meet-Up: Waffles & Watercolor
- iv. April 11 – supplies available for Mini Art Show participants (due April 29)
- v. April 12 at 11 a.m. – Discover Together Tuesday: School Music Showcase
- vi. April 18-May 6 – School Art Show
- vii. April 21 at 6:30 p.m. – Gardening with Native Plants (virtual BadgerTalk)
- viii. April 26 – Friends of EPL participating in giveBIG St. Croix Valley

### 3. Facilities/Equipment/Services

- a. 30+ Mystery Quilts on display at the library through April 15
- b. Weeded audiobooks, DVD collection, and travel guides
- c. Reorganizing parts of circulating collection in preparation for move to new location

### 4. Personnel & Volunteers

- a. Meetings: Freedom to Read Roundtable, Feb. 24 (Caroline); Asst. Librarians, March 1 (Alyssa, Crystal, Laurie, Tiffany); Programming, March 7 (Caroline, Tiffany); Village Board, March 7 (Tiffany); EPL special staff mtg., March 8 (all staff); Adult Programming Collaboration, March 9 (Caroline); Website office hours, March 17 (Laurie); EPL Staff, March 22 (all staff); EPL policy w/ Atty. Loberg, March 23 (Judy, Mike, Tiffany); Chamber: Strong Schools = Strong Communities, March 24 (Crystal); Bid Opening, March 24 (Judy, Tiffany)
- b. Professional Development: Summer Library Program (Caroline); Conversations of the Valley: the Built Environment (Caroline); Oceans of Possibilities in Your Own Back Yard (Caroline); WI Libraries Talk About Race (Caroline); Engaging in Sensitive Conversations & Handling Pushback webinar (Caroline, Tiffany); Out-of-the-Box Marketing Tactics (Heidi); Accessible Libraries 101 (Heidi); Capturing Your Community (Alyssa); PR is More Than a Press Release (Alyssa); Using the Main MORE Catalog (Crystal); Explore MORE Passport Program (Crystal, Laurie, Tiffany); Social Media & Volunteer Engagement (Tiffany)

**NATIONAL LIBRARY WEEK** ★★ ★ **APRIL 3-9, 2022**

“Libraries are places where communities connect—to things like broadband, computers, programs and classes, books, movies, video games, and more. But most importantly, libraries connect us to each other.”

**MOLLY SHANNON**  
NATIONAL LIBRARY WEEK HONORARY CHAIR

**CONNECT WITH YOUR LIBRARY** ALA American Library Association Library Champions LIBRARIES TRANSFORM