

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 W Main Street, Ellsworth, WI 54011

Tuesday, October 25th, 2022

Called to Order by President Judy Perkins at 5:17PM

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

Board Members Absent: Dawn Schulte

Others Present: Tiffany Meyer (Director), Jeanette Wright (Friends of the Ellsworth Public Library)

Quorum Established/Compliance with Open Meeting Law Established

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

Motion to Approve September Minutes: 1st by Angie W., 2nd by Mindy. Motion carried.

Current Business

Financial Report: Tiffany reviewed the financial report. The Associated Bank account has been closed. Motion to approve made by Angie B., 2nd by Sharon. Motion carried.

Monthly Expenditures: Tiffany reviewed the monthly expenditures. Nothing unusual to report. Motion to approve made by Mike, 2nd by Angie B. Motion carried.

Reviewed building project-related invoices and transfer of funds.

AT&T- \$100.39 & 68.18, Ayres \$1300, Loberg \$75, Variance Approval, \$30, Water & Sewer, \$109.50, WE Energies \$33.53, Excel Energy \$1513.95. Total- \$3230.50

Motion to approve payment of building project invoices and to transfer the needed funds by Angie W., 2nd by Sharon. Motion carried.

Director's Report: Tiffany reviewed. Circulation and door count up significantly from last year. Motion to approve made by Mindy, 2nd by Mike. Motion carried.

School Representative Report: Football in 2nd round playoffs. High school musical, Oklahoma, 2nd week of November. Gift Box program started. Math club starting at elementary school.

Village Representative Report: Comprehensive plan approved and being put into action. Lots of budget work and meetings going on. Large revenue surplus in WI state government right now. Towns and villages lobbying for some money to be put into municipalities.

Friends of the Library Report: Little Free libraries have arrived. High school students recruited to paint them. Voted to give \$1000 to the library budget for programming next year. As of October 6th, over \$9000 received from the last donation drive effort. Working on a grand opening event. Currently no budget has been developed for the event. Next meeting Thursday, November 3rd, 6:30PM at senior center.

Building Project Update: Reviewed summary. Light fixtures mid-November. Electrical panel has been installed. Exterior signage installed, donor wall early December. Landscaping in front is complete. Internet being tested next week.

Discussion and possible action re: holidays as listed in personnel policy: No action taken. Tabled until next meeting.

Discussion and possible action re: 2023 closed dates: No action taken. Tabled until next meeting.

Update re: 2023 Ellsworth Public Library Budget: Discussions still in progress at the Village level.

New Business

Discussion and approval of burglar alarm system monitoring contract: Alarm has been installed by LVC Companies. Loberg looked through the contract and sent a letter to the director. Fees \$380/year. Motion to approve the contract as seen made by Angie W., second by Mike. Motion carried.

Discussion and approval of window washing quotes: 2 companies provided quotes, Squeegee Squad (Hudson) and Lookin Glass (Red Wing). Lookin Glass did say in a separate message they would not be able to do the skylight. Motion to approve the Squeegee Squad quote for inside and out made by Mike, second by Angie B. Motion carried.

Discussion of meeting room policy: Tiffany will get examples for meeting rooms, study rooms, and computer use from other libraries, work with staff to draft a policy, and bring it to the board to work through at the next meeting.

Adjourn at 6:18PM

Respectfully submitted by Angie Whelan

Ellsworth Public Library Director's Report October 25, 2022

1. September Statistics:

- a. Total circulation: 4,078 (up from 2,582 Sep. 2021)
- b. New patrons: 15 (up from 13 Sep. 2021)
- c. New items: 95 (down from 96 Sep. 2021)
- d. Public access comp. sessions: 99 (up from 59 Sep. 2021)
- e. Wireless sessions: 321 (down from 356 Sep. 2021)
- f. E-materials checkouts: 837 (down from 908 Sep. 2021)
- g. Website pageviews: 1,376 (down from 1,579 Sep. 2021)
- h. Door count: 1,888 (up from 1,558 Sep. 2021)

2. Activities/Programs

a. September/October (title, date, attendance):

| | | |
|------------------------|-------|----|
| Saturday Story Spec. | 9/24 | 7 |
| Storytime: Be You | 9/30 | 12 |
| Teen Meet-Up: Taco Bar | 10/4 | 5 |
| Storytime: Spiders | 10/7 | 21 |
| Mindful Wellness | 10/11 | 11 |
| Doodle Club | 10/11 | 2 |
| Drop-In "Glass" Crafts | 10/11 | 18 |
| Morning Book Club | 10/13 | 8 |
| Drop-In "Glass" Crafts | 10/13 | 7 |
| Storytime: Orange | 10/14 | 10 |
| Robotics for Kids | 10/15 | 2 |
| LEGO with the Library | 10/18 | 4 |
| Community Book Club | 10/20 | 6 |

Science in a Bag kits



Other:

- Newbery Reading Challenge – 9 reviews returned by 5 people in September
- Teen Book Boxes – currently have 39 participants
- Wisconsin Science Festival – distributed 50 Science in a Bag kits; hosted Science of Glass display/activities; created secret message hunt utilizing community planters
- Grab & Go kits included fish paper weaving and leaf mosaic coloring sheets
- 26 Mando-Harp kits delivered to Ellsworth Health Services & Preferred Senior Living
- Other outreach: Main Street Storywalk; presence at EHS Parent Teacher conferences Oct. 3, East End Fall Festival Oct. 15 (86 people stopped at the library table), and Pumpkin in the Park Oct. 22 (132 people stopped at the library table)

b. Upcoming

- i. Community Trick or Treat & Scarecrow Contest Oct. 31 from 3-5 p.m. (local businesses)
- ii. Game & Puzzle Trivia Nov. 10 at 7 p.m. (lower level of library & virtual)
- iii. POW Camps in Wisconsin Nov. 15 at 11 a.m. (senior center)
- iv. TAB Teen Video Gaming Nov. 22 from 4-5 p.m. (lower level of library)
- v. Library Game Night Nov. 22 from 5-7 p.m. (library)

3. Facilities/Equipment/Services

- a. MORE system-wide damaged items policy went into effect Oct. 17.
- b. Southwest Wisconsin Library System and WiLS conducting data landscape survey with LSTA funding

4. Personnel & Volunteers

- a. Meetings: County Board, Sep. 27 (Judy, Tiffany); Library outreach potential at EHS, Sep. 28 (Caroline); Inclusive Services SIG, Sep. 28 (Tiffany); Admin/Clerk-Treas., Sep. 30 (Tiffany); Village Board, Oct. 3 (Tiffany); Signation, Oct. 4 (Mindy, Tiffany); Grand Opening committee, Oct. 5 (Caroline, Sharon); Asst. Lib., Oct. 6 (Alyssa, Heidi, Laurie, Tiffany); Friends of EPL, Oct. 6 (Alyssa, Tiffany); Village budget meeting, Oct. 11 (Angie W., Judy, Tiffany); Donor Display Case, Oct. 12 (Tiffany); Landscaping, Oct. 18 (Judy, Tiffany)
- b. Professional Development: Little Makers Program Facilitation and Reflection, Sep. 28 (Caroline); Beyond the Desk: a workshop for non-management library workers, Oct. 27 (Alyssa, Heidi, Laurie)
- c. Laurie Braun will be retiring from the library on Jan. 20, 2023 after 15 years of service. Laurie has made great contributions to the library by serving on the MORE Operations Committee, maintaining the library website, designing promotional materials, assisting with signage branding, and so much more.



New signage is in place!

