

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

Tuesday, September 27th, 2022

Called to Order by President Judy Perkins at 5:20PM

Board Members Present: Judy Perkins, Sharon Hofmeister, Mindy Anderson, Dawn Schulte

Board Members Absent: Mike Harris, Angie Whelan, Angie Bjork

Others Present: Tiffany Meyer (Director), Beth Kidd, Friends of the Ellsworth Public Library

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve September Agenda: 1st by Sharon Hofmeister, 2nd by Dawn Schulte. Motion carried.

Motion to Approve August Minutes: 1st by Mindy Anderson, 2nd by Dawn Schulte. Motion carried.

Current Business

Financial Report: Tiffany reviewed the financial report. Motion to approve made by Dawn Schulte, 2nd by Sharon Hofmeister. Motion carried.

Monthly Expenditures: Tiffany reviewed the monthly expenditures. Nothing unusual to report. Motion to approve made by Mindy Anderson, 2nd by Judy Perkins. Motion carried.

Reviewed and approved building project-related invoices and transfer of funds.

ATT \$795.47, Loberg Law Office \$40.00, Xcel Energy \$1,332.93, We Energies \$22.95, water/sewer \$80.87, Ayres \$3,380.00, Best Buy \$3,169.90, TKE \$133.55

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

Director's Report: Tiffany reviewed. Motion to approve made by Sharon Hofmeister, 2nd by Dawn Schulte. Motion carried.

School Representative Report: Day of Service, Homecoming activities this week and the district library policy is being updated.

Village Representative Report: Brad Roy started on Monday as the Village Administrator. Working on the comprehensive plan. The plan will go to a public meeting for comments and then will be voted on.

Friends of the Library Report: Three new Little Free Library boxes have been ordered. They will be used to replace current boxes at Young Acres, St Paul's Church, and Maiden Rock Park. Friends mailed 175 fundraising letters in early August. As of September 1, 25 had responded with total gifts of \$8,650.00. Discussion was held about selling bricks from the bank building as a fundraiser at the Grand Opening. No decision was made at this meeting.

Building Project Update: Tentative moving in date of Jan 2-6th. Grand Opening tentatively January 9th.

New capital campaign donation thank you letter was presented and signed by board members present. Other members are asked to stop in at the library and sign them this week.

### New Business

Discussion & Possible Action of holidays as listed in personnel policy: Please review the current policy and bring comments to the next meeting.

Discussion & possible action of 2023 closed dates: Please review the current holiday policy and bring comments to the next meeting.

Presentation and Approval of 2023 Draft Ellsworth Public Library Budget: Motion to approve the draft 2023 budget made by Sharon Hofmeister, 2nd by Judy Perkins. Motion carried.

Adjourn at 6:05PM

Respectfully submitted by Dawn Schulte and Sharon Hofmeister

# Ellsworth Public Library

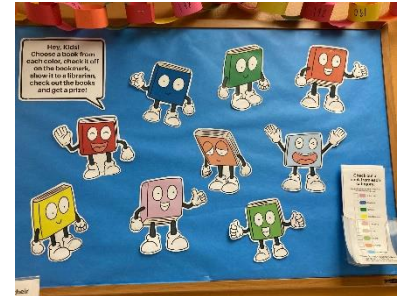
## Director's Report

### September 27, 2022

#### 1. August Statistics:

- a. Total circulation: 4,195 (down from 4,697 Aug. 2021)
- b. New patrons: 18 (up from 10 Aug. 2021)
- c. New items: 147 (down from 186 Aug. 2021)
- d. Public access comp. sessions: 107 (up from 80 Aug. 2021)
- e. Wireless sessions: 248 (down from 395 Aug. 2021)
- f. E-materials checkouts: 960 (up from 844 Aug. 2021)
- g. Website pageviews: 1,697 (down from 1,795 Aug. 2021)
- h. Door count: 2,144 (up from 1,945 Aug. 2021)

Picture Book Organization  
bulletin board



#### 2. Activities/Programs

##### a. August/September (title, date, attendance):

Art in the Park	8/22	0	Morning Book Club	9/8	5
Teen Meet-Up: Grill	8/23	6	Storytime: Teddy Bear	9/9	18
Virtual Badger Talk: Bugs	8/24	1	Fiesta in the Garden	9/13	17
Morning in the Garden	8/25	7	Doodle Club	9/13	7
Together Thursday	8/25	93	Community Book Club	9/15	7
Storytime: Sharks & Fish	8/26	18	Storytime: Sharing	9/16	24
Summer STEM	8/27	9	Robotics for Kids	9/17	9
Storytime: Grumpy	9/2	17	LEGO in the Park	9/20	4

##### Other:

- Picture Book Category Challenge – 3 entries since Aug. 15
- Newbery Reading Challenge – 14 reviews returned by 10 people in August
- Grab & Go kits incl. upcycled disc creations, nature journals & more!
- 26 summer-themed snow globe kits delivered to Ellsworth Health Services & Preferred Senior Living

##### b. Upcoming

- i. Main Street Storywalk Oct. 3-31
- ii. Fall Secret Message Hunt Oct. 3-15
- iii. Teen Meet-Up Taco Bar & TAB informational meeting Oct. 4
- iv. Wisconsin Science Festival Oct. 10-16 (giving out 50 Science in a Bag kits)
- v. Mindful Wellness Moments Oct. 11 in senior center
- vi. Library presence at East End Fall Festival Oct. 15
- vii. Community Trick or Treat scheduled from 3-5 Oct. 31

### 3. Facilities/Equipment/Services

- a. MORE Directors Council: opted to continue with Decision Center for collection development and statistical analysis but also subsidize experience with Library IQ for up to \$5,000; new damaged items billing guidelines approved effective Oct. 17; changes approved to courtesy notice schedule in an effort to help with email delivery problems effective Oct. 3
- b. WALTCO: System-wide cleaning of courier bins Sep. 12-16; courier staffing shortage causing delivery delays ranging from hours to days

### 4. Personnel & Volunteers

- a. Meetings: Construction, Aug. 24 (Tiffany); Special Village Board, Aug. 25 (Tiffany); Signation, Aug. 26 (Mindy, Tiffany); Construction, Aug. 31 (Tiffany); ACT 150, Aug. 31 (Tiffany); IFLS Business Manager interviews, Sep. 1 (Tiffany); Friends, Sep. 1 (Alyssa, Tiffany); Construction, Sep. 7 (Tiffany); Maint. Budget, Sep. 9 (Tiffany); Village Board, Sep. 12 (Tiffany); volunteer interview, Sep 14 (Alyssa, Tiffany); MORE Directors Council, Sep 16 (Tiffany); EES principals/literacy coach, Sep. 16 (Caroline); Budget, Sep. 20 (Angie W., Judy, Tiffany); Chamber, Sep. 22 (Caroline, Tiffany); Western Wisc. Health, Sep. 22 (Caroline, Tiffany); Construction, Sep. 23 (Tiffany); EHS Family Consumer Ed Childcare Class tour of library, Sep. 23 (Caroline)
- b. Professional Development: Mental Health First Aid, Sep. 15 (all staff); Cultivating a Great Relationship with Your Municipal Clerk, Sep. 20 (Tiffany); What's on the Technology Horizon, Sep. 21 (Tiffany); Little Makers Program Planning and Implementation, Sep. 21 (Caroline); LEANWI Phishing Deeper Dive, Sep. (all staff)
- c. Elise Gregory rejoined our staff Sep. 15, this time to fill the vacant library clerk position.
- d. Seven EHS students under the supervision of English teacher Karen Capper assisted with a variety of tasks on EHS Day of Service (Sep. 21) including moving storage items, recycling boxes, and contributing to a fall window display
- e. Andrea Esterby starting in volunteer page position Oct. 5

