

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 388 W Main Street, Ellsworth, WI 54011
February 27, 2023

The February meeting of the Ellsworth Public Library was called to order at 5:15pm by President Judy Perkins.

Board Members Present: Sharon Hofmeister, Judy Perkins, Dawn Schulte, Angie Bjork, Henri Jansa

Absent: Mindy Anderson, Mike Harris

Others Present: Tiffany Meyer (Director), Becky Beissel, Carter Schutz, Beth Kidd

Quorum Established/Compliance with Open Meeting Law Established

Motion to approve the February agenda made by Angie Bjork, 2nd Dawn Schulte. Motion carried.

Motion to approve the January minutes made by Dawn Schulte, 2nd Angie Bjork. Motion carried.

Current Business

Review & Approval of Financial Report: Tiffany reviewed the financial report. Motion to approve made by Angie Bjork, 2nd by Henri Jansa. Motion carried.

Review & Monthly Expenditures: Tiffany reviewed the monthly expenditures. Motion to approve made by Sharon Hofmeister, 2nd by Judy Perkins. Motion carried.

Reviewed building project-related invoices and transfer of funds for Matt's electric. Motion to approve the invoice from Matt's Electric and to transfer the needed funds made by Sharon Hofmeister, 2nd by Angie Bjork. Motion carried.

Review & Approval of Director's Report: Tiffany reviewed the Director's Report. Motion to approve the Director's report made by Henri Jansa, 2nd by Dawn Schulte. Motion carried.

School Representative Report: E-Learning days now instead of snow days, getting ready for state and ACT testing.

Village Representative Report: Have been interviewing and hiring for new positions at the Village. Vibrant Grant, WEDC, and Power of 100 have been applied for. Pierce Co Health and AARP Grants are in process.

Friends of the Library Report: Friends were impressed with the Journal's coverage of our Library but there was an error in reporting that was corrected. Friends will reimburse Library for K Cups. Friends will continue to donate \$15.00 per month to the Seniors Center and they approved a second donation box.

New Business

Secretary position deferred to next meeting.

RCU Signage discussed. Tiffany will contact Signation for new signs and we will bring the discussion back to the March meeting.

The Annual Report for 2022 was reviewed. Motion to approve the Annual Report made by Sharon Hofmeister, 2nd by Angie Bjork. Motion carried.

Meeting adjourned at 5:55pm

Next Meeting March 28, 2023, 5:15pm

Respectfully submitted by Sharon Hofmeister

Ellsworth Public Library

Director's Report

February 27, 2023

1. January Statistics:

- a. Total circulation: 4,425 (up from 3,509 Jan. 2022)
- b. New patrons: 56 (up from 11 Jan. 2022)
- c. New items: 55 (down from 158 Jan. 2022)
- d. Public access comp. sessions: 81 (up from 50 Jan. 2022)
- e. Wireless sessions: 419 (up from 241 Jan. 2022)
- f. E-materials checkouts: 987 (up from 959 Jan. 2022)
- g. Website pageviews: 3,058 (up from 2,079 Jan. 2022)
- h. Door count: 2,824 est. (up from 1,849 Jan. 2022)

The library was closed Jan. 15-22 for moving, hosted a grand opening the evening of Jan. 23, and re-opened for business on Jan. 24.

2. Activities/Programs

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

Grand Opening	1/24	363	Doodle Club	2/14	5
Child/Fam Open House	1/28	190	Comm. Book Club	2/16	6
Storytime: Library Love	2/3	33	Storytime: Blankets	2/17	22
Therapy Dog Maggie	2/7	19	Robotics Exploration	2/18	20
Morning Book Club	2/9	7	LEGO at the Library	2/21	27
Storytime: Red	2/10	42	Storytime: Teeth	2/24	23
Identity Theft Prev.	2/14	17			

Other:

- Caroline participated in Ellsworth Elementary School's Literacy Night on Feb. 2 and the Reality Check program at the high school on Feb. 15.
- All Together Now year-long reading challenge has 25 participants so far.
- Teen Book Boxes – currently 38 active participants; 13 boxes went out in February (3 new sign-ups); 50 teens served in total since the program started.
- Book Character Hunt 2.0 – 18 participants
- Storytime to Go – 37 grab bags were created for families to enjoy at home; one kiddo brought the library love book she made back to show Ms. Caroline 😊
- Almost 90 people are participating in the Mystery Quilt program, including folks from AZ, MT, and Sweden!

b. Upcoming

- i. Stitchin' Time Crafters meet Mondays and 4th Wednesdays at 10
- ii. Spring Break Library Staycation March 6-10: drop-in crafts and activities in the Makerspace and obstacle course in the Storytime Playspace
- iii. Teen Room ribbon cutting and Teen Book Box Party March 16
- iv. Mystery Quilt Reveal after-hours on March 27 at 6:30 in RCU Children's Area

3. Facilities/Equipment/Services

- a. Closed Feb. 22-23 due to winter storm
- b. Heating system not working properly in southwest corner of building, mainly impacting Meeting Room, received quote from Matt's Electric to replace valves
- c. Rekeying of spaces continuing with Moseng Locksmithing Co.
- d. LFI Furniture punchlist – canopy top in Local History, canopy top near reading nook in RCU Children's Area, shelving in Teen Room, end table and chair leg in lounge area, endcap display in nonfiction, nesting table in Meeting Room
- e. New items to be quoted from LFI – additional end tables, additional shelves, acrylic backstops, additional meeting room chairs with casters
- f. Adding consoles in Teen Room and Coffee Station; added cabinet at Circulation Desk
- g. Market & Johnson punchlist – history room display case doors, door handle to bookdrop room
- h. Display case in history room has been filled with historical and current items related to library history and building history
- i. Tony Birkel will reach out to donor re: items to fill display case in Makerspace
- j. Continuing to work with two donors re: acknowledgement
- k. Exploring idea of virtual building tour inside library
- l. Master Gardener Mary Vagt is returning plants to the library a few at a time.

4. Personnel & Volunteers

- a. Meetings: Grand Opening Wrap-Up, Jan. 31 (Caroline, Sharon H.); Friends of EPL, Feb. 2 (Alyssa); Healthier Together Social Emotional Health, Feb. 7 (Caroline); Youth Services Check-In, Feb. 8 (Caroline, Tiffany); Healthier Together Large Group, Feb. 9 (Caroline); Fundraising Share, Feb. 13 (Tiffany); PANO Virtual Building Tours, Feb. 21 (Tiffany); Asst. Librarian Check-In, Feb. 24 (Alyssa, Crystal, Heidi, Tiffany)
- b. Professional Development: Wild Wisconsin Winter Web Conference was live Jan. 24-25; staff have been watching recorded webinars since we were pretty busy that week!
- c. Several volunteer applications have been submitted for student service hours, community service hours, and general volunteer interest.
- d. Plan to post position for part-time Library Clerk in March

Ellsworth Area Chamber of Commerce Annual Award Banquet 2/20/23

Best Non-Profit Organization:
Ellsworth Public Library

“These groups and organizations give to our community in inspirational, emotional, and spiritual ways. They're neighbors helping neighbors and their work touches our lives locally with ripple effects that reach far beyond.”

