

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 388 W Main Street, Ellsworth, WI 54011
Tuesday, January 31st, 2023

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), Beth Kidd (Friends of the Library)

Quorum Established/Compliance with Open Meeting Law Established

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

Motion to Approve December Minutes: 1st by Mike, 2nd by Angie B. Motion carried.

Current Business

Financial Report: Tiffany reviewed the financial report. Village is showing a negative balance, and the library is showing a positive balance due to a misunderstanding with utilities accounting. Tiffany will meet with Brad R. and Angie at the village to sort out. Motion to approve made by Angie W, 2nd by Sharon. Motion carried.

Monthly Expenditures: Tiffany reviewed the monthly expenditures. Nothing unusual to report.

Reviewed building project-related invoices and transfer of funds.

A1 Cleaning & Restoration- \$1199, AT&T- \$111.78, Pierce County Abstract & Title \$300, Red Wing Art Down Payment \$1050, Signation \$9322, Squeegee Squad \$1065, TEACH Services \$200, TK Elevator Corporation \$135, Village of Ellsworth \$262.56, Yerges \$8011.78 Total- \$21,657.12

Motion to approve made by Mindy, 2nd by Angie B. Motion carried.

Director's Report: Tiffany reviewed. A few programs were canceled due to weather. 231 passports were handed out at the grand opening. Every new space was used in the first week at the new building. Some issues with space heaters. Motion to approve made by Angie W., 2nd by Judy. Motion carried.

School Representative Report: High School and middle school have implemented a reading goal for all kids. The Reality Check program is happening in February. eLearning is starting for snow days.

Village Representative Report: Discussion on reconstruction of the Piety street water/sewer. Meetings now at 6pm. Talked about the Vibrant Spaces grant. Police staffing changes and shortages.

Friends of the Library Report: No report.

Building Project Update: Light fixtures to be replaced due to the boiler issues. Phone lines are still not completely up and running and not getting much information with AT&T. Identified some punch list

items on the furnishings. Working with reps about damaged items and some replacement items. Identified some additional items that will be needed, 12-16 shelves, small table, acrylic backstops, coffee station doors, and restroom vanity. Need security camera by the elevator and panic buttons at the checkout counter.

New Business

Recommendations for upcoming library board vacancy: General discussion of potential board members. Working towards diversity and filling gaps in the representation. The 2 vacancies could be filled by individuals outside of the Village limits but still in the service area.

Adjourn at 5:57PM

Respectfully submitted by Angie Whelan

Ellsworth Public Library

Director's Report

January 31, 2023

1. December Statistics:

- a. Total circulation: 3,762 (up from 2,703 Dec. 2021)
- b. New patrons: 10 (up from 2 Dec. 2021)
- c. New items: 138 (down from 186 Dec. 2021)
- d. Public access comp. sessions: 68 (up from 47 Dec. 2021)
- e. Wireless sessions: 227 (down from 305 Dec. 2021)
- f. E-materials checkouts: 926 (up from 870 Dec. 2021)
- g. Website pageviews: 1,590 (down from 1,728 Dec. 2021)
- h. Door count: 1,798 (up from 1,451 Dec. 2021)

2. Activities/Programs

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

Holiday Celebration	12/13	24	Storytime: Old	1/6	11
Doodle Club	12/13	1	Return to Costa Rica	1/10	17
Community Book Club	12/15	0	Doodle Club	1/10	6
Storytime: Gingerbread	12/16	cxl	Morning Book Club	1/12	10
LEGO with the Library	12/20	2	Storytime: New	1/13	19
Teen Meet-up	12/22	cxl	LEGO at the Library	1/24	31
Drop-in Craft Night	12/22	cxl	Community Book Club	1/26	4

Other:

- Light Up the Fair – estimated reach of 410 people with Stories & S'mores
- Newbery Reading Challenge ended 12/31/22: 6 participants returned 13 reviews in December; total of 22 unique participants in 2022; 7 completed the entire challenge
- Teen Book Boxes – currently 35 active participants; 15 boxes went out in December and 8 boxes went out in January
- 59 participants completed the Indoor Storywalk in December (Snowmen at Night)
- 50 Grab & Go kits were given out
- Grand Opening: 231 of 250 passports were handed out! More statistics about opening week will be provided at the February meeting.

b. Upcoming

- i. Mystery Quilt 2023 has begun – clues will continue to be released through February and a reveal will be scheduled in March
- ii. All Together Now year-long reading challenge includes prizes, book discussions, summer reading tie-ins and more.
- iii. 28 Days of Maker Magic – themed projects & activities in the Makerspace in Feb.

3. Facilities/Equipment/Services

- a. The library was closed Jan. 16-23 to move to the new location at 388 W. Main St.
- b. All spaces in the new library have been used within the first week. Several reservations have been made for the meeting room.
- c. We are continuing to figure out the heating/cooling system. The baseboards do not all work properly – stuck valves – Matt’s Electric is helping us navigate.
- d. The Grand Opening, RCU Foundation event, and Children and Families Open House all went very well.

4. Personnel & Volunteers

- a. Meetings: Collection layout, Jan. 3 (Tiffany); Village Board, Jan. 3 (Tiffany); Friends of EPL, Jan. 5 (Alyssa, Tiffany); Vibrant Spaces grant, Jan. 10 (Tiffany); Grand Opening committee, Jan. 10 (Caroline); Therapy Dog program planning, Jan. 12 (Caroline)
- b. Professional Development: Disinformation Escape Room webinar, Dec. 15 (Caroline); HIPAA training, Jan. 5 (all staff either participated live or watched recording)
- c. Several volunteers (students, Friends, library board members, building committee members, library patrons, and more) assisted with the library’s move and opening week celebrations. We are fortunate to have such incredible support in the community!
- d. Crystal Johnson returned Jan. 23 as an Assistant Librarian to fill the vacancy left by Laurie Braun’s retirement.

Ribbon Cutting at Grand Opening
January 23, 2023



Photo from Friends of the Ellsworth Public Library website