

Ellsworth Public Library Board of Trustees Meeting
Tuesday, May 30, 2023 at 5:15 p.m.
388 W. Main St., Ellsworth, WI (Meeting Room)

Called to Order by President Judy Perkins at 5:15pm

Board Members Present: Judy Perkins, Sharon Hofmeister, Carter Schutz, Mike Harris, Angie Bjork, Henri Jansa, Mindy Anderson

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve May Agenda: 1st by Sharon H, 2nd by Henri J. Motion carried.

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

Current Business

- **Financial Report:** Tiffany reviewed the financial report.

Village and library accounts will be off as the 250 account set up by the auditor has not been consistently used. Auditor will need to make the adjustment to get us back on track. Until then, the Library Account will be most accurate for dollars remaining and percentage of budget spent.

Western Wisconsin Health gave \$1,200 donation.

Revenue: received as much as we said we were going to for the year

Expense: Anything over 33.3% on the Profit & Loss statement was likely paid out at the beginning of the year that is why it is higher

Motion to approve the Financial Report: 1st by Mindy A, 2nd by Henri J. Motion carried.

- **Monthly Expenditures:** Tiffany reviewed the monthly expenditures

Nothing out of the ordinary

Under Operating supplies end tables were ordered

“Other Expenses” will be capital expenses of heating and cooling

Vanity was replaced in the restroom so this bill should be available soon

Motion to approve the expenditures and move money from the library account to the village account in the amount of \$55,080.04 to pay the Market and Johnson invoice: 1st by Mike H and 2nd by Carter S. Motion carried.

- **Director’s report:** Tiffany reviewed the directors report.

New patrons and Items way up from last year

We now have 325 new card holders since the beginning of the year

School visits were very successful

Wisconsin state park system--Free park pass program has been popular with patrons

Administrator Roy working on canceling AT&T account for alarm system and reported that money paid toward that account so far will be refunded. Will establish a new carrier to try and get the alarm systems operating. Closing this account might make it possible to get the old phone number working again

Friends of the library will pay for the Midwest PANO virtual tour.

Motion to approve the director's report: 1st by Henri J, 2nd by Judy P. Motion carried.

- School representative report (Angie Bjork)

Graduation and the end of the school year is near

- Village representative report (Mindy Anderson)

Approved a new deputy treasurer: Cyndi Kern

- Friends of the Ellsworth Public Library report (Jeanette Wright)

Friends will donate \$25 a month to the Senior Center, up from \$15, to support meals following library programs.

Voted to pay for the virtual video tour, Midwest PANO

Need volunteers to work at the Cheese Curd Fest on behalf the Friends of the Library--Money will be paid to the Friends for any help provided.

New Business

Progress report on EPL Personnel Handbook revision

Work in progress--Changes need to be updated then the committee will double check changes then it will be brought to board for approval.

Discussion and possible action re: EPL logo shirts for trustees

Mindy will look into different styles of shirts and check prices

Discussion and possible action re: library board policy regarding board member retirement and other occasions

No sunshine fund. A suggestion of a \$35 gift certificate for retirement recognition or recognition service. Money would come from the Library budget. Research will be done before we make a decision. Sharon will make some contacts.

Discussion and possible action re: exterior library spaces (funding, timing, naming opportunities)

No grants have been awarded to the library yet but we are waiting on a few others. Depending on what happens we will decide how much of the landscaping project we can get done.

A discussion will be needed to decide what gets done and what does not. The Board will take a look at what is available and come back with ideas of needs and wants for the next meeting.

Overview of EPL's summer library program

Wednesday Performers

Special events: Trimbelle nature day, bingo day, pool party, National Night Out Block Party

Together Thursdays: Sponsoring 3 musicians

Discover Together Tuesdays

Lego in the library, Crafters, Tech time will continue, Story time in the park, Poolside story time, Book clubs, Robotics, and Teen meetups

Adjourn at 6:02

Next Meeting: Tuesday, June 27, 2023 at 4:00 p.m.

The July 25th meeting will also be at 4:00 p.m.

Ellsworth Public Library

Director's Report

May 30, 2023



Eggsbert unveiled 5/4/23

1. April Statistics:

- a. Total circulation: 5,304 (up from 4,287 April 2022)
- b. New patrons: 48 (up from 25 April 2022)
- c. New items: 213 (down from 279 April 2022)
- d. Public access comp. sessions: 120 (up from 93 April 2022)
- e. Wireless sessions: 800 (up from 325 April 2022)
- f. E-materials checkouts: 938 (up from 835 April 2022)
- g. Website pageviews: 1,885 (down from 1,887 April 2022)
- h. Door count: 3,452 (up from 2,301 April 2022)

2. Activities/Programs

a. April/May (title, date, attendance):

Author Visit: Trautmiller	4/27	12	3 rd grade visits	5/10	103
Talewise at EES	4/28	645	Morning Book Club	5/11	12
Sat. Story Spectacular	4/29	6	4YK visits	5/11	19
5 th grade visits	5/2&3	101	Author Visit: Peterson	5/11	12
1 st grade visits	5/4	110	Storytime: Flowers	5/12	23
Storytime: 5th de Mayo	5/5	22	St. Francis visits	5/15	65
Free Comic Book Day	5/6	63	Therapy Dog Maggie	5/15	11
Tech Time	5/8	2	6 th grade outreach	5/15	60ish
4YK visits	5/8	46	6 th grade outreach	5/16	40ish
Hydro Dipping (sr. cent.)	5/9	17	LEGO at the Library	5/16	31
Doodle Club	5/9	8	Comm. Book Club	5/18	6
4YK visits	5/10	37	Storytime: Bugs	5/19	15

Other:

- Poetry Month Code Hunt – 40 participants
- Storytime to Go – 27 grab bags were created for families to enjoy at home
- Teen Book Boxes – 42 current participants
- Senior outreach – 26 spring door hanger kits sent to Preferred Senior Living and Ellsworth Health Services
- National Library Week promotion – 31 slips returned, 11 new e-news subscribers
- Mini Art Show – 88 canvases distributed, 56 participants on display
- All School Art Show – 131 observed the show and/or signed the guest book

b. Upcoming

- i. Check Out Wisconsin State Parks at Your Library free day pass program runs May 22 through Dec. 31 (while supplies last)
- ii. Local History Display Case: Circus Miniatures by Trudi Schaefer and local/regional circus history June 5 through July 31

- iii. Discover Together Tues.: Children’s book author Wade Bergner June 13 (senior center)
- iv. 2nd annual Trimbelle Nature Day June 21 (Trimbelle Recreation Area)
- v. All Together Now 2023 Summer Library Program runs June 26 through August 4

3. Facilities/Equipment/Services

- a. Light component replacement continues – a few remaining fixtures (Reece Electric)
- b. Furniture punchlist – ship dates as late as June 20 (Library Furniture International)
- c. Administrator Roy looking into AT&T phone issues related to alarm system lines and porting old number
- d. Delayed damage from boiler malfunction continues to crop up with fluctuating temperatures. Market & Johnson made some wall repairs in early May and identified spots where paint is bubbling. Will revisit in early July once heating/cooling cycle is further along.
- e. Friends of EPL approved payment for EPL virtual tour by Midwest PANO
- f. Western Wisconsin Health made \$1,200 donation with remaining grant funds

4. Personnel & Volunteers

- a. Meetings: Youth Services check-in, April 26 (Caroline, Tiffany); Ellsworth Area Chamber, April 27 (Caroline, Tiffany); Village Administrator, April 27 (Tiffany); Village Board, May 1 (Tiffany); volunteer interview, May 3 (Tiffany); Western Wisconsin Health, May 3 (Caroline, Tiffany); Friends of EPL annual meeting, May 4 (Alyssa, Judy, Sharon, Tiffany); volunteer orientation, May 8 (Tiffany); trustee orientation, May 9 (Carter, Judy, Tiffany); volunteer interview, May 9 (Tiffany); Market & Johnson, May 10 (Tiffany); volunteer orientation, May 10 (Tiffany); Youth Services check-in, May 10 (Caroline, Tiffany); Assistant Librarian check-in, May 11 (Alyssa, Crystal, Heidi, Tiffany); Personnel Handbook revision committee, May 12 (Judy, Mike, Sharon, Tiffany); EMS principal, May 15 (Caroline); Workforce Resource, May 15 (Tiffany); EMS library aide, May 16 (Caroline); MORE Operations, May 18 (Alyssa); Ellsworth E3 CDC, May 19 (Tiffany); MORE Director’s Council, May 19 (Tiffany)
- b. Professional Development: Webmaster Hours, May 15 (Alyssa); library clerk training (Anna, Nancy)
- c. Summer Volunteers: Circulation – Abby K., Andrea E., Katelyn A., Whitney O.; Programs – Eden F., Kay K., Sadie A.

