

Ellsworth Public Library Board of Trustees Meeting
Tuesday, August 27th, 2024
5:15 p.m.
388 W. Main St., Ellsworth, WI (Meeting Room)

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

Board Members Present: Judy Perkins, Mike Harris, Angie Bjork, Laurie Neely, Carter Schutz, Sharon Hofmeister, and Henri Jansa

Board Members Absent:

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

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve August Agenda: 1st by Laurie N., 2nd by Angie B. Motion carried.

Motion to Approve July Minutes: 1st by Mike H., 2nd by Henri J. Motion carried.

Current Business

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

Motion to approve the Financial Report: 1st by Carter S., 2nd by Angie B. Motion carried.

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

Expenses are listed by date at the top and category at the bottom. We are examining the amount we pay for copies. Our agreement covers a certain amount of Black and White copies. We need to determine if we can cut back on copies to be more environmentally friendly.

Printer: Maintenance contacted as the printer is not working well and a new one may need to be purchased.

Motion to approve the monthly expenditures: 1st by Laurie N., 2nd by Carter S. Motion carried.

- **Discussion and possible action re: running list of future expenses**

Update on outdoor furniture: We are waiting for furniture to arrive. We have 2 tables and umbrellas which have been paid for by a grant. No more meetings until the village decides what to do with the lower level space.

- Update on dramatic play station in Story time Play space: This has been completed and cost was paid from a memorial donation.
- Update on signage for picture book flip bins: Signs are complete and are on display.

Update: Air conditioning unit replacement quoted received. Steps will need to be taken for this to be replaced per village guidelines.

- **Director's report: Tiffany reviewed the director's report.**

July stats are going in a downward trend but the library is still being used by many.

New databases have been added.

Caroline digitized all the library board minutes from 1938 through 1971.

Motion to approve the directors report: 1st by Henri J., 2nd by Sharon H. Motion carried.

- **School representative report (Angie Bjork)**

Angie B. provided a report on School happenings.

- **Village representative report (Laurie Neeley)**

Laurie N. provided a report from the Village.

- **Friends of the Ellsworth Public Library report (Beth Kidd)**

Beth K. provided a report from the Friends group.

- **Update on ALA Libraries Transforming Community grant project**

Automatic door openers in the back of the library: Put together a small committee to work on putting the community conversation together. Need community input as the grant requires community input.

New Business

- Information re: 2025 preliminary budget from Village of Ellsworth Finance Committee meeting

Village had their first budget meeting and we were put in at a 0% increase. With our increase in circulation and building maintenance costs increasing anticipated county funding, the amount allotted for the library should still be a good fit.

Meeting was adjourned at 5:44 pm

Motion to adjourn: 1st by Mike H., and 2nd by Sharon H. Motion carried

Next Meeting: Tuesday, September 24, 2024 at 5:15 p.m.

Minutes submitted by Secretary: Angie Bjork

Ellsworth Public Library

Director's Report

August 27, 2024

Storytime at Elsie's Barnyard
July 26, 2024

1. July Statistics:

- a. Total circulation: 5,579 (down from 5,794 July 2023)
- b. New patrons: 37 (down from 49 July 2023)
- c. New items: 108 (up from 64 July 2023)
- d. Public access comp. sessions: 252 (up from 182 July 2023)
- e. Wireless sessions: 782 (down from 1,021 July 2023)
- f. E-materials checkouts: 1,126 (down from 1,136 July 2023)
- g. Website pageviews: 1,848 (down from 2,373 July 2023)
- h. Door count: 3,478 (up from 3,356 July 2023)



2. Activities/Programs

a. July/August (title, date, attendance):

CLIMB Theatre	7/24	67	Storytime: Circles	8/9	25
Poolside Storytime	7/25	25	Tech Time	8/12	1
Patchouli/Dance Hub	7/25	241	DTT: Gail Shore Travel	8/13	24
Storytime: Barnyard	7/26	72	Morning Book Club	8/15	6
Summer Teen Meet-up	7/30	0	Storytime: Night Sky	8/16	8
Shellbox Ocean Party	7/31	33	Summer STEM: Magnets	8/17	0
Great Lakes Shipwrecks	7/31	0	LEGO at the Library	8/20	23
Poolside Storytime	8/1	10	Creative Bookmaking	8/20	6
Storytime: Rabbits	8/2	21	Storytime: Pirates	8/23	23
Morning Book Club	8/8	4	Senior Outreach	8/23	6
Poolside Storytime	8/8	2			

Other:

- 1,000 Books Before Kindergarten – currently have 51 participants
- Teen Book Boxes – 28 active participants
- Adventures in Reading July Challenge – 122 returned logs; 81 completed the challenge
- 39 participants completed the Spyglass Adventure Hunt in RCU Children's Area
- Makerspace features puzzles in August (community jigsaw, DIY, math/logic, etc.)
- Check Out Wisconsin State Parks and Explore MORE Passport programs run through August

b. Upcoming

- i. September is Library Card Sign-up Month. Caroline is working with Alyssa Nelson at ECSD on outreach efforts.
- ii. Decluttering Sustainably Sep. 10 at 11 a.m. (senior center in their new location at English Lutheran Church)
- iii. Family Resource Center's Play & Learn program returns to EPL Sep. 11 through Nov. 20
- iv. Gayle Brunner Frandrup Artist Reception Sep. 24 from 5:30-7:00 p.m.

3. Facilities/Equipment/Services

- a. Dress-up station added to Storytime Playspace; purchased with funds donated in memory of Kathryn M. Schommer (also purchased: additional costumes and a wooden train set)
- b. Bench covering drainage pipe on north side of building reinforced and repaired by public works
- c. HVAC work by Bartingale Mechanical Aug. 23. Of the two sets of circuits on one unit, one is completely non-functioning. In addition, the building controls are old and starting to break down. Replacement of unit and switch to digital controls is recommended for consideration.
- d. New databases added through BadgerLink: Britannica Early Elementary & Young Children (Britannica); Education Source, Hobbies & Crafts Source, Home Improvement Source, Library & Information Science Source, and Points of View Reference Source (all from EBSCO); and ChiltonLibrary (Gale)
- e. Library Board meeting minutes from 1938-1971 have been digitized by Caroline Herfindahl. The originals are fragile and are on file in the director's office.

4. Personnel & Volunteers

- a. Meetings: Pierce County directors July 22 (Tiffany); ADRC grant July 23 (Caroline, Tiffany); Chamber July 27 (Caroline); Friends of EPL Aug. 1 (Caroline, Sharon); County Finance Aug. 5; Marketing Aug. 8 (Caroline, Heidi, Robin, Tiffany); volunteer interview & orientation Aug. 12 (Caroline, Tiffany); Author meeting for program Aug. 12 (Caroline); exit interview Aug. 12 (Elise, Judy, Tiffany); Adult Services check-in Aug. 13 (Caroline, Tiffany); Staff meeting Aug. 14 (all staff); Pierce County directors Aug. 15 (Tiffany); E3 CDC Aug. 16 (Tiffany); Director check-in Aug. 16 (Tiffany); Library Card sign-up planning w/ school Aug. 16 (Caroline); Village Finance Aug. 21 (Henri, Judy, Laurie, Tiffany); Programs Aug. 22 (Caroline, Tiffany)
- b. Professional Development: Ready for Reentry Aug. 13 (Tiffany); Making Each Other Look Good Aug. 21 (Tiffany); Strengthening Your Communication Skills Aug. 21 (Caroline); Setting Appropriate Boundaries Without Writing Anyone Off Aug. 21 (Caroline); Organizational & Governance Best Practices Aug. 22 (Tiffany); Robert's Rules Refresher Aug. 23 (Tiffany); website management (Robin – multiple dates)
- c. Trustee Training Week Aug. 19-23 (EPL Board members)
- d. Aria M. joined our team Aug. 12 as a student volunteer assisting with programs
- e. Elise Gregory resigned as Library Clerk due to a move from the area. Her last day was Aug. 12.
- f. Robin Kruse will start in the Adult Services position Oct. 1 as a three-month pilot program.



On Aug. 15th, members of the EPL Morning Book Club took a field trip to Louise Erdrich's bookstore Birch Bark Books and Native Arts in Minneapolis and went to lunch at the Kenwood Café afterward. Transportation and the meal were covered by grant funds through Pierce County ADRC to combat loneliness and isolation.

A good time was had by all!