

Ellsworth Public Library Board of Trustees Meeting
Tuesday, July 23rd, 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 Neeley, 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 July Agenda: 1st by Sharon H., 2nd by Laurie N. Motion carried.

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

Current Business

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

Discussion of adding the cost of the boiler to next month's report.

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

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

Listed by date at the top and by category later down the document.

Monthly income increase comes from CCF and Friends of the library. CCF will cosponsor the last summer fun series.

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

MOTION TO pay the SIGNATION INVOICE: 1st by Henri J., and 2nd by Sharon H. MOTION Carried

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

Items in green are the active items

Furniture for the outdoor space should be delivered by the end of August

Working with Mindy Anderson on graphics for the picture book collection area

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

Checkouts and door counts are up. Some activities and programs are being lightly attended this summer.

Elevator was inspected in July and the HVAC work was done today and will finish tomorrow so all air conditioners will be working properly.

Part of a grant on Social Isolation will go towards our library's programming

Motion to approve the directors report: 1st by Carter S., 2nd by Henri J. 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.

- **Approval of UW-River Falls research agreement re: strategic planning for EPL**

Change in agreement: Chris discovered that it is required to add 10% to contracts to cover the administration

Change in agreement: Chris discovered that it is required to add 10% to contracts to cover the administration fees.

New amount: \$3,553

Motion to approve the research agreement of \$3,553: 1st by Mike H., and 2nd by Sharon H. Motion carried.

New Business

- **Presentation of approved 2025 MORE budget**

Circulation and usage has increased a lot this year so the amount budgeted for this service will increase.

- **Discussion and possible action to approve Adult Services Librarian Job Description**

Proposal is to add an Adult Services Librarian Job as a pilot program. Estimated cost will be \$1,000-\$2,000. The goals for this position will be to use the information from our adult survey to develop programs for adults, schedule and prepare material for the history room and art

Motion to approve the pilot program: 1st Laurie N., and 2nd by Judi P. Motion carried.

Meeting was adjourned at 5:47 pm

Motion to adjourn: 1st by Carter S., and 2nd by Henri J. Motion carried.

Next Meeting: Tuesday, August 27, 2024 at 5:15 p.m.

Minutes submitted by Secretary: Angie Bjork

Attachment I

Ellsworth Public Library Director's Report July 23, 2024

1. June Statistics:

- a. Total circulation: 5,566 (down from 5,618 June 2023)
- b. New patrons: 39 (down from 56 June 2023)
- c. New items: 151 (down from 228 June 2023)
- d. Public access comp. sessions: 257 (up from 168 June 2023)
- e. Wireless sessions: 877 (down from 1,095 June 2023)
- f. E-materials checkouts: 1,189 (up from 1,043 June 2023)
- g. Website pageviews: 1,766 (down from 2,069 June 2023)
- h. Door count: 3,832 (est.) (up from 3,601 June 2023)



2. Activities/Programs

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

Halverson Art Reception	6/25	22	Morning Book Club	7/11	6
SLP Kickoff Pool Party	6/26	63	Poolside Storytime	7/11	15
Poolside Storytime	6/27	66	Skipping Stones	7/11	67
Everett Smithson Band	6/27	72	Everybody Club	7/12	6
Harmonica Workshop	6/27	22	Tech Time	7/15	1
Storytime: Eric Carle	6/28	16	LEGO at the Library	7/16	13
Summer STEM: Fast Cars	6/29	0	Creature Teacher	7/17	92
Seeing Stars StarLab	7/3	70	Poolside Storytime	7/18	14
Storytime: R/W/B	7/5	40	Storytime: Donkeys	7/19	33
DTT: Fascinating Loons	7/9	26	PSL/Ells. Health outreach	7/19	12
Stuart Stotts	7/10	74	Summer STEM: Messy	7/20	15

Other:

- 1,000 Books Before Kindergarten – currently have 49 participants
- Teen Book Boxes – 28 active participants

3. Facilities/Equipment/Services

- Elevator inspected by Division of Industry Services July 15
- Outdoor tables and sunshades ordered from Landscape Forms July 17
- HVAC work by Bartingale Mechanical July 23 & 24
- Display and Exhibit Release form under revision
- Adult nonfiction, large print nonfiction, and large print fiction were weeded this month.
- A Social Isolation and Loneliness Grant application for Pierce County Department of Human Services, Aging and Disability Resource Center was approved, including \$3,750 for EPL to put toward speaker fees, book club field trips, grandparent/grandkid activities, large print materials, and puzzles.

4. Personnel & Volunteers

- Meetings: PCHA for Railroad Display, June 25 (Caroline); Programs, June 25 (Caroline, Tiffany); volunteer interview, June 26 (Caroline, Tiffany); Village Administrator, June 27 (Tiffany); Science of Reading planning meeting, June 27 (Caroline); Village Board, July 1 (Tiffany); Pierce County Library Directors, July 10 (Tiffany); Programs, July 12 (Caroline, Tiffany); volunteer orientation,

July 15 (Tiffany); Programs, July 16 (Caroline, Tiffany); Marketing/Calendar meeting, July 17 (Caroline, Heidi, Robin, Tiffany); Picture Book signage, July 18 (Tiffany); MORE Director's Council, July 19 (Tiffany)

- b. Professional Development: SciStarter Citizen Science mini grant webinar, June 25 (Caroline); Conversations in the Valley recording, July 9 (Caroline); Sold a Story podcast, July 9, 17 & 18 (Caroline); Adding Local Resources to your new Online Resources page, July 18 (Robin); InfoSec Malware training, July 18 (Caroline, Tiffany)
- c. Andy S. joined our team in July as a student volunteer assisting with programs.
- d. Our sub pool has been a huge help this year during the Assistant Librarian vacancy and while staff are taking summer vacations. Thank you to Anna, Emily, Jeanne, and Julie!

Voter registration information is on display in July and mid-September through mid-October.




READER. VOTER. READY.
ALA American Library Association