

**Ellsworth Public Library Board of Trustees Meeting**  
**Tuesday, September 24, 2024**  
**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, Mike Harris, Angie Bjork, Laurie Neely, Carter Schutz, and Sharon Hofmeister

Board Members Absent: Henri Jansa

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve September Agenda: 1st by Mike H., 2nd by Sharon H. Motion carried.

Motion to Approve August Minutes: 1st by Carter S., 2nd by Laurie N. Motion carried.

### **Current Business**

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

The library earned almost \$1,000 in interest last month.

Motion to approve the Financial Report: 1st by Sharon H., 2nd by Mike H. Motion carried.

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

Not much to note as all expenses are pretty standard this month. Repair and maintenance expenses related to bench installation but pretty minimal expenses overall.

The Landscape Forms, Inc. invoice totaled \$15,330. \$15,000 of this expense is covered by the village grant and \$330 needs to be covered by the library board.

Motion to pay \$330 (the amount over the grant amount) to the village: 1st by Angie B., 2nd by Sharon H. Motion carried.

Motion to approve the monthly expenditures: 1st by Mike H., 2nd by Judy Perkins. Motion carried.

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

When the survey comes back from Chris we do not need to meet to approve the survey. The document will be sent by email for suggestions and then finalized by Tiffany and sent to the community.

Outdoor furniture: Tables: one was sent without concrete anchors and will need to be reinstalled.

Landscape Forms followed up and sent hardware needed to install tables correctly.

Friends of the Library are looking to purchase planters to place by the tables.

HVAC repair and replacement: One unit is not working correctly and the company is recommending replacement of the unit. The library will be responsible for 60% of the total bill.

Discussion:

Cost to remove and replace the condensing unit and Dx coil: \$44,065

The board discussed and recommends/supports the replacement of condensing unit and Dx coil

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

The library count shows that we have increased the number of new patrons in August compared to last August which is great to see.

Motion to approve the directors report: 1st by Carter S., 2nd by Laurie N. 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)**

Nothing to report as Beth was absent

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

The getting started checklist is complete for the automatic door openers grant and ADRC is going to participate. Tiffany will reach out to Hager City Glass to see what their time frame is to install when all the grant content is complete.

## **New Business**

- **Discussion and possible action re: replacement of multifunction printer**

Recommend to table discussion until the October meeting as more information is needed before a decision can be made.

- **Discussion and possible action re: professional cleaning services for the library**

Tiffany Reached out to 3 cleaning companies:

AMK out of Eau Claire quoted \$178.40 per week (\$713.60 per month)

OSO cleaning out of Hudson: did a site visit and quoted \$137.50 per week (\$550 per month)

RMC services out of River Falls quoted \$360 per week (\$1,440 per month)

Tiffany recommends OSO cleaning as they provide the most detail and information. We will wait until next month to make our final decision as more information will be gathered so we can make a more informed decision.

- **Discussion and possible action re: art acquisition for the library**

Someone approached Tiffany suggesting they wanted to purchase art for the library. Another person wanted to make a memorial donation of artwork instead of money. Therefore, a discussion to put together an acquisition committee for library art collection was talked about. Laurie N. volunteered to be the participating board member.

Motion to approve the development of a committee to acquire artwork for the library: 1st by Sharon H., 2nd by Angie B. Motion carried

- **Presentation and approval of 2025 Ellsworth Public Library budget**

Tiffany presented the 2025 budget to the board for approval.

- **Roll call vote to hold closed session for board consideration of staff wages as authorized by Wisconsin Statutes Section 19.85(1)(c)**

Motion to go into closed session: 1st Mike H., 2nd by Laurie N. Motion carried by roll call vote.

Motion to go back into open session: 1st by Sharon H., 2nd by Laurie N. Motion carried by roll call vote.

Motion to approve the Proposed 2025 Ellsworth Public Library Budget with recommended wages pending performance evaluation and the approval of Village appropriation: 1st by Angie B., 2nd by Laurie N. Motion carried.

**Adjournment: 6:28pm**

**Next Meeting: Tuesday, October 29, 2024 at 5:15 p.m.**

**Minutes submitted by Secretary: Angie Bjork**

Attachment I

## Ellsworth Public Library Director's Report September 24, 2024

### 1. August Statistics:

- a. Total circulation: 5,196 (down from 5,517 Aug. 2023)
- b. New patrons: 42 (up from 37 Aug. 2023)
- c. New items: 130 (down from 160 Aug. 2023)
- d. Public access comp. sessions: 267 (up from 150 Aug. 2023)
- e. Wireless sessions: 860 (down from 937 Aug. 2023)
- f. E-materials checkouts: 1,161 (up from 1,159 Aug. 2023)
- g. Website pageviews: 1,576 (down from 2,151 Aug. 2023)
- h. Door count: 3,308 (down from 3,786 Aug. 2023)

Discover Together Tuesday: Decluttering  
Sep. 10, 2024

### 2. Activities/Programs

#### a. August/September (title, date, attendance):

Back to School Bingo	8/26	23
Storytime: A is for...	9/6	22
Tech Time	9/9	1
DTT: Decluttering	9/10	36
Morning Book Club	9/12	6
Storytime: B is for...	9/13	18
LEGO at the Library	9/17	16
Storytime: C is for...	9/20	23
Robotics Exploration	9/21	cxl



#### Other:

- 1,000 Books Before Kindergarten – currently 55 participants
- Teen Book Boxes – 23 active participants
- Adventures in Reading August Challenge – 102 returned logs; 74 completed the challenge
- 49 participants completed the County Fair Hunt in the RCU Children's Area.
- MORE Passport Program – 79 in person visits; 11 phone check-ins
- Makerspace features Back to School Adventures in September (crayons, glue, scissors, sensory play)
- 24 patrons interacted with Fair Favorites display
- Check Out Wisconsin State Parks continues until remaining 5 passes are gone.

#### b. Upcoming

- i. Promotion for Mental Illness Awareness Week Oct. 6-12 highlighting library resources, telehealth services, an opportunity to meet a therapy dog, and a giveaway while supplies last
- ii. Ellsworth Line Railroad History Oct. 8 at 11 a.m. (senior center)
- iii. Wisconsin Science Festival Oct. 14-20 featuring: free well water testing; ag-themed LEGO building, storytime and robotics; Pierce County Agriculture display in the history

room; Homestead display and ag science activities in the Makerspace; and an evening with a presentation about growing mushrooms for adults, science and a story for kids, and an invitation to enjoy refreshments in the meeting room while viewing the historic photo display donated by Gordon Myerchin in memory of Karen Bauer Myerchin dedicated to the Henry & Rita Bauer Family Farm.

- iv. Friends of EPL will be a social media focus during Friends of Libraries Week Oct. 20-26.
- v. Fall Teen Meet-up at the Pizza Arcade Oct. 22 from 4-5 p.m.
- vi. October Reading Challenge: Real-life Ghosts, Vampires & Zombies

### 3. Facilities/Equipment/Services

- a. Outdoor furniture from Landscape Forms delivered 9/13/24 and installed 9/13/24 and 9/16/24; Friends of EPL considering planters to purchase for north side
- b. Library Elf notification service discontinued system-wide on 12/31/24; notification alternatives for patrons include the MORE Libraries app, automatic emails or phone calls through library circulation software, or paying for a Library Elf account independently.

### 4. Personnel & Volunteers

- a. Meetings: Marketing Aug. 29 (Caroline, Heidi, Robin, Tiffany); Village Admin check-in Sep. 3 (Tiffany); Library Budget Sep. 3 (Henri, Judy, Laurie, Tiffany); Blood Pressure Monitoring Sep. 5 (Tiffany); Adult Services Sep. 6 (Caroline, Robin, Tiffany); County Finance Sep. 9 (Tiffany); Village Board Sep. 9 (Tiffany); Pierce County Lib. Directors Sep. 10 (Tiffany); Village Finance Sep. 11 (Tiffany); Asst. Lib. Sep. 12 (Crystal, Heidi, Robin, Tiffany); Marketing Sep. 12 (Caroline, Heidi, Robin, Tiffany); Community Conversation planning Sep. 18 (Mike, Tiffany); Tiffany also met with various cleaning services and multipurpose printer companies.
- b. Professional Development: Creating the Annual Budget Aug. 29 (Henri, Judy, Tiffany); Observing Solar Maximum Sep. 11 (Caroline); Nonfiction is Non-negotiable Sep. 13 (Tiffany); Trends in Emerging Tech Sep. 18 (Tiffany); WiSciFest BioBlitz Sep. 19 (Caroline); website management (Robin – multiple dates)
- c. Three staff members will attend Library Assistant Palooza Oct. 15 in Rice Lake.
- d. The vacant Library Clerk position has been posted.

