

Ellsworth Public Library Board of Trustees Meeting
Tuesday, October 24, 2023 @ 5:15 p.m.
388 W. Main St., Ellsworth, WI (Meeting Room)

Called to Order by President Judy Perkins at 5:16pm

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

Board Members Absent: none

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve October Agenda: 1st by Sharon H., 2nd Mindy A. Motion carried.

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

Current Business

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

Difference in library accounting vs village accounting: all wages and benefits are in one account and expenses are in another account. Next year they will be merged.

Profit and Loss statement: Tiffany will re-run the numbers to double check accuracy as it may have some October numbers in the totals.

Sharon Reported: The Bank where the gifted CD resides requested that we cash in or put it in the library's name. A special board meeting will be set up to decide what action to take.

Motion to approve the Financial Report with Tiffany validating the numbers: 1st Mindy A, 2nd Sharon H. Motion carried.

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

The final payout to our employees who left are included in this statement.

The requested laptop was purchased.

- Review and approval of building project-related invoices

Capital expenditures: Moseng Locksmithing for door closures and locks \$955.99

Motion to approve the monthly expenditures with the payment of the building project related invoice and money to be taken out if needed: 1st by Carter S., 2nd by Henry J. Motion carried.

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

All statistical data is up this month with the exception of public computer use.

Activities and programs have good attendance.

The library hosted a chamber kick starter meeting and had an amazing turnout.

Donor acknowledgements: Sharon organized this event and it was a very touching event for those in attendance.

1000 books program has a new look thanks to Mindy and Caroline

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

- School representative report (Angie Bjork)

The District is Celebrating Red Ribbon Week

Quarter 1 is wrapping up

This year during Snow days, the school will implement Virtual Schooling starting after the 2 days that are already in the calendar.

- Village representative report (Mindy Anderson)

In a special board meeting, Approved a bid for the demolition of the old JR High School

Approved the purchasing a police car

Approved the hiring of public works employee

- Friends of the Ellsworth Public Library report (Beth Kidd)
Nothing to report: Beth was absent
- Update re: Ellsworth Public Library Centennial in May 2024
1st Meeting will take place October 25th at 4:00

- Update and possible action re: 2024 Ellsworth Public Library budget revision

Committee met to talk about library wages and looked at reducing the budget based on feedback from the village meeting. The committee looked at other libraries in the state and Mike reported that the new wages are comparable to Prescott and Park Falls. The research determined that we are on the lower end and this increase in wages is based on the committee findings.

Tiffany spoke with Brad Roy and determined that we do not have to reduce the library budget, just have to rework some of the numbers.

The Report shows the new recommendations for wages in the last column. The red numbers show the proposal on how the budget can be changed to accommodate the wage increase.

The committee also made sure all workers that were receiving this increase were given a good work review during their last evaluation.

The committee did not use the average hours but used the maximum hours as not all employees will reach the maximum hours each week.

There is over \$5000 in the checking account we can use if needed to balance the budget. The Notes in the right column will be used when creating the 2025 budget.

Motion to approve the revised 2024 library budget to give to Village Administrator: 1st by Judy P., 2nd Carter S., Motion Carried

New Business

- Discussion and possible action re: culture statement

This topic came up at the Trustee training. A cultural statement explains what our identity is and serves as a guide as to how we operate our library. This statement is used in the hiring process.

Do we need to have something like this in our library? An example statement was looked at. We may look into this early next year. We will table the discussion now and bring it back at the January meeting.

- Discussion and possible action re: laptop policy

We do have a laptop available for check out but before we let the public use it we need to have a policy in place in case it is damaged. Examples of policies will be brought to the next meeting.

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

List

- North doors are in need of door openers: Push button closures and openers
- Cubbies and backpack hooks by the upstairs bathroom
- Dramatic play station in the children's area
- Digital Signage for outside

Revisit this list each meeting and set up an order of importance.

Contact Moseng Locksmithing and Market and Johnson to get price for doors

Tackle one issue at a time--define a list and then prioritize this list and see what we can get done.

- Presentation of virtual tour preview

Work is still being done to determine what “hotspots” are needed. Most of the tour is completed just fine tuning it

- Presentation of photos from Market & Johnson photographer Terry Bowe

Tried to tell a story with photos. Pictures taken through the eyes of the artist.

Motion to adjourn at 6:22pm: 1st by Sharon H, 2nd by Mindy A. Motion carried.

Next Meeting: Tuesday, November 28, 2023 at 5:15 p.m.

Ellsworth Public Library

Director's Report

October 24, 2023

1. September Statistics:

- a. Total circulation: 5,313 (up from 4,078 Sep. 2022)
- b. New patrons: 31 (up from 15 Sep. 2022)
- c. New items: 131 (up from 95 Sep. 2022)
- d. Public access comp. sessions: 95 (down from 99 Sep. 2022)
- e. Wireless sessions: 598 (up from 321 Sep. 2022)
- f. E-materials checkouts: 1,149 (up from 837 Sep. 2022)
- g. Website pageviews: 1,657 (up from 1,376 Sep. 2022)
- h. Door count: 2,912 (up from 1,888 Sep. 2022)

2. Activities/Programs

a. September/October (title, date, attendance):

| | | |
|------------------------|-------|----|
| Storytime: Emotions | 9/29 | 7 |
| Storytime: Fall Leaves | 10/6 | 16 |
| Tech Time | 10/9 | 3 |
| DTT: Harm Bents | 10/10 | 22 |
| Doodle Club | 10/10 | 1 |
| Morning Book Club | 10/12 | 8 |
| Storytime: Bats | 10/13 | 29 |
| Eclipse Viewing Party | 10/14 | 22 |
| Therapy Dog Maggie | 10/16 | 12 |
| LEGO at the Library | 10/17 | 19 |
| Science and a Story | 10/18 | 4 |
| Comm. Book Club | 10/19 | 2 |
| Storytime: Time | 10/20 | 32 |

Harm Bents at Ellsworth Senior Center 10/10/23



Other:

- Senior outreach – 28 fall door sign projects delivered to Preferred Senior Living and Ellsworth Health Services (Brush Strokes)
- Makerspace featuring weekly watercolor projects in October, along with pop-up activities including autumn-themed cardmaking, origami, and geode cracking
- Teen Book Boxes – 30 boxes distributed in September with assistance from sub clerk Anna
- EHS Day of Service – 4 students and 1 teacher helped with Main St. Trick or Treat prep; others built a picnic table at EHS, delivered by Jack and Sharon Hofmeister Sep. 27
- Community Helpers Hunt in RCU Children's Area – 41 sheets completed
- Storywalk in East End business windows for East End Fall Festival Oct. 11-25
- Hosted Ellsworth Area Chamber of Commerce Kickstarter Oct. 13 with more than 20 businesses represented
- Stories read by Caroline at Elsie's Barnyard Fall Family event Oct. 15
- Susan Ritchie spoke about her father's legacy to libraries Oct. 21

b. Upcoming

- i. Main Street Trick or Treat and Scarecrow Contest Oct. 31 from 3-5 p.m.
- ii. Artist Reception: Kathy Swanson Nov. 2 from 5:30-7 p.m.
- iii. Teen Photo Contest in progress now through Nov. 8
- iv. West End Veterans Day Event Nov. 11 from 9 a.m.-1 p.m.
- v. Bingo at the Library Nov. 22 at 11 a.m.
- vi. Library closed for fall holidays Nov. 23 & 24

3. Facilities/Equipment/Services

- a. 1,000 Books Before Kindergarten program relaunched early October with new branding
- b. Western Wisconsin Health behavioral health telehealth program now available; promotional shoot coming soon
- c. Artwork and greenery added to the small study rooms
- d. AT&T TEACH migration Oct. 6
- e. Felt tile installation planned for Oct. 25
- f. Furniture update: one canopy top and three shelves still missing after installation Aug. 10; LFI seeking local handyman to cut down canopy top; missing slanted shelves and desk lock will be shipped directly to the library when available. No news on timing as of Oct. 19.
- g. Alarm system – no update as of Oct. 19.

4. Personnel & Volunteers

- a. Meetings: Chamber - Building Dreams, Brightening Futures, Sep. 28 (Tiffany); Village Board, Oct. 2 (Tiffany); youth services check-in, Oct. 4 (Caroline, Tiffany); Village Finance, Oct. 4 (Judy, Sharon, Tiffany); Beanstack, Oct. 4 (Caroline); Market & Johnson, Oct. 5 (Tiffany); library budget committee, Oct. 9 (Judy, Mike, Tiffany); Assets meeting with school cohorts, Oct. 11 (Caroline); library budget committee, Oct. 19 (Judy, Mike, Sharon, Tiffany); youth services check-in, Oct. 24 (Caroline, Tiffany)
- b. Professional Development: Art of Conflict Transformation, Sep. 28 (Caroline); IFLS Library Directors Retreat, Oct. 11 (Tiffany); Midwest Pano virtual tour platform training, Oct. 19 (Emily, Tiffany)

1,000 Books Before Kindergarten rebrand

