

**Ellsworth Public Library Board of Trustees Meeting  
Tuesday, September 26th, 2023 at 5:15 p.m.  
388 W. Main St., Ellsworth, WI (Meeting Room)**

Called to Order by President Judy Perkins at 5:20pm

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

Board Members Absent: Henri Jansa

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

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 with the correction to replace ADD with AED: 1st by Sharon H., 2nd by Carter S. Motion carried.

**Current Business**

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

Noted that the budget fund balance is off due to the 250 account not being consistently used.

In the other expense line, the \$251,294.45 is used to track expenses and it is throwing QuickBooks off so an adjustment will need to be made to fix the issue

Motion to approve the Financial Report: 1st Mindy A, 2nd Angie B. Motion carried.

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

Listed by day at top and by transaction at bottom

A reimbursement from the Friends of the Ellsworth Public library was made for the virtual tour and coffee supplies expense.

The picnic table expense is from Ace Hardware for \$200.

The 2nd Pledge came in from the Friends of the Ellsworth Public library for \$7500.

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

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

All lines have increased this month.

We have almost reached 500 new patrons.

Our programs are slowing down now that school is back in session.

LEGO in the library is still growing in popularity.

Friends of the Library Week Oct 15th-21.

Auction from the old library building is complete.

CCF book drive: Books are being used for the little free libraries, prizes and placed on the sale self for the Friends fundraiser.

Market and Johnson will be taking pictures of the library as a "project of interest".

Cookies and coffee for the Friends of the Library Week, October 21st  
The library is hosting the Chamber KickStarter event from 7:30-8:30 am on Oct 13, 2023

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

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

The high school is holding its annual Day of Service/Juniors Pre-ACT test on September 27th  
October 1<sup>st</sup> is an open house from 4-6 for a facility tour to help understand the upcoming Referendum

- **Village representative report (Mindy Anderson):**

Approved a permit for an event outside-The Fall Festival  
There is still talk on the digester. Another meeting will be scheduled.  
Budgets will be coming up soon.

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

Nothing to report this week.

- **Update re: picnic table for exterior library space**

Has been ordered and the Tech Ed department will assemble it on the Day of service. Ace Hardware will deliver to the school and Sharon H will pick it up and deliver it to the library when done.

- **Update re: Ellsworth Public Library Centennial in May 2024**

Send out a message to library staff and friends about setting up a committee  
Contacted River falls for ideas: t-shirts, stickers, library history display, local history display, articles in the paper, celebration with band and apple pie and ice cream.  
Once committee is formed planning dates will be set up  
Angie Bjork and Judy P will represent the board on the planning committee.

- **Discussion and action re: library closure for staff in-service day**

The availability of subs was looked at so we would not have to close.  
This year staffing is too limited, and schedules are so different that we are limited in times that would be available to keep the library open.  
We will table this idea until later in the year.  
Note: The library is closed less days compared to the other public entities.

- **Presentation of accessibility assessment from Center for Independent Living Western Wisconsin**

Presentation shows what issues we have and prioritizes the importance of what needs to be fixed or adjusted.

- **Update re: 2024 Village of Ellsworth budget**

No update

## New Business

- **Discussion and possible action re: Frederick D. Blanch bequest**

Received a \$100,000 CD that matures in March of 2024.

There is no specification as to what it should be used for.

His daughter sent the library 3 of his photographs to put on display.

A decision was made to leave the money in the CD until it matures

Suggestion: Opportunity to celebrate this gift at the Friends of the Public library recognition Oct 21, 2023

The discussion was to use money towards renovations, add to the building renovation fund, and/or towards accessibility updates.

- **Presentation of Wisconsin Public Library Staff Compensation Survey Report and summary from IFLS Library System**

Tiffany presented the report

IFLS recommendation: Wage range stated by each library position

Our Assistant Librarians have job duties more closely related to Associate Librarians than Library Assistants and should be compensated for this. A committee will be formed to look at what duties staff hold and adjust salaries

Committee Members: Judy P, Mike H, Tiffany M, and Sharon H.

- **Discussion and possible action re: laptop for general library use**

\$986.24 laptop for library --used for meetings and other options. Example take to outreach or used by a patron for skype.

A laptop policy should be in place to determine who is responsible if damaged.

Motion to purchase this laptop: 1st by Sharon H., 2nd by Mike H. Motion carried.

- **Discussion and action re: October Library Board meeting date and time**

Date will need to be changed as it falls on Halloween

Discussion to move the meeting to the 24th

Motion to move our next meeting from October 31st to October 24th at 5:15: 1st by Mindy A., 2nd by Mike H. Motion Carried.

Motion to adjourn at 6:23: 1st by Mindy A., 2nd by Mike H. Motion carried.

Next Meeting: October 24th at 5:15

Minutes submitted by Secretary: Angie Bjork

# Ellsworth Public Library

## Director's Report

### September 26, 2023

1. August Statistics:

- a. Total circulation: 5,517 (up from 4,195 Aug. 2022)
- b. New patrons: 37 (up from 18 Aug. 2022)
- c. New items: 160 (up from 147 Aug. 2022)
- d. Public access comp. sessions: 150 (up from 107 Aug. 2022)
- e. Wireless sessions: 937 (up from 248 Aug. 2022)
- f. E-materials checkouts: 1,159 (up from 960 Aug. 2022)
- g. Website pageviews: 2,151 (up from 1,697 Aug. 2022)
- h. Door count: 3,786 (up from 2,144 Aug. 2022)

2. Activities/Programs

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

Meet the Artist	8/30	6
Storytime: Blue	9/8	17
Tech Time	9/11	3
DTT: Badger Aces	9/12	23
Morning Book Club	9/14	9
Storytime: Take a Trip	9/15	8
Therapy Dog Maggie	9/18	3
LEGO at the Library	9/19	23
Comm. Book Club	9/21	3
Storytime: Harvest	9/22	16

Mike O'Connor: Badger Aces  
Sep. 12, 2023 in the senior center



Other:

- Storytime to Go – 60 grab bags were created for families to enjoy at home
- Weekly EHS SPED class visits resumed Sep. 8
- Senior outreach – 28 owl windsock projects delivered to Preferred Senior Living and Ellsworth Health Services Sep. 20
- Makerspace featured weekly collage projects in September, along with watercolor bookmarks, I Love My Library Card mini-posters, and pop-up projects including raffia baskets and welcome banners

b. Upcoming

- i. EHS Day of Service Sep. 27 from 8:30-11:30 a.m.
- ii. Discover Together Tuesday: The Music of Harm Bents Oct. 10 at 11 a.m. (senior center)
- iii. Hosting Ellsworth Area Chamber of Commerce Kickstarter Oct. 13 from 7:30-8:30 a.m.
- iv. Partial Eclipse Viewing Party Oct. 14 from 10:30 a.m.-12:30 p.m.
- v. National Friends of Libraries Week Oct. 15-21
- vi. Science and a Story Oct. 18 at 6 p.m.
- vii. Tuesday Tales Storytime Oct. 24 at 10:10 a.m. (in partnership with Head Start)
- viii. Main Street Trick or Treat and Scarecrow Contest Oct. 31 from 3-5 p.m.

### 3. Facilities/Equipment/Services

- a. Auction for contents of old library building ended Aug. 23. Total revenue: \$2,761.00
- b. Market & Johnson provided quote for repair of paint issues related to boiler malfunction: \$4,235.00. A/C-T Roy planned to ask M&J to discuss directly with insurance adjuster.
- c. CCF Bank donated 229 books collected through August book drive; delivered to library Sep. 6
- d. Carpets cleaned Sep. 13
- e. Perimeter windows and skylights cleaned Sep. 20
- f. Staff from Baldwin Public Library and Chippewa Falls Public Library toured EPL Sep. 20
- g. Midwest Pano Virtual Tour photo session Sep. 23
- h. Possible Market & Johnson project of interest photo session week of Sep. 24
- i. Furniture update: one canopy top and some 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.
- j. Alarm system – no update as of Sep. 23

### 4. Personnel & Volunteers

- a. Meetings: volunteer orientation, Aug. 29 (Tiffany); volunteer orientation, Aug. 30 (Tiffany); volunteer interview, Aug. 30 (Tiffany); check-in with A/C-T Roy, Sep. 6 (Tiffany); Youth Services check-in, Sep. 7 (Caroline, Tiffany); donor acknowledgement, Sep. 6 (Mindy, Tiffany); Friends of EPL, Sep. 7 (Emily, Tiffany); Chamber Kickstarter, Sep. 8 (Caroline); Compensation Study Q&A, Sep. 11 (Tiffany); Village Board, Sep. 11 (Tiffany); Asst. Lib. Mtg., Sep. 14 (Crystal, Emily, Heidi, Tiffany); E3 Community Development Corporation, Sep. 15 (Tiffany); Teen Book Boxes, Sep. 19 (Anna, Tiffany); Friends acknowledgement, Sep. 20 (Emily, Sharon)
- b. Professional Development: Artificial Intelligence and the Library, Sep. 12 (Tiffany); Dealing with Digital Distractions, Sep. 12 (Tiffany); Web Manager Training, Sep. 12 (Emily); When a Service Desk Isn't Enough, Sep. 13 (Tiffany); Making the Most of BadgerLink, Sep. 13 (Tiffany); Website 201, Sep. 20 (Emily); Marketing Tea, Sep. 21 (Tiffany)
- c. Volunteers: currently have 4 circulation volunteers and 4 program volunteers; Friends of EPL Cookies & Coffee Oct. 21 (membership social)



CCF Bank donated 229 books to the library collected during a book drive in August.

Pictured: Tiffany Meyer, Mickenzie Herran-Klenke, Caroline Herfindahl, Tracey Hines