

Ellsworth Public Library Board of Trustees Meeting
Tuesday, January 30th, 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, Sharon Hofmeister, Mike Harris, Angie Bjork, Mindy Anderson, Carter Schutz

Board Members Absent: Henri Jansa

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law Established

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

Motion to Approve November Minutes: 1st by Mindy A., 2nd by Carter S. Motion carried.

Current Business

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

The library amount of \$47,909 is not accurate as the bookkeeping has since been updated to include some missing wages and benefits. This would mean that about 90% of the budget was spent. \$25,000 for capital expenditures was unspent in 2023 and can be added to the 2024 amount for capital needs. The Profit and Loss statement is also incorrect as it is a “ballpark” figure as numbers are being added with changes to the village amounts. The correct numbers will be available in the annual report.

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

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

Wages have a large entry for the payouts and employee benefits.

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

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

Spreadsheet was created to include a list of building needs. The cover page lists the expense and the tab at the bottom includes the details to each item.

Paint issues were quoted to fix the bubbled paint. Market & Johnson made some repairs at no cost. No news whether insurance would cover a full repair.

Signage needs quoted at \$1,732.00. The board will look at needs and proofs and will decide at the next meeting if purchase will be done.

A quote for window covering on the west and south side came in from H&F at \$6,285. More expensive than anticipated.

Sun Control window film was quoted at \$1674. This option seems to be a better fit.

Tiffany and the staff will look at samples to see if both in and outside of the building look okay. Tiffany will also check to see if graphics on the outside are an option.

LFI (furniture company) asked to be paid before they finish their work. Tiffany does not feel this is acceptable and will not pay the bill until the work is complete.

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

St. Paul Pioneer Press subscription has significantly increased and ending the subscription will be looked into. Every space in the library is busy and being used. It's great to see the community use our spaces.

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

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

All seniors will attend Reality check at the high school on February 16th to help prepare them for real life. The promo fair took place on the 30th for all 8th-11th grade students so they can talk with teachers to help register for next year's classes. A school referendum will be on the ballot in April that includes school updates and a new CTE center.

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

Old junior high is in the process of being removed and the village is working on what will fill the space.

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

Nothing to Report-No representative present

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

A Medallion hunt is being planned and another meeting will take place in February.

- **Discussion and possible action re: laptop policy**

A suggestion was made to extend the length of public computer usage from ½ hour to hour.

Motion to approve the laptop policy with corrections pending what Tiffany finds out about the Princh app. 1st by Mike H., and 2nd by Sharon H. Motion carried.

- **Discussion and possible action re: culture statement**

Discussion will be moved to March meeting

New Business

- **Review of Jan. 22 Frosty Friends celebration**

This event was to celebrate our One Year anniversary in the new building and the appreciation of the library staff.

- **Discussion and possible action re: funding for the library's centennial celebration**

We are looking for funds to support the celebration. Money can come from the library board's checking account.

Motion to approve the use of up to \$1000 on the celebration expenses. 1st by Carter S., 2nd by Mike H. Motion carried.

- **Trustee Training opportunity about book challenges Feb. 24 or March 2**

- **Discussion re: HVAC issues in the building**

Meeting rooms have issues of heating and air conditioning running at the same time. Teen room and offices get really cold. Still waiting for replacement parts. Cost for previous repair was \$1775 and a quote for this repair is \$1285.

- **Discussion and possible action re: revision to circulation policy re: cards for teens**

Suggestion to change the application age from under 18 to under 16 years of age need to have a parent consent.

Motion to allow applicants who are 16 years or older to get a library card without parent consent. 1st by Sharon H., 2nd by Mindy A. Motion carried.

- **Discussion and possible action re: Lucky Day policy for one of the circulating hotspots**

The library has spare hotspots on hand but would like to reduce the number we have. They are an extra cost that we do not need. A Lucky Day hotspot policy will allow one hotspot to be available for checkout for 7 days instead of the 14 days the others are allowed to be checked out. Lucky Day items are not reservable.

Motion to reduce the number of hot spots and to keep one as a Lucky Day option. 1st by Mike H., 2nd by Sharon H. Motion carried.

Meeting was adjourned at 6:00pm

Next Meeting: February 27th at 5:15 p.m.

Minutes submitted by Secretary: Angie Bjork

Ellsworth Public Library Director's Report January 30, 2024

1. November Statistics:

- a. Total circulation: 5,461 (up from 3,883 Nov. 2022)
- b. New patrons: 26 (up from 5 Nov. 2022)
- c. New items: 147 (down from 207 Nov. 2022)
- d. Public access comp. sessions: 128 (up from 62 Nov. 2022)
- e. Wireless sessions: 857 (up from 282 Nov. 2022)
- f. E-materials checkouts: 1,192 (up from 868 Nov. 2022)
- g. Website pageviews: 1,581 (down from 2,278 Nov. 2022)
- h. Door count: 3,086 (up from 1,924 Nov. 2022)

2. December Statistics

- a. Total circulation: 4,872 (up from 3,762 Dec. 2022)
- b. New patrons: 16 (up from 10 Dec. 2022)
- c. New items: 78 (down from 138 Dec. 2022)
- d. Public access comp. sessions: 77 (up from 68 Dec. 2022)
- e. Wireless sessions: 690 (up from 227 Dec. 2022)
- f. E-materials checkouts: 1,119 (up from 926 Dec. 2022)
- g. Website pageviews: 1,539 (down from 1,590 Dec. 2022)
- h. Door count: 2,490 (up from 1,798 Dec. 2022)



3. Activities/Programs

a. November/December/January (title, date, attendance):

Tuesday Tales	11/28	6	Conservation Poster	1/4	10
Teen Meet-up: Game Nt.	11/30	9	Storytime: Bundle up!	1/5	14
Storytime: Foxes	12/1	18	Tech Time	1/8	2
Bill Hoyt Meet & Greet	12/6	11	Disc. Tog.: Sweden	1/9	35
Storytime: Cookies	12/8	16	PAC Night at EES	1/10	9 families
Ells. Health outreach	12/8	8	Morning Book Club	1/11	8
Tech Time	12/11	3	Storytime: Cold & Snow	1/12	10
Disc. Tog.: Holiday Social	12/12	17	Therapy Dog Maggie	1/15	7
Doodle Club	12/12	8	LEGO at the Library	1/16	37
Morning Book Club	12/14	7	Community Book Club	1/18	2
Storytime: Night & Day	12/15	17	Storytime: Winter Fun	1/19	19
Robotics Exploration	12/16	8	Robotics Exploration	1/20	7
LEGO at the Library	12/19	21	Tuesday Tales	1/23	9
Community Book Club	12/21	2	Full Moon Party	1/25	canceled
Storytime: Winter	12/22	10	Storytime: Cozy	1/26	18
Tuesday Tales	12/16	0	Senior Outreach	1/26	13

Other:

- 1,000 Books Before Kindergarten – currently have 25 participants
- Picture Book Month character hunt in RCU Children’s Area – 36 participants
- Find the Gingerbread Stuffie in RCU Children’s Area – 32 participants
- Teen Book Boxes – 19 boxes distributed in November; 15 boxes in December
- Storytime-to-go bags continue to be popular; 36 kits put out in December and 36 in January
- Senior outreach – 18 craft kits delivered to Preferred Senior Living
- All Together Now 2023 Reading Challenge – overall 18 participants with 7 completing the challenge and reviews
- Light Up the Fair scavenger hunt – 90 copies made and all taken; 7 ornaments claimed
- Makerspace featured daily drawing challenges in December and weekly calming crafts in January (sensory dough, impermanent painting, mindful drawing, meditative mandalas)
- Stitchin’ Time Crafters continues to meet with 0-6 participants on Wednesdays
- Parent-led chess club continues to meet with 6-10 participants on Saturdays
- The Mystery Quilt program has begun!

b. Upcoming

- i. Artist Reception for Rebecca Ford Jan. 30 from 5:30-7 p.m.
- ii. Art Rails: Print Play: an Exhibit by Rebecca Ford through Feb. 28
- iii. Makerspace: weekly fiber arts activities in February and quilting mentors
- iv. Discover Together Tuesday: Animals of the St. Croix at 11 a.m. in the senior center
- v. Winter Teen Meet-up Feb. 27 at 6 p.m.

4. Facilities/Equipment/Services

- a. Midwest Pano virtual tour is live on the EPL website underneath the map on the About page.
- b. St. Paul Pioneer Press annual subscription increased from \$460.60 to \$666.00.
- c. Every single space in the library was being used at the same time on Tuesday, Jan. 23!
- d. Annual report due to IFLS for review by Feb. 16; will bring to board for approval Feb. 27
- e. HVAC issues in the building – see agenda item under New Business
- f. Progress in outstanding projects – see Project spreadsheet

5. Personnel & Volunteers

- a. Meetings: IFLS Youth Service check-in, Nov. 29 (Caroline); Web meeting, Nov. 29 (Emily, Tiffany); Village Admin check-in, Nov. 30 (Tiffany); Hager City Glass, Dec. 1 (Tiffany); Jail Book Club outreach logistics, Dec. 1 (Caroline, Tiffany); Goals meeting, Dec. 1 (Nancy, Tiffany); Goals meeting, Dec. 4 (Caroline, Tiffany); Accessibility grant, Dec. 4 (Tiffany); Village Board, Dec. 4 (Tiffany); H&F Home, Dec. 5 (Tiffany); Health Insurance, Dec. 6 (Caroline, Tiffany); Healthier Together Park Pack, Dec. 6 (Caroline); Friends of EPL, Dec. 6 (Emily, Sharon, Tiffany); Assistant Librarians, Dec. 7 (Crystal, Emily, Heidi, Tiffany); EES Literacy Team, Dec. 11 (Caroline); Program Goals, Dec. 11 (Caroline, Tiffany); Youth Services check-in, Dec. 13 (Caroline, Tiffany); IFLS Director check-in, Dec. 15 (Tiffany); Poster Contest workshop, Dec. 19 (Caroline); Mentor meeting in Osceola, Dec. 19 (Tiffany); Assistant Librarians, Dec. 21 (Crystal, Emily, Heidi, Tiffany); Youth Services check-in, Jan. 3 (Caroline, Tiffany); Village Board, Jan. 3 (Tiffany); Friends of EPL, Jan. 4 (Emily, Sharon, Tiffany); Pierce County Historical Association, Jan. 7 (Caroline); Summer program budget, Jan. 10 (Caroline, Tiffany); Library Centennial, Jan. 10 (Judy, Sharon, Tiffany); Assistant Librarians, Jan. 11 (Crystal, Emily, Heidi, Tiffany); E3 CDC, Jan.

- 14 (Tiffany); Exit interview, Jan. 19 (Emily, Judy, Tiffany); ADRC Board presentation, Jan. 24 (Caroline, Tiffany); E3 CDC volunteer outreach, Jan. 24 (Elise, Tiffany); Assistant Librarians, Jan. 24 (Crystal, Heidi, Tiffany); Outreach program supplies, Jan. 24 (Caroline, Tiffany);
- b. Professional Development: How to Have a Successful Winter Reading Challenge, Nov. 29 (Caroline); CSLP Summer Symposium, Dec. 7 (Caroline); Marketing Tea, Dec. 19 (Tiffany); Reading and Nature: 1000 Hours Outside, Dec. 22 (Caroline); Change is a Constant, Jan. 16 (Tiffany); Understanding Why DEI Matters in Majority White Spaces, Jan. 16 (Tiffany); Embodied Communication, Jan. 17 (Tiffany)
- c. Emily Brunshon accepted a long-term substitute teaching position conflicting with her Assistant Librarian hours at the library. Her last day was Jan. 19, but she plans to continue with the library as a Sub Clerk. Two applicants for the open position were interviewed Jan. 22.
- d. Library director certification expires April 2024; working on fulfilling remaining requirements.

Some of the January offerings at EPL



January
in the...
MAKERSPACE
Explore Calming Creativity

Week of:
 Jan 1 - Sensory sand and clay Jan 22 - Meditative mandalas
 Jan 8 - Impermanent painting Jan 29 - Pop-up activities
 Jan 15 - Mindful Drawing




ADVENTURES IN IMAGINATION
JANUARY 1 - 31, 2024
 LITTLES (AGES 0-5)
 CHILDREN, TEENS & ADULTS

- READ 50 BOOKS
- COMPLETE ONE ACTIVITY
- EARN FREE PIZZA OR A BOOK
- EARN CHANCES TO WIN A PRIZE

- READ 420 MINUTES
- COMPLETE ONE ACTIVITY
- EARN FREE PIZZA
- EARN CHANCES TO WIN PRIZES

PICK UP A TRACKER AT THE LIBRARY OR JOIN US ONLINE THROUGH BEANSTACK.



REBECCA FORD
"PRINT PLAY"
 On Display
 Through Feb 28



Mystery Quilt 2024
 is coming...

Materials list, cutting instructions available Monday, January 8

Clues available Mondays
 January 22, 29
 February 5, 12, 19

Quilt Reveal
 March 26

ELLSWORTH PUBLIC LIBRARY