

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Company E Room
December 16, 2025

Called to order at 4:00pm by Chair Witt

Present: Chair Witt, Vice Chair Halverson, Secretary Stojanovic, Trustee Lane, Trustee Franzoi, Trustee Englebert, Trustee Wickman, Superintendent of Schools Zimmerman, Teen Representative Lance

Absent: Trustee Turner

Also Present: Director Kopetsky, Business Manager Kozerski, Programming Services Manager Moore-Nokes and Public Services Manager Raschke

Public Comment/Communication

None.

Consent Business

A motion was made by Englebert, seconded by Halverson to approve the Library Board of Trustees meeting minutes from November 25, 2025. Motion carried unanimously.

Authorization of Bills

A motion was made by Franzoi, seconded by Lane to authorize payment of the December 2025 bills from the 2025 budget and endowment accounts. Motion carried unanimously.

Updates

Staff Reports

- Raschke reported that starting January 1, 2026 there will be a daily cap on Hoopla checkouts. This mirrors other area libraries and allows for more control of costs for this resource. Patrons will be notified when the daily limit has been reached. Discussion ensued. There is now permanent display shelving in the entryway. The circulation desk has a display case for Friends of the Elisha D. Smith Library merchandise for the public to purchase. Rashke is in the process of annual staff reviews.
- Moore-Nokes shared that staff have been planning programs and series for 2026. Moore-Nokes also shared examples of card decks and boxes that are given to participants in the re-launched literacy programs. Programming staff have been happy with the sign up and participation numbers for these programs so far.

Teen Representative Report

- Teen Representative Lance shared that the Teen Volunteer Council met at Sweet Lair this month to make ornaments for the Gather 'Round event in downtown Menasha. There will be a reception for the Souper art mural paintings created at the November Time Machine Tuesday program next month. The Teen Taste & Test read *Enola Holmes* and discussed the book versus movie versions.

Friends Update

- Trustee Lane reported that Hawkins & Ash are wrapping up the 2024 audit and it should be finished by the end of the year. The holiday vendor market fundraiser brought in around \$1000.00 and many new memberships. The Friends are looking at a possible spring booksale and also planning for the 2026 Courtyard Market. There is currently an opening on the Friends board.

New Business

2025 Library Strategic Plan Process

- The community survey was launched on December 1, there have been 250 surveys completed so far.
- Library staff and WiLS had an in-service the morning of Tuesday, December 2nd.
- WiLS and staff members are also conducting interviews with community stakeholders and there was a community conversation held on Tuesday, December 9th.
- After the survey is closed, WiLS will send a preliminary findings report.

Director's Report

- Director Kopetsky commented on the high volume of people using the building this year despite being closed for the first 15% of 2025.
- There has been a steady increase in staff leveraging SMITHworks equipment and tools for in-house needs, this is more convenient and keeps costs down.
- The city council voted to accept the 2026 budget on Monday, December 1st with no changes to the library's budget. Discussion ensued.
- Director Kopetsky also spoke to several programming partnerships taking shape, including Menasha Parks & Rec and the city's health department.

November Statistics

- SMITHworks has seen over 8000 visits so far this year.
- We are still seeing a shift in usage from print to digital materials. Within digital materials, there is also a shift from checkouts of ebooks to audiobooks.

2025 Budget Status

- Kopetsky reported that the budget is on track overall for the time of year and he is expecting it to finish on track as well.
- Kopetsky has brought back the value of library services provided calculator to the director's report. This tool calculates the monetary value of the services that public libraries provide to their community. Discussion ensued.

Approve 2026 Operating Budget

- Director Kopetsky spoke to the changes he made from the draft budget to the final budget. Discussion ensued.
- A motion was made by Halverson, seconded by Franzoi to approve the 2026 operating budget for the library. Motion carried unanimously.

The next regular meeting will be Tuesday, January 27, 2025 at 5:30pm.

Adjournment

Meeting adjourned at 5:10pm.

Respectfully submitted,
Eva Kozerski