

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Company E Room
August 26, 2025

Called to order at 4:00pm by Chair Witt

Present: Chair Witt, Vice Chair Halverson, Trustee Englebert, Trustee Lane, Trustee Wickman, Teen Representative Lance

Absent: Secretary Stojanovic, Trustee Franzoi, Trustee Turner, Superintendent of Schools Zimmerman

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

Public Comment/Communication

None.

Consent Business

A motion was made by Halverson, seconded by Wickman to approve the Library Board of Trustees meeting minutes from July 22, 2025. Motion carried unanimously.

Authorization of Bills

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

Updates

Staff Reports

- Raschke reported that staff are finishing up processing and shifting the oversize collection. The Winnefox Passport program ended earlier this month and the library had over 100 participants return finished passports.
- Moore-Nokes shared the summer reading program has wrapped up with a total of 757 participants. The number of adult participants was the highest it has been in a decade. Staff has reported positive comments and feedback from participants. SMITHworks will be closed the week of Sept 2nd-7th so that the team can do some rearranging, maintenance and technology updates to the space.
- Teen Representative Lance shared that the Teen Volunteer Council has been working with staff member Dave Powell to build a mobile outreach booth for the library. They also created an easy read display and made flowers for the fence planters on the patio. One program standout this month was the cupcake version of Teen Test and Taste.

Friends Update

- Trustee Lane shared that there is one last Courtyard Market of Menasha date. A special meeting will be held on September 9 to discuss how the Friends group can work with the market going forward. Trustee Lane advised that following and sharing posts from the Friends page on Facebook is a great way to show support for the group.

New Business

Director's Report

- Director Kopetsky spoke to several trends from the first six months of being reopened.
 - Visitor numbers are growing and have accelerated in the summer months with over one thousand new library cards created this year.

- A focus on hands-on programming has increased attendance and participation.
 - Patron assistance at service points has seen a large uptick.
- The Library of Things collection is being well utilized; however, we continue to see decline in some A/V collections.
- All Menasha Joint School District first-graders will be coming into the library and will receive library cards.
- The stair treads on both publicly accessible stairwells will be replaced the first week of September.
- Staff have noticed that SMITHworks is busy throughout the day, rather than just during open hours due to the badging program.

July Statistics

- The July door count was a little under 12,000 patrons, which is 90% higher than the same month in 2023.
- Meeting space usage is up by 167% compared to 2023.

2025 Budget Status

- Hoopla expenses are outpacing prior years, showing the popularity of the service. Discussion ensued.
- Some lines such as janitorial supplies and programming supplies are being expended faster than anticipated, likely due to the increased visitor traffic and usage of the building. Discussion ensued.

Discuss December 23, 2025 Board of Trustees Meeting

A motion was made by Halverson, seconded by Englebert to move the December meeting of the library to Tuesday, December 16, 2025 at 4pm. Motion carried unanimously.

Discuss Board of Trustees Meeting times and dates

Discussion ensued on changing the standing day and/or time of monthly board meetings. The topic will be revisited at a later meeting.

Approve Preliminary 2026 Budget

Director Kopetsky presented his 2026 draft budget and justification to the board. Discussion ensued. A motion was made by Wickman, seconded by Lane to approve the preliminary 2026 library budget. Motion carried unanimously.

The next regular meeting will be Tuesday, September 23, 2025 at 4:00pm.

Adjournment

Meeting adjourned at 4:51pm.

Respectfully submitted,
Eva Kozerski