



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING

AT CLINTONVILLE HIGH SCHOOL

ORANGE ROOM

75 Hemlock St., Clintonville, WI 54929

4:00 PM

THURSDAY DECEMBER 8, 2022

December 2, 2022

Peggy Zaemisch
Jeanne Witt
Mari Hintz
Donna Lederer

Troy Kuhn
Jeanine Supanich
Polly Goodell

Agenda

1. Call to Order; Roll Call
2. Approval of Agenda
3. Citizens Forum
4. Friends of the Library Report
5. Approval of Minutes from November 10, 2022
6. Approval of November Financial and Special Accounts Reports
7. Approval of December 2022 bills
8. Discussion of Librarian's Report
9. Info - Carpeting Project Update
10. Adjourn

JS/jh

Posted: Clintonville City Hall, Clintonville Public Library, Community Center

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www.clintonvillelibrary.org

e-mail: cpl@clintonvillelibrary.org

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

December 2

Info - Carpeting Project Update

I will provide an update on how the carpeting project is going. At this time, the movers will move shelving and furniture on December 5, 8, and 13, while the carpeting contractors will tear out and install carpet tiles on the days in between.

Minutes of Library Board meeting
November 10, 2022

Meeting was called to order at 4:00 PM by President Jeanine Supanich.

1. Roll call-Peggy Zaemisch, Jeanne Witt, Mari Hintz, Troy Kuhn, Jeanine Supanich, Polly Goodell and Jamison Hein were present. Donna Lederer was absent.
2. Approval of agenda - Jeanne W motioned to approve the agenda; seconded by Mari Hintz. Motion passed
3. Citizens Forum - None present
4. Friends of the Library Report - None
5. Approval of minutes from October - Motion by Polly, seconded by Jeanne to approve minutes as presented. Motion passed.
6. Approval of October Financial and Special Accounts - Mari motioned to approve the Financial and Special Accounts Reports, seconded by Jeanne. Roll call was taken with all in favor; motion passed.
7. Approval of November 2022 bills - Polly motioned to approve November bills in the amount of \$28,631.72, seconded by Peggy. Roll call vote with all in favor; motion passed.
8. Discussion of Librarians Report - Good news was shared regarding the increase in library card registration for our library. Many new programs were added by the Youth Services Librarian.
9. Discussion on Library Staff pay during carpet closure - Jamie recommended staff be paid for time while the library is closed. Suggestions for staff time could be helping Ashley with inventory misplaced, re-labeling non-fiction, any other jobs that can still be accomplished, even painting. Motioned by Jeanne, seconded by Polly to ensure staff they will be paid for all scheduled hours. All in favor.
10. Adjourn - Motion to adjourn by Troy, seconded by Mari.

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
NOVEMBER 2022**

12/1/2022

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	NOVEMBER	YTD	BUDGET	BALANCE	to date 2022 % SPENT	November 2021 % SPENT
204-55110-41-	1100	SALARIES - STAFF	15,849.72	184,414.72	208,277.00	23,862.28	89%	78%
204-55110-41-	1110	JANITOR SALARIES	1,380.96	15,236.01	17,652.00	2,415.99	86%	71%
204-55110-41-	1500	EMPLOYEE BENEFITS	4,744.76	61,742.30	64,060.00	2,317.70	96%	78%
TOTAL SALARIES			21,975.44	261,393.03	289,989.00	28,595.97	90%	77%
204-55110-41-	2100	INFORMATION TECHNOLOGY	135.79	18,020.55	21,500.00	3,479.45	84%	99%
204-55110-41-	2250	TELEPHONE SERVICE	222.69	2,203.14	2,700.00	496.86	82%	142%
204-55110-41-	2260	GAS	251.48	4,171.30	3,500.00	(671.30)	119%	76%
204-55110-41-	2270	WATER AND ELECTRICITY	680.91	8,618.85	9,250.00	631.15	93%	60%
204-55110-41-	3110	POSTAGE	79.72	790.87	700.00	(90.87)	113%	18%
204-55110-41-	3112	COPIES	216.83	2,104.67	1,700.00	(404.67)	124%	87%
204-55110-41-	3122	STAFF DEVELOPMENT	0.00	1,561.50	1,500.00	(61.50)	104%	128%
204-55110-41-	3123	MAINTENANCE SUPPLIES	117.99	839.70	1,600.00	760.30	52%	47%
204-55110-41-	3150	OFFICE SUPPLIES	25.00	3,649.06	3,200.00	(449.06)	114%	89%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	0.00	472.91	750.00	277.09	63%	49%
204-55110-41-	3261	MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41-	3269	BOOKS - ADULT	1,729.48	18,497.13	15,500.00	(2,997.13)	119%	98%
204-55110-41-	3270	BOOKS - JUVENILE	265.66	15,497.45	15,750.00	252.55	98%	112%
204-55110-41-	3272	eCONTENT	294.98	4,443.23	5,000.00	556.77	89%	80%
204-55110-41-	3280	PROGRAMS	385.05	1,928.21	3,200.00	1,271.79	60%	61%
204-55110-41-	3285	A/V MATERIALS-ADULT	543.47	4,321.29	4,000.00	(321.29)	108%	109%
204-55110-41-	3286	A/V MATERIALS-JUVENILE	121.31	3,588.50	3,698.00	109.50	97%	61%
204-55110-41-	3310	TRAVEL & TRAINING EXPENSES	111.00	821.55	750.00	(71.55)	110%	0%
204-55110-41-	3490	OTHER OPERATING EXPENSES	960.59	2,315.91	1,500.00	(815.91)	154%	108%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	0.00	7,730.34	64,500.00	56,769.66	12%	105%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	3,598.85	3,500.00	(98.85)	103%	103%
SUBTOTAL			6,141.95	105,175.01	163,798.00	58,622.99	64%	90%
TOTAL OPERATING EXPENSES			28,117.39	366,568.04	453,787.00	87,218.96	81%	81%
CAPITAL FUND								
401-57610-41-	8102	COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
401-57610-41-	8103	OFFICE FURNITURE & EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
401-57610-41-	8200	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0%	0%
SUBTOTAL			0.00	0.00	0.00	0.00	0%	0%
TOTAL EXPENDITURES			28,117.39	366,568.04	453,787.00	87,218.96	81%	81%

REVENUE

ACCOUNT	ACCT	DESCRIPTION	NOVEMBER	YTD	BUDGET	BALANCE	to date 2022 %REC'D	to date 2021 %REC'D
204-41104-41		SURPLUS APPLIED	0.00	0.00	63,500.00	(63,500.00)	0%	0%
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	221,169.00	(221,169.00)	0%	100%
204-43790-41		OWLS SUPPORT	0.00	162,091.05	161,868.00	223.05	100%	99%
204-46710-41		LIBRARY FINES	135.20	1,502.03	250.00	1,252.03	601%	14%
204-46711-41		COPY MACHINE REVENUE	319.53	3,058.79	3,000.00	58.79	102%	26%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	42.00	1,105.75	4,000.00	(2,894.25)	0%	0%
SUBTOTAL			496.73	167,757.62	453,787.00	(286,029.38)	37%	98%
TOTAL REVENUE			496.73	167,757.62	453,787.00	(286,029.38)	37%	98%

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
NOVEMBER 2022

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

WLA Conference

Ashley, Delanie, and I attend the Wisconsin Library Association's Annual Conference in Lake Geneva on November 2-4. There were some great sessions including ones on great sessions on materials challenges, holding library vendors accountable, and emotional intelligence. Additionally, we all had a great time learning how to play Dungeons & Dragons on Wednesday night.

Library Space Updates

Ashley and Emily, with the help of the Parks & Rec department, removed the cabinets that were in the new teen space. After the removal of the cabinets, Emily has been painting the walls in different colors that look great. The staff has also been working on getting ready for the closure by removing items on top of shelves and desks.

Logo Conversations

Ashley and I have been talking with staff about getting a new logo for the Library. Part of this discussion has been using word association to help come up with words that we want the logo to embody about the Library. Some examples of words were 'Inclusive,' 'Gathering Place,' 'Access,' and 'Resourceful.' These and other words were sent to Chad Glamann, the Web & Marketing Coordinator at OWLS for him to come up with some rough drafts.

Rotary Speaker

I was invited again to speak at Rotary, this time by Jeff Hoffman on November 14. I talked about current programming, the new teen space, the new website, the nonfiction changes, and the carpeting closure.

AAC Meeting

I attended the OWLSnet Automation Advisory Committee meeting on November 18 at the Kimberly Public Library. We talked about the recent staff survey on CARL & Bibliocommons, short loan procedures, displaying other libraries' materials, and Database/eContent subscriptions.

New Website

The Library's new website went live on November 21.

DELANIE SHARPE, YOUTH SERVICES LIBRARIAN'S REPORT:

Besides programming stats, I don't really have anything. Between Thanksgiving and the renovation it has been an odd month. Really the biggest things to note are: that there were no participants in youth programs the Monday and Tuesday before thanksgiving, I'm forgoing the December Mini Craft, and, pending how well spaced the new layout is, I'm adding more to the play area.

Programs:

Page-turners and Popcorn (Monday after school program)

Date	Kids	Notes
7-Nov	0	Cancelled for Book Sale
14-Nov	4	
21-Nov	0	
28-Nov	9	Plus one mom

Storytime

Date	Kids	Adults
11/1/2022	5	2
11/8/2022	7	5
11/15/2022	10	5
11/22/2022	0	0
11/29/2022	8	5

Lego Nights

	On Camera	On Sign-in Sheet
1-Nov	10	11
8-Nov	13	8
15-Nov	12	9

22-Nov	0	0
29-Nov	17	8

Game Nights

Date	Participants	Sign-I n Sheet
3-Nov	Cancelled due to WLA	0
10-Nov	8	0
17-Nov	8	6
24-Nov	Thanksgiving	0
1-Dec	21	0

St Martin's School Visits

Date	Grade	# of Students
4-Nov	3rd	21
	4th	17
18-Nov	2nd	17
	1st	18
	K	22

2-Dec	3rd	21
	4th	18
	K	22
4-Nov	3rd	21
	4th	17

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN’S REPORT:

I have provided reference help to some patrons through e-mail, by phone, and in person. This includes obituary requests, which continue to be the most frequent type of reference request.

I continue to create a monthly blog post on weeding topics for the WLA YSS (Youth Services Section) blog.

The November craft had 8 people in attendance. Our December craft will be decorated book stacks.

I have continued work on the re-labeling of the non-fiction, trying to get enough done for us to determine the best way for the books to go back on the shelves once we get new carpeting and re-arrange the shelving in the non-fiction area.

I have completed the inventory of all collections I had planned on doing before carpeting.

I am working with one of our staff members who have an eye for design to spruce up the library a little with some fresh new layouts. She has also been busy painting some walls to liven things up a little.

As always, I continue to catalog and process library materials.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- None to report.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- None to report.

CLINTONVILLE PUBLIC LIBRARY 2022 MONTHLY ACTIVITIES REPORT													month	to date									10
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021	2022	2021	2020	2019	2018	2017	2016	2015		
	24	24	27	24	24	26	25	27	24	26	24	0	Nov	24	250	63	301	302	303	304	302		
DOOR COUNT																							
Door count	2,855	3,176	3,712	3,094	4,196	3,983	3,432	3,865	3,982	4,261	4,291	0	2,635	40,847	17,094	18,082	80,656	78,764	79,106	84,369	84,469		
Avg per day open	119	132	137	129	175	153	137	143	166	164	179		110	149	68	287	268	261	261	278	280		
CIRCULATION																							
Circs	3,004	3,003	3,950	3,018	3,245	4,200	3,455	3,676	3,558	3,285	3,476	0	2,990	37,870	26,127	22,410	61,388	68,751	73,866	79,700	78,394		
Renewals	680	744	903	717	730	646	649	563	657	594	623	0	758	7,506	6,623	7,526	19,020	20,472	20,325	20,331	19,543		
Subtotal Circulation	3,684	3,747	4,853	3,735	3,975	4,846	4,104	4,239	4,215	3,879	4,099	0	3,748	45,376	32,750	29,936	80,408	89,223	94,191	100,031	97,937		
Avg circ per day open	154	156	180	156	166	186	164	157	176	149	171		156	165	131	475	267	295	313	329	324		
Overdrive-Audiobook Uses	436	367	436	451	454	390	393	421	385	335	388	0	355	4,456	4,002	3,555	3,171	2,361	1,914	1,641	1,439		
Overdrive-Ebook Uses	436	362	385	344	329	312	318	336	324	357	367	0	339	3,870	3,742	4,355	3,124	2,861	3,136	3,100	2,893		
Overdrive-Magazine Uses	26	33	47	41	34	41	34	43	51	53	61	0	25	464	166	339	378	n/a	n/a	n/a	n/a		
Hoopla	144	133	129	123	131	131	132	139	125	142	139	0	144	1,468	1,313	1,660	1,432	1,124	697	n/a	n/a		
Total Circulation	4,726	4,642	5,850	4,694	4,923	5,720	4,981	5,178	5,100	4,766	5,054	0	4,611	55,634	41,973	40,244	88,513	95,569	99,938	104,864	102,269		
INTERLIBRARY LOAN																							
Total loaned	2,457	2,550	2,826	2,599	2,547	2,436	2,387	2,560	2,472	2,335	2,271	0	2,358	27,440	24,414	14,565	32,480	33,304	35,627	34,944	29,908		
Total borrowed	950	1,006	1,221	1,000	795	809	888	896	942	859	982	0	723	10,348	9,911	8,494	17,913	19,708	21,559	22,876	22,268		
Net	1,507	1,544	1,605	1,599	1,752	1,627	1,499	1,664	1,530	1,476	1,289		1,635	17,092	14,503	6,071	14,567	13,596	14,068	12,068	7,640		
REGISTERED BORROWERS	1st Q	%		2nd Q	%		3rd Q	%		4th Q	%												
Adult	2,814	69%		2,852	69%		2,893	68%					2,995	2,893	2,995	2,941	3,577	3,807	3,975	3,973	4,326		
Juvenile	1,214	31%		1,261	31%		1,298	32%					1,351	1,298	1,351	1,349	1,743	1,873	1,935	1,961	2,032		
Total borrowers	4,078			4,160			4,235						4,342	4,235	4,342	4,342	5,370	5,710	5,942	5,963	6,390		
Resident	2,287	56%		2,336	56%		2,352	56%					2,296	2,352	2,296	2,395	2,851	2,968	3,067	3,080	3,218		
Nonresident	1,800	44%		1,824	44%		1,883	44%					2,046	1,883	2,046	1,947	2,519	2,742	2,875	2,883	3,172		
PROGRAMMING																							
Adult programs in library	3	4	5	4	5	4	3	4	4	5	4	0	4	45	51	27	37	25	37	56	30		
Attendance	183	282	177	326	570	350	283	234	307	301	317	0	412	3,330	6,980	1,989	196	129	255	279	181		
Adult outreach programs	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	16	5	0	0	0	0		
Attendance	0	0	0	0	0	0	0	0	40	0	0	0	0	40	46	218	166	0	0	0	0		
Teen programs in library	0	0	0	0	0	0	0	0	1	1	1	0	0	3	0	30	89	38	12	19	14		
Attendance	0	0	0	0	0	0	0	0	4	26	16	0	0	46	0	1,303	529	282	61	107	86		
Juvenile programs in library	2	2	2	1	1	2	4	3	2	4	4	0	4	27	22	146	383	308	245	248	265		
Attendance	52	61	41	43	65	84	193	105	94	97	113	0	187	948	793	10,528	6,803	5,914	5,378	5,742	5,594		
Juvenile outreach programs	2	2	2	0	24	0	0	0	0	2	0	0	1	32	2	22	121	70	65	86	84		
Attendance	169	342	364	0	671	0	0	0	0	470	0	0	59	2,016	303	324	1,988	1,393	985	1,290	1,187		
Total programs	7	8	9	5	30	6	7	7	8	12	9	0	9	108	76	241	635	441	359	409	393		
Total attendance	404	685	582	369	1,306	434	476	339	445	894	446	0	658	6,380	8,122	14,362	9,682	7,718	6,679	7,418	7,048		
Meeting Rm (not lib pgrms)	11	16	16	20	16	15	14	17	17	19	19	0	0	180	0	169	277	175	154	154	76		
VOLUNTEERS																							
Number	1	2	2	2	2	3	2	2	1	1	1	0	1	19	15	19	45	55	25	1	15		
Hours worked	9.00	4.25	3.75	4.50	10.00	12.00	4.00	2.50	1.50	1.50	1.50	0.00	1.50	55	52	26	125	233.00	162.00	8.00	43.00		
COMPUTER STATS																							
Public Computer sessions	135	154	199	168	153	202	193	188	177	171	144	0	143	1,884	1,043	1,177	5,141	6,273	7,458	7,395	8,541		
Laptop Checkouts	1	0	0	0	0	2	1	1	1	0	2	0	0	8	0	2	29	98	87	114	117		
Wireless sessions	355	407	453	457	507	435	460	466	537	584	471	0	395	5,132	3,655	2,492	6,353	6,630	7,711	7,807	7,147		
Total website page views	1,657	1,662	1,790	1,587	1,610	1,685	1,527	1,666	1,577	1,426	1,077	0	1,541	17,264	19,301	17,148	30,272	35,689	38,599	37,431	30,904		
Facebook likes	1,077	1,106	1,120	1,128	1,139	1,146	1,150	1,167	1,192	1,203	1,212	0	1,052	1,212	1,052	1,020	959	833	736	650	578		

