



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY JANUARY 12, 2022

January 6, 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 December 8, 2022
6. Approval of December Financial and Special Accounts Reports
7. Approval of January 2023 bills
8. Discussion of Librarian's Report
9. Library Tour
10. Adjourn

JS/jh

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

Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Clintonville Public Library at 715-823-4563

www.clintonvillelibrary.org
e-mail: cpl@clintonvillelibrary.org

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

January 6

Library Tour

Jamie will take board members on a tour of the new layout changes made during the carpeting closure.

Minutes of Library Board

December 8, 2022

1. Meeting was called to order at 4 PM by President Jeanine S. Roll call with Mari H, Troy Kuhn, Polly Goodell and Jeanine S in attendance. Jeanne W was excused ; Peggy Z and Donna L were absent.
2. Mari motioned to approve the agenda; seconded by Troy.
3. No Citizens Forum in attendance.
4. Friends of the Library representative Ralph Williams updated us on information from the FOL annual meeting on 10/18. A donation in the amount of \$7,419 was given to the library to cover items Jamie had requested. Book sales attributed to \$2,105 in 2022 income. Ann Fuge donated \$2,000.
5. Troy Kuhn motioned to approve minutes from November meeting. Seconded by Mari.
6. Polly motioned to approve November Financial and Special Accounts Reports. This was seconded by Mari with roll call showing all in favor.
7. Motion to approve December 2022 bills in the amount of \$28,431.17 by Polly, seconded by Mari. All in favor.
8. Librarians Report updated us on work being done. Library has new website.
9. Carpeting update was presented by Jamie showing work in progress. Walls have been painted, cupboards removed, some carpeting installed. Hopefully it will all be completed by 12/13.
10. Motion to adjourn by Mari, seconded by Polly. Next meeting is January 12, 2022.

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
DECEMBER 2022

1/6/2023

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	DECEMBER	YTD	BUDGET	BALANCE	to date 2022 % SPENT	December 2021 % SPENT
204-55110-41-	1100	SALARIES - STAFF	22,719.79	207,134.51	208,277.00	1,142.49	99%	85%
204-55110-41-	1110	JANITOR SALARIES	1,718.68	16,954.69	17,652.00	697.31	96%	76%
204-55110-41-	1500	EMPLOYEE BENEFITS	7,763.00	69,505.30	64,060.00	(5,445.30)	109%	87%
TOTAL SALARIES			32,201.47	293,594.50	289,989.00	(3,605.50)	101%	85%
204-55110-41-	2100	INFORMATION TECHNOLOGY	37.24	18,057.79	21,500.00	3,442.21	84%	114%
204-55110-41-	2250	TELEPHONE SERVICE	222.33	2,425.47	2,700.00	274.53	90%	155%
204-55110-41-	2260	GAS	472.50	4,643.80	3,500.00	(1,143.80)	133%	91%
204-55110-41-	2270	WATER AND ELECTRICITY	913.50	9,532.35	9,250.00	(282.35)	103%	65%
204-55110-41-	3110	POSTAGE	0.00	790.87	700.00	(90.87)	113%	22%
204-55110-41-	3112	COPIES	80.00	2,184.67	1,700.00	(484.67)	129%	96%
204-55110-41-	3122	STAFF DEVELOPMENT	375.00	1,936.50	1,500.00	(436.50)	129%	128%
204-55110-41-	3123	MAINTENANCE SUPPLIES	87.30	927.00	1,600.00	673.00	58%	104%
204-55110-41-	3150	OFFICE SUPPLIES	191.74	3,840.80	3,200.00	(640.80)	120%	114%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	59.00	531.91	750.00	218.09	71%	49%
204-55110-41-	3261	MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41-	3269	BOOKS - ADULT	346.25	18,843.38	15,500.00	(3,343.38)	122%	131%
204-55110-41-	3270	BOOKS - JUVENILE	29.97	15,527.42	15,750.00	222.58	99%	120%
204-55110-41-	3272	eCONTENT	281.59	4,724.82	5,000.00	275.18	94%	85%
204-55110-41-	3280	PROGRAMS	339.07	2,267.28	3,200.00	932.72	71%	73%
204-55110-41-	3285	A/V MATERIALS-ADULT	233.56	4,554.85	4,000.00	(554.85)	114%	146%
204-55110-41-	3286	A/V MATERIALS-JUVENILE	38.94	3,627.44	3,698.00	70.56	98%	73%
204-55110-41-	3310	TRAVEL & TRAINING EXPENSES	831.77	1,653.32	750.00	(903.32)	220%	22%
204-55110-41-	3490	OTHER OPERATING EXPENSES	130.69	2,446.60	1,500.00	(946.60)	163%	116%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	699.10	8,429.44	64,500.00	56,070.56	13%	131%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	3,598.85	3,500.00	(98.85)	103%	103%
SUBTOTAL			5,369.55	110,544.56	163,798.00	53,253.44	67%	107%
TOTAL OPERATING EXPENSES			37,571.02	404,139.06	453,787.00	49,647.94	89%	91%
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			37,571.02	404,139.06	453,787.00	49,647.94	89%	91%

REVENUE

ACCOUNT	ACCT	DESCRIPTION	DECEMBER	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	157.83	1,659.86	250.00	1,409.86	664%	19%
204-46711-41		COPY MACHINE REVENUE	77.25	3,136.04	3,000.00	136.04	105%	39%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	0.00	1,105.75	4,000.00	(2,894.25)	0%	0%
SUBTOTAL			235.08	167,992.70	453,787.00	(285,794.30)	37%	98%
TOTAL REVENUE			235.08	167,992.70	453,787.00	(285,794.30)	37%	98%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF DECEMBER 31, 2022**

204-41-ACCOUNT DESCRIPTION	DECEMBER	CURRENT BALANCE	INTEREST YTD	12/31/2021 BALANCE
204 FUND CARRYOVER FROM PREVIOUS YEAR		208,158.00		208,158.00
EXCESS BUDGET REVENUE		3,202.00		0.00
TOTAL 204 FUND BALANCE		211,360.00		208,158.00

805-41-ACCOUNT DESCRIPTION	DECEMBER	CURRENT BALANCE	INTEREST YTD	12/31/2021 BALANCE
CDS				
6501036060 Gift & Memorial CD due 5/24/2024 Bank First 2.00%				
Miller	0.00	1,413.65	4.19	1,409.46
Gift & Memorial	0.00	13,303.96	39.24	13,264.72
Gift & Memorial CD Balance	0.00	14,717.61		14,674.18
6501036066 Mantin Savings CD due 5/24/2024 Bank First 2.00%	0.00	12,156.72	-13.13	12,169.85
6501036057 Combined CD due 5/24/2024 at Bank First 2.00%				
Thompson	0.00	12,435.66	560.58	11,875.08
Schultz	0.00	32,679.62	1,473.22	31,206.40
Mantin	0.00	12,718.25	573.26	12,144.99
OES	0.00	12,610.18	568.51	12,041.67
Combined CD Balance	0.00	70,443.71		67,268.14
BILLINGS ESTATE DONATION				
6501036072 CD due 5/24/2024 Bank First 2.00%	0.00	217,459.46	273.93	217,185.53
6501036069 Billings CD due 5/24/2024 Bank First 2.00%	0.00	200,820.28	252.96	200,567.32
Total Billings Estate Donation	0.00	418,279.74		417,752.85

SAVINGS ACCOUNT (Mantin Funds) at Fox Communities				
120574 BALANCE - JANUARY 1		2,256.31		2,256.31
INTEREST RECEIVED	0.00	0.00	0.00	0.00
OTHER REVENUE	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	2,256.31	0.00	0.00
EXPENDITURES	0.00	0.00	0.00	0.00
SAVINGS ACCOUNT BALANCE		2,256.31		2,256.31

BANK BALANCE SUBTOTAL		517,854.09		514,121.33
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GIFT & MEMORIAL ACCOUNT				
BALANCE - JANUARY 1		28,660.69		28,660.69
805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	1,100.00		0.00
805- SUBTOTAL		29,760.69		28,660.69
55110-41-3492 EXPENDITURES**	0.00	728.75		0.00
SUBTOTAL		29,031.94		28,660.69
TOTAL 805 FUND BALANCE		546,886.03		542,782.02

GIFT & MEMORIAL ACCOUNT DETAIL				
805-48500-41 *DONATIONS/CONTRIBUTIONS	DECEMBER			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
TOTAL DONATIONS	0.00			

805- 55110-41-3492 **EXPENDITURES	DECEMBER			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
TOTAL EXPENDITURES	0.00			

TOTAL 204 & 805 LIBRARY FUND BALANCE 758,246.03 750,940.02

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
JANUARY 2023

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Carpeting Project

The carpeting project finished on December 16, a few days later than I originally expected. Unfortunately, the old carpeting and glue were more difficult to remove than expected. Despite that, I believe the carpeting turned out great. Additionally, shelves and furniture were moved to allow for more open seating areas throughout the Library. A lot of positive comments from patrons, the most common one being patrons feeling as though they need to take their shoes off when coming in.

Open House Planning

The planning for the Open House on January 16 is moving along. Thor, the new K9 for the Police Department, and handler Rollins will be making an appearance along with Dave Cubiak Door County mysteries author Patricia Skalka. Skalka will present at 6:00 on her writing and provide books for sale. We have planned tours for the new layout, crafts for kids, snacks and drinks, and more. The Open House will run from 2 - 8 pm and I hope everyone on the board can attend.

DELANIE SHARPE, YOUTH SERVICES LIBRARIAN'S REPORT:

Phew! We made it through December.

- During the closure, one of the tasks I gave myself was to travel around and observe other library's storytimes. The staffs of Shawano, Manawa, Marion, and Tigerton were very welcoming.
- The renovations to the Youth Area have been well-received.
- Page-turners & Popcorn haven't happened since December 19th (3 attending) due to all the holiday closures.

Storytime came back ASAP after we closed

Date	Kids	Adults
12/20/2022	2	2
12/27/2022	3	2
1/3/2023	6	4

There was only one Lego Night last month; and so far there has only been one this month, too.

	Theme	Kids	Adults
20-Dec	Donuts	2	2
27-Dec	Fireworks/New Years	3	2
3-Jan	Food Trucks	6	4

Game Night now includes the Nintendo Wii and Xbox 360

Date	Participants
1-Dec	21
5-Jan	6

Class visits ended on December 2 and resumed on January 6.

Date	Grade	# of Students
2-Dec	3rd	21
	4th	18
6-Jan	2nd	18
	1st	18
	K	24

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

The December craft had 12 people in attendance. We will not be doing a January craft, as we have too much going on with planning and running our Open House.

During the carpeting work, I spent a lot of time in the basement organizing and going through what we have down there. I worked with the carpet installers to determine the best way to lay the carpet, as well as worked with the movers to get things moved out and back in the new layout we wanted.

It was a very busy and eventful time, but also a time when I wasn't able to do many of my normal tasks. I did also spend some time trying to figure out the needs for the open house, such as programs, activities, and decorations. We hope to see all of the board members come through during the open house on Monday, January 16th from 2-8 pm to check out the new look and chat with staff about the process! 😊

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- OWLSnet Automation Advisory Committee Meeting on January 20.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- Beth Wilder donated \$200.

CLINTONVILLE PUBLIC LIBRARY 2022 MONTHLY ACTIVITIES REPORT													month	to date									9
	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	10	Dec	285	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	1,077	2,641	41,924	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	108	120	147	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	1,638	2,868	39,508	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	762	627	8,268	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	2,400	3,495	47,776	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	240	159	168	131	475	267	295	313	329	324		
Overdrive-Audiobook Uses	436	367	436	451	454	390	393	421	385	335	388	413	337	4,869	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	312	368	4,182	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	45	27	509	166	339	378	n/a	n/a	n/a	n/a		
Hoopla	144	133	129	123	131	131	132	139	125	142	139	114	120	1,582	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	3,284	4,347	58,918	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	1,684	2,471	29,124	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	739	992	11,087	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	945	1,479	18,037	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%		2,916	68%		2,988	2,916	2,988	2,941	3,577	3,807	3,975	3,973	4,326		
Juvenile	1,214	31%		1,261	31%		1,298	32%		1,308	32%		1,358	1,308	1,358	1,349	1,743	1,873	1,935	1,961	2,032		
Total borrowers	4,078			4,160			4,235			4,263			4,397	4,263	4,397	4,342	5,370	5,710	5,942	5,963	6,390		
Resident	2,287	56%		2,336	56%		2,352	56%		2,299	54%		2,441	2,299	2,441	2,395	2,851	2,968	3,067	3,080	3,218		
Nonresident	1,800	44%		1,824	44%		1,883	44%		1,964	46%		1,956	1,964	1,956	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	4	4	49	55	27	37	25	37	56	30		
Attendance	183	282	177	326	570	350	283	234	307	301	317	1,081	1,840	4,411	8,820	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	1	0	4	0	30	89	38	12	19	14		
Attendance	0	0	0	0	0	0	0	0	4	26	16	21	0	67	0	1,303	529	282	61	107	86		
Juvenile programs in library	2	2	2	1	1	2	4	3	2	4	4	4	5	31	27	146	383	308	245	248	265		
Attendance	52	61	41	43	65	84	193	105	94	97	113	120	235	1,068	1,028	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	0	32	2	22	121	70	65	86	84		
Attendance	169	342	364	0	671	0	0	0	0	470	0	0	0	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	9	9	117	85	241	635	441	359	409	393		
Total attendance	404	685	582	369	1,306	434	476	339	445	894	446	1,222	2,075	7,602	10,197	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	5	0	185	0	174	277	175	154	154	76		
VOLUNTEERS																							
Number	1	2	2	2	2	3	2	2	1	1	1	1	1	20	16	20	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	1.50	1.50	56	54	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	55	130	1,939	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	1	0	9	0	2	29	98	87	114	117		
Wireless sessions	355	407	453	457	507	435	460	466	537	584	471	430	417	5,562	4,072	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	3	1,712	17,267	22,123	17,322	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	1,214	1,067	1,214	1,067	1,020	959	833	736	650	578		

