



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY FEBRUARY 9, 2023

February 3, 2023

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 January 12, 2022
6. Approval of January Financial and Special Accounts Reports
7. Approval of February 2023 bills
8. Discussion of Librarian's Report
9. Approve State Annual Report
10. Approve Statement Concerning Public Library System Effectiveness
11. Set Next Meeting Day and Time
12. 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

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

February 3

Approve State Annual Report

The board will receive a copy of the State Annual Report in a separate email. This report contains statistics from 2022 in regard to circulation, finances, and programming. The Library Board reviews and approves this report which is then sent to the Department of Public Instruction.

Approve Statement Concerning Public Library System Effectiveness

Section XV of the State Annual Report asks the Library Board to indicate if the Library System provided effective leadership and met the needs of the Library. Our library system is the Outagamie Waupaca Library System (OWLS) and they provide delivery, automation, and technology support. I would recommend the approval of the statement that OWLS provided effective leadership and adequately met the needs of the library.

Clintonville Public Library
Library Board Meeting
January 12, 2023

1. Meeting Called to Order
2. Roll call taken – Present – Jeanne Witt, Mari Hintz, Donna Lederer, Troy Kuhn, Jeanine Supanich. Excused – Polly Goodell, Absent – Peggy Zaemisch
3. Citizens Forum – No citizens present
4. Friends of the Library Report – Jamie reported on the Friends 1st quarter meeting. They gave the Library \$1206 for library programming for 2023. They also paid for the author, Patricia Skalka to appear during the Open House.
5. Approval of Minutes from December 8, 2022 – Motion by Mari, seconded by Donna to approve the minutes. The motion passed.
6. Approval of December Financial and Special Accounts Reports – Motion by Jeanne, seconded by Donna to approve the December 2022 Financial and Special accounts Reports. Roll call vote was taken. The motion passed.
7. Approval of January 2023 bills – Motion by Troy, seconded by Jeanne to approve the January 2023 bills, in the amount of \$119,593.64. Roll call vote was taken. The motion passed.
8. Discussion of Librarian's Report – Jamie gave an update on the Open House, scheduled for Monday, January 16, 2023. 2pm to 8pm.
9. Library Tour – Jamie lead a tour of the library, including the new layout of the shelving, new teen area, and new seating areas.
10. Adjourn – Motion by Troy, seconded by Donna to adjourn the meeting at 4:50pm.

Respectfully submitted by Mari Hintz, substitute secretary.

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
JANUARY 2023**

2/3/2023

EXPENDITURES							to date	January
ACCOUNT	ACCT	DESCRIPTION	JANUARY	YTD	BUDGET	BALANCE	2023	2022
							% SPENT	% SPENT
204-55110-41-	1100	SALARIES - STAFF	15,218.01	15,218.01	215,289.83	200,071.82	7%	7%
204-55110-41-	1110	JANITOR SALARIES	1,079.49	1,079.49	19,233.47	18,153.98	6%	6%
204-55110-41-	1500	EMPLOYEE BENEFITS	10,377.75	10,377.75	78,503.64	68,125.89	13%	12%
TOTAL SALARIES			26,675.25	26,675.25	313,026.94	286,351.69	9%	8%
204-55110-41-	2100	INFORMATION TECHNOLOGY	0.00	0.00	16,500.00	16,500.00	0%	0%
204-55110-41-	2250	TELEPHONE SERVICE	24.00	24.00	2,600.00	2,576.00	1%	1%
204-55110-41-	2260	GAS	938.02	938.02	4,200.00	3,261.98	22%	24%
204-55110-41-	2270	WATER AND ELECTRICITY	8.92	8.92	9,300.00	9,291.08	0%	0%
204-55110-41-	3110	POSTAGE	69.95	69.95	700.00	630.05	10%	2%
204-55110-41-	3112	COPIES	0.00	0.00	1,700.00	1,700.00	0%	5%
204-55110-41-	3122	STAFF DEVELOPMENT	0.00	0.00	1,500.00	1,500.00	0%	2%
204-55110-41-	3123	MAINTENANCE SUPPLIES	106.39	106.39	1,600.00	1,493.61	7%	3%
204-55110-41-	3150	OFFICE SUPPLIES	33.08	33.08	3,000.00	2,966.92	1%	12%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	0.00	0.00	150.00	150.00	0%	0%
204-55110-41-	3261	MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41-	3269	BOOKS - ADULT	831.90	831.90	12,500.00	11,668.10	7%	12%
204-55110-41-	3270	BOOKS - JUVENILE	236.37	236.37	12,500.00	12,263.63	2%	4%
204-55110-41-	3272	eCONTENT	0.00	0.00	5,000.00	5,000.00	0%	0%
204-55110-41-	3280	PROGRAMS	297.60	297.60	3,000.00	2,702.40	10%	3%
204-55110-41-	3285	FINE ARTS & AV - ADULT	71.90	71.90	3,500.00	3,428.10	2%	7%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	0.00	0.00	3,000.00	3,000.00	0%	8%
204-55110-41-	3310	TRAVEL & TRAINING EXPENSES	23.75	23.75	1,000.00	976.25	2%	0%
204-55110-41-	3490	OTHER OPERATING EXPENSES	281.15	281.15	1,500.00	1,218.85	19%	1%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	192.00	192.00	4,000.00	3,808.00	5%	0%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	0.00	3,845.00	3,845.00	0%	0%
SUBTOTAL			3,115.03	3,115.03	91,095.00	87,979.97	3%	3%
TOTAL OPERATING EXPENSES			29,790.28	29,790.28	404,121.94	374,331.66	7%	6%
CAPITAL FUND								
401-57610-41-	8102	COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
401-57610-41-	8103	OFFICE FURNITURE & EQUIPMEN	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			29,790.28	29,790.28	404,121.94	374,331.66	7%	6%

REVENUE							to date	to date
ACCOUNT	ACCT	DESCRIPTION	JANUARY	YTD	BUDGET	BALANCE	2023	2022
							%REC'D	%REC'D
204-41104-41		SURPLUS APPLIED	0.00	0.00	14,513.94	(14,513.94)	0%	0%
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	225,500.00	(225,500.00)	0%	0%
204-43790-41		OWLS SUPPORT	0.00	0.00	156,358.00	(156,358.00)	0%	0%
204-46710-41		LIBRARY FINES	131.60	131.60	750.00	(618.40)	18%	106%
204-46711-41		COPY MACHINE REVENUE	273.57	273.57	3,000.00	(2,726.43)	9%	7%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	1,536.99	1,536.99	4,000.00	(2,463.01)	0%	0%
SUBTOTAL			1,942.16	1,942.16	404,121.94	(402,179.78)	0%	0%
TOTAL REVENUE			1,942.16	1,942.16	404,121.94	(402,179.78)	0%	0%

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
FEBRUARY 2023

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Open House

The Open House happened on Monday, January 16 from 2 to 8 pm. Though it started off a little slow, there was quite a crowd after school when most people came by with their families. People enjoyed meeting the new K9 Thor and interacting with him and his handler Officer Rollins. In the evening, Patricia Skalka provided a presentation on how she started her series of mysteries set in Door County. All in all, it was a great event and we hope everyone had a good time. Thank you to the Friends for supporting the event.

WTCH Breakfast Club

I was invited to talk about the Library at the WTCH Breakfast Club on Friday, January 20. The third Friday of each month features different individuals and organizations from Clintonville. I talked about the recent open house and carpeting project and current programs such as Storytime, LEGOs, Game Nights, Book Club, and adult crafting.

Automation Advisory Committee Meeting

I attended the OWLSnet Automation Advisory Committee meeting on Friday, January 20. The major discussion topic was a new procedure for damaged items to make it easier for staff to identify what damage causes an item to be circable or not circable.

Wild Wisconsin Winter Web Conference

Several Library systems in Wisconsin have helped host webinars in January for the past several years as the Wild Wisconsin Winter Web Conference. There were 13 webinars across two days including No More Neutral and The Marketing Funnel.

OWLS Directors' Chat

I attended the OWLS Directors' chat on January 31. The main topic was Annual Reports since those are due by the end of February.

DELANIE SHARPE, YOUTH SERVICES LIBRARIAN'S REPORT:

Regular Programs

Page-turners and Popcorn is on a hiatus until next week partly because of the SLP workshop on Monday; but also because we have been so sporadically having it the students have been confused as to whether it's still an ongoing program.

The Nintendo Switch is here and has easily become the most popular part of Game Night. (Special thanks to Jamie for teaching us how to use it) Now that it is here, we are transitioning the Wii and Xbox to live in the Teen Area. The procedure for checking out controllers is being finalized before we make the move.

The weekly outreach visits with schools expand this month with what (will be the last!) walking field trips from the public elementary school. Also, I'm putting together a presentation to take to the high school to inform students about the 're-vamped' library and its resources.

I'm hoping to add monthly programs to our roster this year. The first was ANIMonthly, a teen and older program to be held on the first Wednesday of the month. We'll see how the first 2 or 3 go.

Palentine's Day

The Friday before Valentine's Day is a day off for the public and parochial schools. To take advantage of this February 10th has been dubbed "Palentine's Day" and we will be showing 3 different kid and family movies throughout the day. More movie showings has been a big request from parents and children.

Read Across America 2023

We are a month out from this year's party. This year we are returning to tradition of having a party in the evening with cake and ice cream. The Community Room is booked from 4-5:30 on the day, and I will be ordering the cake this week. I'm prepping for 200+ kids.

Programming Stats

Storytime

Date	Kids	Adults
1/3/2023	6	4
1/10/2023	8	3
1/17/2023	7	4
1/24/2023	7	4
1/31/2023	7	5

LEGO Nights

	Theme	Kids
1/3/2023	Rainbow	4

1/10/2023	Fidget Toys	3
1/17/2023	Glasses	4
1/24/2023	Airplane	15
1/31/2023	Carnival Rides	13

Game Night

Date	Participants
1/5/2023	6
1/12/2023	4
1/19/2023	6
1/26/2023	7

St. Martins Class visits

Date	Grade	# of Students
1/6/2023	Kinder.	24
	1st	18
	2nd	18
1/13/2023	3rd	21
	4th	19
1/20/2023	Kinder.	23

	1st	17
	2nd	16
1/27/2023	3rd	Cancelled
	4th	19

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN’S REPORT:

The first part of January was busy preparing for the Open House and settling into the new layout at the library. Thank you to everyone who came to the open house. I hope you enjoyed yourselves and got to check out the new spaces in the library.

I have been continuing to work on the non-fiction project. The end is in sight. We should have most/all items that are currently available on the shelves relabeled by the end of February. Then it will be time to work on the brochure and signage explaining the layout as it will be once everything is finished and a few things are shifted.

I have continued working on cataloging and processing materials, as well as a few reference requests.

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													month	to date									10
2023 MONTHLY ACTIVITIES REPORT													2022	2023	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan										
Days open	25	0	0	0	0	0	0	0	0	0	0	0	24	25	24	250	63	301	302	303	304		
DOOR COUNT																							
Door count	4,439	0	0	0	0	0	0	0	0	0	0	0	2,855	4,439	2,855	17,094	18,082	80,656	78,764	79,106	84,369		
Avg per day open	178												119	178	119	68	287	268	261	261	278		
CIRCULATION																							
Circs	3,578	0	0	0	0	0	0	0	0	0	0	0	3,004	3,578	3,004	26,127	22,410	61,388	68,751	73,866	79,700		
Renewals	601	0	0	0	0	0	0	0	0	0	0	0	680	601	680	6,623	7,526	19,020	20,472	20,325	20,331		
Subtotal Circulation	4,179	0	0	0	0	0	0	0	0	0	0	0	3,684	4,179	3,684	32,750	29,936	80,408	89,223	94,191	100,031		
Avg circ per day open	167												154	167	154	131	475	267	295	313	329		
Overdrive-Audiobook Uses	453	0	0	0	0	0	0	0	0	0	0	0	436	453	436	4,002	3,555	3,171	2,361	1,914	1,641		
Overdrive-Ebook Uses	373	0	0	0	0	0	0	0	0	0	0	0	436	373	436	3,742	4,355	3,124	2,861	3,136	3,100		
Overdrive-Magazine Uses	57	0	0	0	0	0	0	0	0	0	0	0	26	57	26	166	339	378	n/a	n/a	n/a		
Hoopla	156	0	0	0	0	0	0	0	0	0	0	0	144	156	144	1,313	1,660	1,432	1,124	697	n/a		
Total Circulation	5,218	0	0	0	0	0	0	0	0	0	0	0	4,726	5,218	4,726	41,973	40,244	88,513	95,569	99,938	104,864		
INTERLIBRARY LOAN																							
Total loaned	2,371	0	0	0	0	0	0	0	0	0	0	0	2,457	2,371	2,457	24,414	14,565	32,480	33,304	35,627	34,944		
Total borrowed	1,032	0	0	0	0	0	0	0	0	0	0	0	950	1,032	950	9,911	8,494	17,913	19,708	21,559	22,876		
Net	1,339												1,507	1,339	1,507	14,503	6,071	14,567	13,596	14,068	12,068		
REGISTERED BORROWERS																							
	1st Q	%		2nd Q	%		3rd Q	%		4th Q	%												
Adult													2,941	2,941	2,988	2,941	3,577	3,807			3,973		
Juvenile													1,349	1,349	1,358	1,349	1,743	1,873			1,961		
Total borrowers													4,342	4,342	4,397	4,342	5,370	5,710			5,963		
Resident													2,395	2,395	2,441	2,395	2,851	2,968			3,080		
Nonresident													1,947	1,947	1,956	1,947	2,519	2,742			2,883		
PROGRAMMING																							
Adult programs in library	3	0	0	0	0	0	0	0	0	0	0	0	3	3	3	55	27	37	25	37	56		
Attendance	78	0	0	0	0	0	0	0	0	0	0	0	183	78	183	8,820	1,989	196	129	255	279		
Adult outreach programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	16	5	0	0	0		
Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46	218	166	0	0	0		
Teen programs in library	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	30	89	38	12	19		
Attendance	23	0	0	0	0	0	0	0	0	0	0	0	0	23	0	0	1,303	529	282	61	107		
Juvenile programs in library	2	0	0	0	0	0	0	0	0	0	0	0	2	2	2	27	146	383	308	245	248		
Attendance	94	0	0	0	0	0	0	0	0	0	0	0	52	94	52	1,028	10,528	6,803	5,914	5,378	5,742		
Juvenile outreach programs	1	0	0	0	0	0	0	0	0	0	0	0	2	1	2	2	22	121	70	65	86		
Attendance	175	0	0	0	0	0	0	0	0	0	0	0	169	175	169	303	324	1,988	1,393	985	1,290		
Total programs	7	0	0	0	0	0	0	0	0	0	0	0	7	7	7	85	241	635	441	359	409		
Total attendance	370	0	0	0	0	0	0	0	0	0	0	0	404	370	404	10,197	14,362	9,682	7,718	6,679	7,418		
Meeting Rm (not lib pgrms)	14	0	0	0	0	0	0	0	0	0	0	0	11	14	11	0	11	277	175	154	154		
VOLUNTEERS																							
Number	2	0	0	0	0	0	0	0	0	0	0	0	1	2	1	16	1	45	55	25	1		
Hours worked	5.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00	6	9	54	26	125	233.00	162.00	8.00		
COMPUTER STATS																							
Public Computer sessions	173	0	0	0	0	0	0	0	0	0	0	0	135	173	135	1,043	1,177	5,141	6,273	7,458	7,395		
Laptop Checkouts	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	2	29	98	87	114		
Wireless sessions	503	0	0	0	0	0	0	0	0	0	0	0	355	503	355	4,072	2,492	6,353	6,630	7,711	7,807		
Total website page views	1,544	0	0	0	0	0	0	0	0	0	0	0	1,657	1,544	1,657	22,123	1,657	30,272	35,689	38,599	37,431		
Facebook likes	1,228	0	0	0	0	0	0	0	0	0	0	0	1,077	1,228	1,077	1,067	1,020	959	833	736	650		

