



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY JUNE 8, 2023

June 5, 2023

Brandon Braden
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 May 11, 2023
6. Approval of May Financial and Special Accounts Reports
7. Approval of June 2023 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on 2024-2031 Capital Improvement Plan
10. Set Next Meeting Day and Time
11. 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

June 5

Discussion/Possible Action on 2024-2031 Capital Improvement Plan (Page 11)

In your packet is the 2024-2031 Capital Improvement Plan. The most significant project we have is replacing the boilers in 2027.

Clintonville Public Library
Board Meeting
May 11th, 2023

1. Meeting was called to order at 4:00. Roll call was taken; those present were Jeanne Writt, Mari Hintz, Donna Lederer, Polly Goodell, Troy Kuhn, Brandon Braden and Jeanine Supanich.
2. Motion to approve agenda by Mari, seconded by Polly with a change moving agenda item #9 to this time to introduce a new board member. Brandon Braden will represent the city in place of Peggy Zaemisch.
3. No citizens present.
4. No Friends of the Library report
5. Jeanne motioned to approve the minutes from April 13th meeting: seconded by Mari.
6. Polly motioned to approve April Financial and Special Accounts Reports. This was seconded by Donna and passed roll call vote with all in favor.
7. Jeanne motioned to approve May bills in the amount of \$34,852.88; Mari seconded . Roll call vote with all in favor.
8. Librarians Report was discussed. 5 candidates for Youth Services Librarian will be interviewed . 3 cameras were installed to cover supervision.
9. New Board Member Branden was introduced (#2)
10. Board and Staff Roster were discussed.
11. Troy motioned to consent agenda, accepting all current officers: Jeanine Supanich as President, Donna Lederer as Vice President and Polly Goodell as Secretary. Polly seconded. All in favor.
12. Summer Reading Program has many activities and prizes for incentives. Bubble Wonders, Canine Thor, a play, The New Zoo and other activities will be funded by OWLS and Friends of the Library.
13. Next meeting will be Thursday June 8th.
14. Polly motioned to adjourn at 4:47; Seconded by Donna.

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
MAY 2023

5/31/2023

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	MAY	YTD	BUDGET	BALANCE	to date 2023 % SPENT	May 2022 % SPENT
204-55110-41-	1100	SALARIES - STAFF	13,268.37	85,971.53	215,289.83	129,318.30	40%	40%
204-55110-41-	1110	JANITOR SALARIES	1,343.39	7,021.14	19,233.47	12,212.33	37%	38%
204-55110-41-	1500	EMPLOYEE BENEFITS	4,363.01	33,655.76	78,503.64	44,847.88	43%	49%
TOTAL SALARIES			18,974.77	126,648.43	313,026.94	186,378.51	40%	42%
204-55110-41-	2100	INFORMATION TECHNOLOGY	32.64	16,505.24	16,500.00	(5.24)	100%	81%
204-55110-41-	2250	TELEPHONE SERVICE	232.86	963.23	2,600.00	1,636.77	37%	33%
204-55110-41-	2260	GAS	538.47	4,154.40	4,200.00	45.60	99%	105%
204-55110-41-	2270	WATER AND ELECTRICITY	910.28	4,525.74	9,300.00	4,774.26	49%	48%
204-55110-41-	3110	POSTAGE	26.16	528.48	700.00	171.52	75%	36%
204-55110-41-	3112	COPIES	410.44	1,292.81	1,700.00	407.19	76%	55%
204-55110-41-	3122	STAFF DEVELOPMENT	0.00	594.00	1,500.00	906.00	40%	40%
204-55110-41-	3123	MAINTENANCE SUPPLIES	0.00	571.48	1,600.00	1,028.52	36%	14%
204-55110-41-	3150	OFFICE SUPPLIES	368.01	1,266.69	3,000.00	1,733.31	42%	46%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	0.00	44.97	150.00	105.03	30%	5%
204-55110-41-	3261	MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41-	3269	BOOKS - ADULT	684.04	8,330.18	12,500.00	4,169.82	67%	60%
204-55110-41-	3270	BOOKS - JUVENILE	2,877.86	10,503.92	12,500.00	1,996.08	84%	62%
204-55110-41-	3272	eCONTENT	374.73	3,241.15	5,000.00	1,758.85	65%	55%
204-55110-41-	3280	PROGRAMS	939.41	2,721.77	3,000.00	278.23	91%	16%
204-55110-41-	3285	FINE ARTS & AV - ADULT	148.25	1,089.76	3,500.00	2,410.24	31%	50%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	203.63	752.96	3,000.00	2,247.04	25%	70%
204-55110-41-	3310	TRAVEL & TRAINING EXPENSES	171.87	627.08	1,000.00	372.92	63%	24%
204-55110-41-	3490	OTHER OPERATING EXPENSES	41.31	645.52	1,500.00	854.48	43%	37%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	0.00	6,653.26	4,000.00	(2,653.26)	166%	2%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	3,966.89	3,845.00	(121.89)	103%	103%
SUBTOTAL			7,959.96	68,979.53	91,095.00	22,115.47	76%	38%
TOTAL OPERATING EXPENSES			26,934.73	195,627.96	404,121.94	208,493.98	48%	40%
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			26,934.73	195,627.96	404,121.94	208,493.98	48%	34%

REVENUE

ACCOUNT	ACCT	DESCRIPTION	MAY	YTD	BUDGET	BALANCE	to date 2023 %REC'D	to date 2022 %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	87,829.50	87,829.50	156,358.00	(68,528.50)	56%	57%
204-46710-41		LIBRARY FEES	42.99	576.41	750.00	(173.59)	77%	216%
204-46711-41		COPY MACHINE REVENUE	722.93	2,022.50	3,000.00	(977.50)	67%	39%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	200.00	2,797.36	4,000.00	(1,202.64)	0%	0%
SUBTOTAL			88,795.42	93,225.77	404,121.94	(310,896.17)	23%	21%
TOTAL REVENUE			88,795.42	93,225.77	404,121.94	(310,896.17)	23%	21%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF MAY 31, 2023**

204-41-ACCOUNT DESCRIPTION	MAY	CURRENT BALANCE	INTEREST YTD	12/31/2022 BALANCE
204 FUND CARRYOVER FROM PREVIOUS YEAR		211,360.00		211,360.00
EXCESS BUDGET REVENUE		-91,634.93		0.00
TOTAL 204 FUND BALANCE		119,725.07		211,360.00

805-41-ACCOUNT DESCRIPTION	MAY	CURRENT BALANCE	INTEREST YTD	12/31/2022 BALANCE
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CDS

6501036060 Gift & Memorial CD due 5/24/2024 Bank First 2.00%				
Miller	0.00	1,413.65	0.00	1,413.65
Gift & Memorial	0.00	13,303.96	0.00	13,303.96
Gift & Memorial CD Balance	0.00	14,717.61		14,717.61
6501036066 Mantin Savings CD due 5/24/2024 Bank First 2.00%	0.00	12,156.72	0.00	12,156.72
6501036057 Combined CD due 5/24/2024 at Bank First 2.00%	0.00	12,435.66	0.00	12,435.66
Thompson	0.00	32,679.62	0.00	32,679.62
Schultz	0.00	12,718.25	0.00	12,718.25
Mantin	0.00	12,610.18	0.00	12,610.18
OES	0.00	12,610.18	0.00	12,610.18
Combined CD Balance	0.00	70,443.71		70,443.71

BILLINGS ESTATE DONATION

6501036072 CD due 5/24/2024 Bank First 2.00%				
	0.00	217,459.46	0.00	217,459.46
6501036069 Billings CD due 5/24/2024 Bank First 2.00%	0.00	200,820.28	0.00	200,820.28
Total Billings Estate Donation	0.00	418,279.74		418,279.74

SAVINGS ACCOUNT (Mantin Funds) at Fox Communities

120574 BALANCE - JANUARY 1				
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	0.00	2,256.31		2,256.31

BANK BALANCE SUBTOTAL 517,854.09 517,854.09

GIFT & MEMORIAL ACCOUNT

BALANCE - JANUARY 1				
805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	300.00		0.00
805- SUBTOTAL		28,960.69		29,031.94
55110-41-3492 EXPENDITURES**	0.00	1,686.00		0.00
SUBTOTAL	0.00	27,274.69		29,031.94

TOTAL 805 FUND BALANCE 545,128.78 546,886.03

GIFT & MEMORIAL ACCOUNT DETAIL

805-48500-41 *DONATIONS/CONTRIBUTIONS				
MAY	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
TOTAL DONATIONS	0.00			

805-

55110-41-3492 **EXPENDITURES				
Baker & Taylor	134.81			
Gale Cengage	209.23			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
TOTAL EXPENDITURES	344.04			

TOTAL 204 & 805 LIBRARY FUND BALANCE 664,853.85 758,246.03

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
JUNE 2023

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Elected On-Boarding & Refresh Workshop

Jamie attended the On-Boarding workshop for new and current elected city officials on Tuesday, May 23. It was an opportunity to learn about our city officials and for them to learn about the Library. An icebreaker and a trivia game were utilized for the workshop.

AAC

Jamie attended the May 19 meeting of the OWLSnet Automation Advisory Committee (AAC) meeting. Discussion topics included the self-check function in the Infosoup Libraries app, OWLS/NFLS Joint Strategic Plan activities, and the Infosoup Road Trip. The two items approved by unanimous vote were a revised Network Connection Policy and a 2% increase in OWLSnet fees. Despite the 2% increase, our share will go down by around \$200 in 2024.

Summer Reading Program

Jamie and Ashley have been spending the month of May educating Clintonville public and St. Martin's classes about the Summer Reading Program. Students have been quite positive about the program and the different prizes and activities. Additionally, library staff has also spent May working on marketing materials for the website, social media, and flyers.

Youth Services position

Jamie and Ashley conducted interviews in the middle of May. One more interview remains due to scheduling conflicts and will be finished next week on June 6.

Town of Matteson Donation

On May 9, DuWayne Federwitz came to the Library and dropped off a check for \$1,000 to the Library from the Township of Matteson. Matteson has been donating \$1,000 a year for several years now in appreciation for the library services provided to town residents. A picture of DuWayne and Jamie was featured in the May 18 issue of the Clintonville Tribune-Gazette.

YOUTH SERVICES REPORT:

Programming Stats

Storytime

Library Technician Hannah Dahlman organized Storytime every week except for May 23 when Library Technician Emily Galica filled in.

Date	Theme	Kids	Adults
5/2/23	Bubbles	10	7
5/9/2023	Mothers	16	9

5/16/2023	Rainbows	10	7
5/23/2023	Donkeys	13	11
5/30/2023	Bugs	12	9

LEGO Nights

Date	Theme	Kids
5/2/2023	Star Wars	6
5/9/2023	Flowers	2
5/16/2023	Horses	0
5/23/2023	Turtles	5
5/30/2023	Free Build	5

Game Night

Date	Participants
5/4/2023	8
5/11/2023	3
5/18/2023	10
5/25/2023	13

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

It has been another busy month at the library. Jamie and I have been presenting to the classes about our Summer Reading Program, making sure to highlight the reading portion and programs we have going on throughout the summer.

I have jumped in where needed to help with other programs.

I continue to order materials for the Children's department while we continue our search for a new children's librarian.

We were contacted by Compassionate Connections and have agreed to collaborate with them by hosting their Toy Drive distribution. Children 0-18 will be able to come to the library on June 12 or 13th during set hours to receive a free toy. Conveniently, this is the same week our Summer Reading Program starts, so we can get families involved in the summer reading program at the same time.

I have continued to provide reference services through e-mail and in person for patrons who need assistance finding things in the Wisconsin room.

Adult crafting this month was decoupage jars. We had 7 people in attendance. The June craft will be candle making.

As always, I continue to catalog and process materials.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- None to report.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- The township of Matteson donated \$1,000.

CLINTONVILLE PUBLIC LIBRARY 2023 MONTHLY ACTIVITIES REPORT													month	to date									9
													2022	2023	2022	2021	2020	2019	2018	2017	2016	2015	
													May										
													24	125	123	250	63	301	302	303	304	302	
Days open	Jan 25	Feb 23	Mar 27	Apr 25	May 25	Jun 0	Jul 0	Aug 0	Sep 0	Oct 0	Nov 0	Dec 0	24	125	123	250	63	301	302	303	304	302	
DOOR COUNT																							
Door count	4,439	4,057	4,613	4,064	4,390	0	0	0	0	0	0	0	4,196	21,563	17,033	17,094	18,082	80,656	78,764	79,106	84,369	84,469	
Avg per day open	178	176	171	163	176								175	173	138	68	287	268	261	261	278	280	
CIRCULATION																							
Circs	3,578	3,539	4,280	3,117	2,718	0	0	0	0	0	0	0	3,245	17,232	16,220	26,127	22,410	61,388	68,751	73,866	79,700	78,394	
Renewals	601	553	672	774	666	0	0	0	0	0	0	0	730	3,266	3,774	6,623	7,526	19,020	20,472	20,325	20,331	19,543	
Subtotal Circulation	4,179	4,092	4,952	3,891	3,384	0	0	0	0	0	0	0	3,975	20,498	19,994	32,750	29,936	80,408	89,223	94,191	100,031	97,937	
Avg circ per day open	167	178	183	156	135								166	164	163	131	475	267	295	313	329	324	
Overdrive-Audiobook Uses	453	372	407	375	393	0	0	0	0	0	0	0	454	2,000	2,144	4,002	3,555	3,171	2,361	1,914	1,641	1,439	
Overdrive-Ebook Uses	373	366	350	349	331	0	0	0	0	0	0	0	329	1,769	1,856	3,742	4,355	3,124	2,861	3,136	3,100	2,893	
Overdrive-Magazine Uses	57	47	78	87	66	0	0	0	0	0	0	0	34	335	181	166	339	378	n/a	n/a	n/a	n/a	
Hoopla	156	213	175	155	173	0	0	0	0	0	0	0	131	872	660	1,313	1,660	1,432	1,124	697	n/a	n/a	
Total Circulation	5,218	5,090	5,962	4,857	4,347	0	0	0	0	0	0	0	4,923	25,474	24,835	41,973	40,244	88,513	95,569	99,938	104,864	102,269	
INTERLIBRARY LOAN																							
Total loaned	2,371	2,447	2,901	2,410	2,403	0	0	0	0	0	0	0	2,547	12,532	12,979	24,414	14,565	32,480	33,304	35,627	34,944	29,908	
Total borrowed	1,032	861	1,170	986	852	0	0	0	0	0	0	0	795	4,901	4,972	9,911	8,494	17,913	19,708	21,559	22,876	22,268	
Net	1,339	1,586	1,731	1,424	1,551								1,752	7,631	8,007	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		2,964	68%										2,964	2,814	2,988	2,941	3,577	3,807		3,973	4,326		
Juvenile		1,334	32%										1,334	1,214	1,358	1,349	1,743	1,873		1,961	2,032		
Total borrowers		4,337											4,337	4,078	4,397	4,342	5,370	5,710		5,963	6,390		
Resident		2,400	55%										2,400	2,287	2,441	2,395	2,851	2,968		3,080	3,218		
Nonresident		1,937	45%										1,937	1,800	1,956	1,947	2,519	2,742		2,883	3,172		
PROGRAMMING																							
Adult programs in library	3	1	2	3	2	0	0	0	0	0	0	0	5	11	21	55	27	37	25	37	56	30	
Attendance	78	8	15	20	15	0	0	0	0	0	0	0	570	136	1,538	8,820	1,989	196	129	255	279	181	
Adult outreach programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	16	5	0	0	0	0	
Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46	218	166	0	0	0	0	0	
Teen programs in library	1	1	1	1	1	0	0	0	0	0	0	0	0	5	0	0	30	89	38	12	19	14	
Attendance	23	31	40	23	34	0	0	0	0	0	0	0	0	151	0	0	1,303	529	282	61	107	86	
Juvenile programs in library	2	4	3	3	2	0	0	0	0	0	0	0	1	14	8	27	146	383	308	245	248	265	
Attendance	94	109	110	115	122	0	0	0	0	0	0	0	65	550	262	1,028	10,528	6,803	5,914	5,378	5,742	5,594	
Juvenile outreach programs	1	2	2	1	1	0	0	0	0	0	0	0	24	7	30	2	22	121	70	65	86	84	
Attendance	175	432	524	121	334	0	0	0	0	0	0	0	671	1,586	1,546	303	324	1,988	1,393	985	1,290	1,187	
Total programs	7	8	8	8	6	0	0	0	0	0	0	0	30	37	59	85	241	635	441	359	409	393	
Total attendance	370	580	689	279	505	0	0	0	0	0	0	0	1,306	2,423	3,346	10,197	14,362	9,682	7,718	6,679	7,418	7,048	
Meeting Rm (not lib pgrms)	14	11	20	12	11	0	0	0	0	0	0	0	16	68	79	0	70	277	175	154	154	76	
VOLUNTEERS																							
Number	2	2	3	3	2	0	0	0	0	0	0	0	2	12	9	16	12	45	55	25	1	15	
Hours worked	5.75	7.75	9.25	16.50	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	42	32	54	26	125	233.00	162.00	8.00	43.00	
COMPUTER STATS																							
Public Computer sessions	173	155	225	191	157	0	0	0	0	0	0	0	153	901	809	1,043	1,177	5,141	6,273	7,458	7,395	8,541	
Laptop Checkouts	0	1	0	0	3	0	0	0	0	0	0	0	0	4	1	0	2	29	98	87	114	117	
Wireless sessions	503	480	595	595	672	0	0	0	0	0	0	0	507	2,845	2,179	4,072	2,492	6,353	6,630	7,711	7,807	7,147	
Total website page views	1,544	1,720	1,498	1,887	1,695	0	0	0	0	0	0	0	1,610	8,344	8,306	22,123	8,410	30,272	35,689	38,599	37,431	30,904	
Facebook likes	1,228	1,230	1,244	1,252	1,258	0	0	0	0	0	0	0	1,139	1,258	1,139	1,067	1,020	959	833	736	650	578	

Clintonville Public Library

7-Year Capital Improvement Plan

Project	2024	2025	2026	2027	2028	2029	2030	2031
Replace 1 desktop PCs with current technology	1,000							
Replace 4 desktop PCs with current technology		4,000						
Replace 3 desktop PCs with current technology			3,300					
Replace 1 laptop with current technology			1,300					
Replace 3 desktop PCs with current technology				3,300				
Replace Boilers				100,000				
Replace 3 desktop PCs with current technology					3,600			
Replace 1 desktop PC with current technology						1,200		
Replace 3 desktop PCs with current technology							3,600	
Replace 1 laptop with current technology								1,300
Replace 3 desktop PCs with current technology								3,600
Totals	1,000	4,000	4,600	103,300	3,600	1,200	3,600	4,900