



CLINTONVILLE PUBLIC LIBRARY

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

November 3, 2023

Brandon Braden
Jeanne Witt
Mari Hintz

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 October 18, 2023
6. Approval of October Financial and Special Accounts Reports
7. Approval of November 2023 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Copier Proposals
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

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

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

November 3

Discussion/Possible Action on Copier Proposals (Pages 19-22)

In your packet are proposals to replace our copier from Wisconsin Document Imaging, James Imaging Systems, and The Office Technology Group. Wisconsin Document Imaging has been our vendor for as long as I have been here. The monthly cost for each of the machines would be around this much:

- Wisconsin Document Imaging: \$207.14
- James Imaging Systems: \$171.22
- The Office Technology Group: \$237.59

At this point, I'm looking to go with James Imaging Systems due to the lowest cost and the guarantee that their rates won't increase for two years and any increases after that will be capped at 8%. The only part I'm unsure about is how well James and their Konica machine will work for us. We have not had any problems with Wisconsin Document Imaging and they always have been able to fix our machine problems on the same day, which seldom happens. They have increased their rates by 10% each year since 2018 though.

Clintonville Public Library Board Meeting
Minutes
Wednesday, October 18, 2023, 4:00 pm

1. Call to Order, Roll Call taken. Present – Jeanine Supanich, Troy Kuhn, Brandon Braden, Jeanne Witt, Mari Hintz. Excused – Polly Goodell. Absent – Donna Lederer. Also present – Jamie Hein, Library Director.
2. Approval of agenda – Motion by Jeanne, seconded by Brandon to approve the agenda. The motion passed.
3. Citizens Forum – No citizens were present.
4. Friends of the Library Report – No friends were present, but a report was presented from the Friends annual meeting. The report listed donations made to the library during 2023, in the amount of \$8,784.32.
5. Approval of Minutes from September 14, 2023. Motion by Jeanne, seconded by Troy to accept the minutes as presented. The motion passed.
6. Approval of September Financial and Special Accounts Reports. Motion by Brandon, seconded by Troy to accept the report as presented. Roll call vote was taken. The motion passed.
7. Approval of October 2023 bills. Motion by Mari, seconded by Brandon to accept the reports as presented. Roll call vote was taken. The motion passed.
8. Discussion of the Librarian’s report. – Jamie reported on new signage going up in the library. Also, Emily, one of the front desk employees, is leaving to take a different job. Her last day will be Friday, October 20th. One of the Pages will be moving up and taking her position. A new Page has been hired.
9. Discussion on Board Member Resignation. Donna Lederer has submitted her resignation from the Library Board. Jeanine has talked with Mike Hankins to see if he is interested in serving on the Board again. He is interested. A vote by the Common Council will be taken in November.
10. Discussion/Possible Action on the 2024 Budget. Jamie presented 3 possible scenarios for the 2024 budget. The effects of each were discussed. Motion by Jeanine, seconded by Brandon to approve the 2024 Budget, in the amount of \$413,533. Roll call vote was taken. The motion passed.
11. Convene into Closed Session. Motion by Brandon, seconded by Mari to adjourn into closed session pursuant to Wis. State Stats 19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility/Director’s Performance Appraisal/ Reconvene into open session for possible action. The motion passed.
12. Reconvene into Open Session. – Motion by Jeanine, seconded by Brandon to return to Open Session. Discussion with Jamie of his evaluation.
13. Set Next Meeting Day and Time – November 9, 2023, at 4 pm.
14. Meeting adjourned.

Submitted by Mari Hintz, substitute secretary

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
OCTOBER 2023

EXPENDITURES							to date	October
							2023	2022
ACCOUNT	ACCT	DESCRIPTION	OCTOBER	YTD	BUDGET	BALANCE	% SPENT	% SPENT
204-55110-41-	1100	SALARIES - STAFF	15,914.75	169,080.61	215,289.83	46,209.22	79%	81%
204-55110-41-	1110	JANITOR SALARIES	1,347.78	14,235.71	19,233.47	4,997.76	74%	78%
204-55110-41-	1500	EMPLOYEE BENEFITS	4,711.39	59,961.24	78,503.64	18,542.40	76%	89%
TOTAL SALARIES			21,973.92	243,277.56	313,026.94	69,749.38	78%	83%
204-55110-41-	2100	INFORMATION TECHNOLOGY	32.97	16,687.11	16,500.00	(187.11)	101%	83%
204-55110-41-	2250	TELEPHONE SERVICE	259.94	2,218.81	2,600.00	381.19	85%	73%
204-55110-41-	2260	GAS	27.92	4,417.10	4,200.00	(217.10)	105%	112%
204-55110-41-	2270	WATER AND ELECTRICITY	0.00	9,117.53	9,300.00	182.47	98%	86%
204-55110-41-	3110	POSTAGE	269.74	1,085.31	700.00	(385.31)	155%	102%
204-55110-41-	3112	COPIES	124.32	2,619.81	1,700.00	(919.81)	154%	111%
204-55110-41-	3122	STAFF DEVELOPMENT	60.50	1,937.56	1,500.00	(437.56)	129%	104%
204-55110-41-	3123	MAINTENANCE SUPPLIES	166.31	831.22	1,600.00	768.78	52%	45%
204-55110-41-	3150	OFFICE SUPPLIES	394.89	2,755.97	3,000.00	244.03	92%	113%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	21.95	508.89	150.00	(358.89)	339%	63%
204-55110-41-	3261	MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41-	3269	BOOKS - ADULT	284.05	12,247.19	12,500.00	252.81	98%	108%
204-55110-41-	3270	BOOKS - JUVENILE	1,497.64	14,182.58	12,500.00	(1,682.58)	113%	97%
204-55110-41-	3272	eCONTENT	469.55	5,365.34	5,000.00	(365.34)	107%	83%
204-55110-41-	3280	PROGRAMS	246.12	3,580.90	3,000.00	(580.90)	119%	48%
204-55110-41-	3285	FINE ARTS & AV - ADULT	227.70	2,845.22	3,500.00	654.78	81%	94%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	379.01	2,174.03	3,000.00	825.97	72%	94%
204-55110-41-	3310	TRAVEL & TRAINING EXPENSES	0.00	740.71	1,000.00	259.29	74%	95%
204-55110-41-	3490	OTHER OPERATING EXPENSES	189.28	1,750.59	1,500.00	(250.59)	117%	90%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	13,380.85	44,367.45	4,000.00	(40,367.45)	1109%	12%
204-55110-41-	5110	INSURANCE ON BUILDINGS	-152.31	3,814.58	3,845.00	30.42	99%	103%
SUBTOTAL			17,880.43	133,247.90	91,095.00	(42,152.90)	146%	60%
TOTAL OPERATING EXPENSES			39,854.35	376,525.46	404,121.94	27,596.48	93%	75%
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			39,854.35	376,525.46	404,121.94	27,596.48	93%	68%
REVENUE							to date	to date
							2023	2022
ACCOUNT	ACCT	DESCRIPTION	OCTOBER	YTD	BUDGET	BALANCE	% 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	156,358.00	156,358.00	0.00	100%	100%
204-46710-41		LIBRARY FEES	173.27	1,627.96	750.00	877.96	217%	547%
204-46711-41		COPY MACHINE REVENUE	275.12	3,608.65	3,000.00	608.65	120%	91%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	175.72	8,617.05	4,000.00	4,617.05	215%	0%
SUBTOTAL			624.11	170,211.66	404,121.94	(233,910.28)	42%	37%
TOTAL REVENUE			624.11	170,211.66	404,121.94	(233,910.28)	42%	37%

CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF OCTOBER 31, 2023

204-41-ACCOUNT DESCRIPTION	OCTOBER	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	OCTOBER	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%				
Thompson	0.00	12,435.66	0.00	12,435.66
Schultz	0.00	32,679.62	0.00	32,679.62
Mantin	0.00	12,718.25	0.00	12,718.25
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		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 517,854.09 517,854.09

GIFT & MEMORIAL ACCOUNT

BALANCE - JANUARY 1		28,660.69		29,031.94
805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	1,300.00		0.00
805- SUBTOTAL		29,960.69		29,031.94
55110-41-3492 EXPENDITURES**	0.00	5,084.65		0.00
SUBTOTAL		24,876.04		29,031.94

TOTAL 805 FUND BALANCE 542,730.13 546,886.03

GIFT & MEMORIAL ACCOUNT DETAIL

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

805-

55110-41-3492 **EXPENDITURES		
Amazon	65.64	
Apple Books	355.25	
Baker & Taylor	184.38	
Cardmember Services	114.63	
Our Wisconsin	39.98	
	0.00	
	0.00	
	0.00	
TOTAL EXPENDITURES	759.88	

TOTAL 204 & 805 LIBRARY FUND BALANCE 662,455.20 758,246.03

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
NOVEMBER 2023

This is to certify that the expenditures listed in this document are duly authorized for payment at a regular meeting of the Board of Trustees held on November 9, 2023

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - October	107.97
204-46710-42	LIBRARY FEES - November to date	0.00
204-46711-42	COPY MACHINE REVENUE - October	183.22
204-46711-42	COPY MACHINE REVENUE - November to date	0.00
204-48900-41	MISCELLANEOUS REVENUE	
	Friends of the Library	175.72
204-48900-41	TOTAL MISCELLANEOUS REVENUE	175.72
	204 ACCOUNTS SUBTOTAL	466.91
401-57610-41-	CAPITAL FUND	0.00

TOTAL REVENUE 466.91

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	October salaries	15,914.75 *
1100 SALARIES-STAFF	TOTAL	15,914.75
1110 SALARIES-MAINTENANCE		
Maintenance staff	October salaries	1,347.78 *
1110 SALARIES-MAINTENANCE	TOTAL	1,347.78
1500 EMPLOYEE BENEFITS		
Total staff	October benefits	4,711.39 *
1500 EMPLOYEE BENEFITS	TOTAL	4,711.39
2100 COMPUTER EXPENSES		
Integrated Solutions	Content on City website	32.97
2100 COMPUTER EXPENSES	TOTAL	32.97
2250 TELEPHONE		
Frontier	October bill	236.33 *
2250 TELEPHONE	TOTAL	236.33
2260 GAS		
We Energies	October bill	27.92 *
2260 GAS	TOTAL	27.92
2270 WATER & ELECTRICITY		
Clintonville Utilities	October bill	903.46 *
2270 WATER & ELECTRICITY	TOTAL	903.46
3110 POSTAGE		
Apple Books	postage - adult books	39.50
Baker & Taylor	Shipping	4.92
Baker & Taylor	shipping	3.38
Baker & Taylor	shipping	1.10
Baker & Taylor	shipping	0.76
Cardmember Service	Kevin Lovegreen Books Shipping	12.99
Demco	Shipping	6.00
USPS	Stamps	198.00
USPS	ILL Mail	3.92

3110 POSTAGE		TOTAL	270.57
3112 COPIES			
US Bank	Copier Lease		168.00
Wisconsin Document Imaging	Copier Use		124.32
3112 COPIES		TOTAL	292.32
3122 STAFF DEVELOPMENT			
Cardmember Service	WLA Educational Webinar		20.00
3122 STAFF DEVELOPMENT		TOTAL	20.00
3123 MAINTENANCE SUPPLIES			
Amazon	Tortoise Lamp		20.99
Amazon	Handsoap Dispenser		29.45
3123 MAINTENANCE SUPPLIES		TOTAL	50.44
3150 OFFICE SUPPLIES			
Demco	Cases & Labels		275.58
ELM USA Inc.	Disc Cleaner machine usage		44.00
3150 OFFICE SUPPLIES		TOTAL	319.58

3260 SUBSCRIPTIONS & PERIODICALS

3260 SUBSCRIPTIONS & PERIODICALS	TOTAL	0.00
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3261 MARKETING

3261 MARKETING	TOTAL	0.00
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3269 BOOKS-ADULT

Amazon	adult books	17.99
Amazon	adult books	30.60
Apple Books	adult books	632.15
Baker & Taylor	adult books	95.00
Baker & Taylor	adult books	223.33
Baker & Taylor	adult books	67.20
Baker & Taylor	adult books	66.61
Gale Cengage	Large print books	59.23
Gale Cengage	Large print books	52.48
Gale Cengage	Large print books	66.74
3269 BOOKS-ADULT	TOTAL	1,311.33

3270 BOOKS-JUVENILE

Amazon	children's books	15.18
Baker & Taylor	children's books	358.39
Baker & Taylor	children's books	11.39
Baker & Taylor	children's books	8.97
Cardmember Services	children's books	66.37
3270 BOOKS-JUVENILE	TOTAL	460.30

3272 eCONTENT

Midwest Tape	Hoopla	439.84
3272 eCONTENT	TOTAL	439.84

3280 PROGRAMS

Amazon	Program Supplies	35.60 MR
Outagamie Waupaca Library System	Movie License	228.00 MR
Tadych's Marketplace Foods	Tortoise Food	9.68
Tadych's Marketplace Foods	Tortoise Food	5.08
Tadych's Marketplace Foods	Tortoise Food	5.24
Tadych's Marketplace Foods	Tortoise Food	5.16
3280 CHILDREN'S PROGRAMS	TOTAL	288.76

3285 A/V MATERIALS-ADULT

Amazon	movies	39.96
Amazon	movies	92.91
Amazon	movies	21.98
Amazon	movies	19.96
Amazon	movies	44.92
Amazon	movies	27.99
Amazon	movie	14.96
Amazon	movie	11.99
amazon	movie	44.94
Amazon	movies	34.92
3285 A/V MATERIALS-ADULT	TOTAL	354.53

3286 A/V MATERIALS-JUVENILE

Amazon	movies	188.08
Amazon	movie	5.99
Amazon	movie	14.95
Amazon	refund	-28.85
3286 A/V MATERIALS-JUVENILE	TOTAL	180.17

3310 TRAVEL & TRAINING EXPENSES

Cardmember Service	Hotel for WLA Conference	278.00
Cardmember Service	Hotel for WLA Conference	278.00
Cardmember Service	WLA Conference Meal	30.90

Cardmember Service	WLA Conference Meal		38.24
3310 TRAVEL & TRAINING EXPENSES		TOTAL	625.14
3490 OTHER EXPENSES			
Appeal Digital Image & Design	Library Signage		845.00 MR
Cardmember Service	Nametags		22.94
Harter's	Garbage Service		18.31
Nancy Hanson	Reupholster Chairs		255.00
Unique Management Services, Inc.	Accounts sent to collections		39.40
3490 OTHER EXPENSES		TOTAL	1,180.65
3560 BUILDING REPAIR/MAINTENANCE			
3560 BUILDING REPAIR/MAINTENANCE		TOTAL	0.00
5110 INSURANCE ON BUILDINGS			
5110 INSURANCE ON BUILDINGS		TOTAL	0.00
204-55110-41 ACCOUNTS TOTAL			28,343.09
GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)			
Amazon	Books		65.64
Apple Books	Books		355.25
Baker & Taylor	Books		39.00
Baker & Taylor	Books		102.81
Baker & Taylor	Books		42.57
Cardmember Services	Children's books		114.63
Our Wisconsin	Magazine Subscription		39.98
GIFT & MEMORIAL ACCOUNT		TOTAL	759.88
COMPUTERS & EQUIPMENT (401-57610-41-8102)			
COMPUTERS & EQUIPMENT		TOTAL	0.00
OFFICE FURNITURE & EQUIPMENT (401-57610-41-8103)			
OFFICE FURNITURE & EQUIPMENT		TOTAL	0.00
CAPITAL IMPROVEMENTS (401-57610-41-8200)			
CAPITAL IMPROVEMENTS		TOTAL	0.00
*prepaid	**additional bill		
***adjusted amount	MR=Miscellaneous Revenue	GRAND TOTAL	29,102.97

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
NOVEMBER 2023

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Reference Transactions

During the week of October 16, I had library staff count the number of reference transactions they encountered. This is data DPI looks for on the annual report. Reference transactions are whenever staff help patrons with a question using resources such as physical materials the library owns or through the Internet. These transactions can be completed the same day or completed at another time. Staff helped with 77 reference transactions that week, which would equal around 4,000 in a year.

Copier Proposals

I met with three different vendors regarding the library's copy machine considering the lease was done at the end of October. Our current vendor, Wisconsin Document Imaging, worked out with our leasing company, US Bank, to continue allowing us to use the machine. Wisconsin Document Imaging has been our vendor the entire time I've worked here and haven't had any issues with them. To see what other vendors provide, I met with representatives from James Imaging Systems and the Office Technology Group. Each vendor's proposal is in your packet.

WLA Conference

I attended the Wisconsin Library Association (WLA) Conference from October 25-27 in Middleton along with Hannah and Ashley. As always, it was an energizing and educational experience. Session highlights included Team Empowerment, Internal Communication Tools, and Wisconsin Library Compensation Data. I feel fortunate that OWLS will be providing scholarship funds to help pay for 50% of the conference costs for me, Ashley, and Hannah. A check will be sent to us later this month.

Super Smash Bros. Tournament

I organized a Super Smash Bros. Tournament for kids on November 1. Thanks to Hannah who organized prize goodies for the 1st, 2nd, and 3rd place players and took pictures. We had 10 kids participate and it took three tournaments to determine the winners. The kids had a great time and one remarked that "the library should do this everyday."

Staff Training

I, along with other staff members, have been busy with training Rebecca Pyatskowit, new Library Technician, and Jackie Syring, new Library Page. I've been impressed by both of their progress so far.

Signage

New signage done by Appeal Digital Image & Design was installed on Monday, October 30. Signage includes the hours and no weapons or smoking/vaping on the front doors, restrooms, offices, employee only area, Wisconsin Room, and Meeting Room. There are additional hanging signage that we still need to put up.

Reupholstered Chairs

Nancy Hanson reupholstered three chairs over in the Non-Fiction area. The upholstery before was ripping and not in great shape. Her work makes the chairs look brand new.

Patron Letter

I've included in your packet on Page 18 a letter from Steve Vollrath thanking all the library staff for helping him out over the years.

HANNAH DAHLMAN, YOUTH SERVICES LIBRARIAN'S REPORT:

October was a BUSY month! I started off the month with our Halloween Costume Swap. Families and businesses donated costumes to the library the first two weeks of October. I collaborated with Goodfellows of Clintonville and Marion and they lent us their clothing racks and hangers. After the donation period, I then set everything up in our meeting room and anyone could come in and 'shop' for whatever costumes they needed for their families – 24 people utilized the swap through donations and shopping for costumes. I'm hoping to make this an annual event and once people know we are offering this as a resource, more people will begin to utilize it!

Our teen night this month was on the 11th and the activity was a Wednesday Addams themed escape room. A total of 13 people attended two different time slots and it was a blast! Everyone that came asked if we would do another escape room, so that will happen again either later this year or early next year with a new theme.

I had a meeting with Chris MacDonald on the 12th, he is a local community member that owns The Wizards Den. He reached out wanting to collaborate on our Pokémon club. He donated a large stack of Pokémon cards and two Pokémon board games to the library – I gave away some cards at our club this month and used the board games to help kids learn how to play Pokémon! Because I was able to advertise about the donations, we had an increase in attendance this month – 16 people attended, and I can't over exaggerate how excited they all were to be able to leave with new cards! I am so thankful and excited about this collaboration – we have a few more events we are planning for the future.

I signed up to receive science kits this month from the Wisconsin Science Festival. The festival is held every year in October, and they partner with libraries around the state to help get kids in Wisconsin excited about science! They sent us 25 kits with a STEM activity inside appropriate for grades K-12. I put them out along with a Wisconsin Science Festival scavenger hunt activity. The kits were gone by the second day so our patrons really seemed to appreciate them! I plan to do this again next year.

There was a solar eclipse on the 14th of this month – Ashley signed up through SEAL a few months ago to receive solar eclipse glasses to hand out to patrons. I put out glasses and information sheets the week before the eclipse, and 191 pairs of glasses were taken! We have plenty left over yet for the eclipse that's happening next April.

Trick or treat was a blast this year! Ashley and I put together 226 goodie bags for kids ages 0-18. I felt it was important to give out books rather than candy, so we utilized leftover books and toys we had from summer reading prizes. We split the bags into 5 categories – board books, picture

books, easy readers, children's fiction, and young adult; we also had a handful of Spanish books available, but did not end up handing those out. We ran out of bags very quickly so we may need to do even more for next year!

I had the opportunity to attend the WLA conference this year with Jamie and Ashley. It was a wonderful experience getting to meet other librarians across the state for the first time, and learning a few things! One of the best presentations I attended was 'Playful Learning at the Library...' a representative from PBS was in charge of that presentation. She shared a ton of resources that PBS offers, and three librarians who have utilized PBS specific programming shared their experience with it. They all had positive things to share, and I gained a few ideas I hope to implement in the future.

I met with Wendy Moore this month to discuss starting a bilingual storytime. She and I have decided on a once a month session every 2nd Thursday at 10am. We are starting on November 9th, and our theme will be 'Day of the Dead.' She and I are working together on themes, songs, and activities. I've promoted this storytime in the schools and on social media, sent the information to a local Spanish/English interpreter, and put flyers up around town. Wendy has been so incredibly helpful getting this started, and translating the posters and any social media posts I've needed to promote this. We are very excited to get this storytime started!

Lastly, I met with Suzzann Bessette, the special education teacher at CES, she reached out wanting to add an extra group to her Little Truckers Play Group. We will be hosting a sensory playgroup with a short storytime for kids ages 0-3. Our first group is on December 22nd at 9:15a and will run once a month through May.

Programming Stats

Storytime

Date	Theme	Kids	Adults
10/3	Pumpkins	20	16
10/10	Dogs	13	8
10/17	Pasta	15	11
10/24	Superheroes	22	15
10/31	Halloween	19	15

LEGO Club

Date	Theme	Kids	Adults
10/2	Monsters	12	3
10/9	Sharks	14	2
10/16	Boats	12	6
10/23	Bats	14	4
10/30	Pumpkins	6	3

Homework Help

One child utilized homework help this month – I have decided to change Thursday's programming back to Game Nights as homework help just wasn't being utilized.

Find Our Fictional Friend

Date	Friend	Kids	Adults
10/2-10/7	Mickey Mouse	20	0
10/9-10/14	Bluey	41	0
10/16-10/21	Bingo	44	0
10/23-10/28	Bob the Minion	41	0

DIY Craft Time

Date	Kids	Adults
10/4	15	6
10/11	10	1
10/18	14	3
10/25 - no crafts, staff at conference		

After-School Adventures

Date	Activity	Kids	Adults
10/3	Ultimate Frisbee	7	0
10/10	Painting Pumpkins	8	0
10/17	Video Games	5	0
10/24	Collages about ourselves	9	0
10/31	Halloween Party	13	8

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

I have done some weeding in the regular fiction section this month, to make room on the shelves and prepare for going through and adding genre stickers to books that still need them.

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

Adult crafting this month was vine wreath pumpkins. We had 4 people in attendance. The November craft will be making gifts with leftover materials from previous crafts.

As always, I continue to catalog and process materials.

We have collected over 80 puzzles for the puzzle swap. Patrons who brought puzzles for the swap will be able to come pick out the same number they brought in on November 1-2. Leftover puzzles will go into our puzzle area.

We attended the Wisconsin Library Association annual conference October 25-27. It was a fun time where we got to go to sessions and gain ideas, as well as meet up with old colleagues and friends and do some networking.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- OWLSnet Automation Advisory Committee (AAC) Meeting on Friday, November 17, at 9:30 am.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- None to report.

CLINTONVILLE PUBLIC LIBRARY 2023 MONTHLY ACTIVITIES REPORT													month 2022	to date <u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	16 <u>2015</u>
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Oct									
Days open	25	23	27	25	25	26	25	28	24	26	0	0	26	254	251	250	63	301	302	303	304	302
DOOR COUNT																						
Door count	4,439	4,057	4,613	4,064	4,390	4,839	4,576	4,849	4,192	4,657	0	0	4,261	44,676	36,556	17,094	18,082	80,656	78,764	79,106	84,369	84,469
Avg per day open	178	176	171	163	176	186	183	173	175	179			164	176	146	68	287	268	261	261	278	280
CIRCULATION																						
Circs	3,578	3,539	4,280	3,117	2,718	4,096	3,792	3,849	3,638	3,298	0	0	3,285	35,905	34,394	26,127	22,410	61,388	68,751	73,866	79,700	78,394
Renewals	601	553	672	774	666	525	718	762	748	799	0	0	594	6,818	6,883	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	4,621	4,510	4,611	4,386	4,097	0	0	3,879	42,723	41,277	32,750	29,936	80,408	89,223	94,191	100,031	97,937
Avg circ per day open	167	178	183	156	135	178	180	165	183	158			149	168	164	131	475	267	295	313	329	324
Overdrive-Audiobook Uses	453	372	407	375	393	393	350	363	370	419	0	0	335	3,895	4,068	4,002	3,555	3,171	2,361	1,914	1,641	1,439
Overdrive-Ebook Uses	373	366	350	349	331	334	302	267	274	278	0	0	357	3,224	3,503	3,742	4,355	3,124	2,861	3,136	3,100	2,893
Overdrive-Magazine Uses	57	47	78	87	66	66	83	91	112	207	0	0	53	894	403	166	339	378	n/a	n/a	n/a	n/a
Hoopla	156	213	175	155	173	158	178	178	197	178	0	0	142	1,761	1,329	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	5,572	5,423	5,510	5,339	5,179	0	0	4,766	52,497	50,580	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	2,427	2,500	2,770	2,508	2,317	0	0	2,335	25,054	25,169	24,414	14,565	32,480	33,304	35,627	34,944	29,908
Total borrowed	1,032	861	1,170	986	852	827	819	980	959	894	0	0	859	9,380	9,366	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	1,600	1,681	1,790	1,549	1,423			1,476	15,674	15,803	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%		2,821	68%		2,876	68%					2,893	2,876	2,893	2,988	2,941	3,577	3,807		3,973	4,326
Juvenile	1,334	32%		1,309	32%		1,341	32%					1,298	1,341	1,298	1,358	1,349	1,743	1,873		1,961	2,032
Total borrowers	4,337			4,167			4,254						4,235	4,254	4,235	4,397	4,342	5,370	5,710		5,963	6,390
Resident	2,400	55%		2,235	54%		2,368	56%					2,352	2,368	2,352	2,441	2,395	2,851	2,968		3,080	3,218
Nonresident	1,937	45%		1,932	46%		1,886	44%					1,883	1,886	1,883	1,956	1,947	2,519	2,742		2,883	3,172
PROGRAMMING																						
Adult programs in library	3	1	2	3	2	2	2	2	2	3	0	0	5	22	41	55	27	37	25	37	56	30
Attendance	78	8	15	20	15	13	9	9	10	20	0	0	301	197	3,013	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	1	1	16	5	0	0	0	0
Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	46	218	166	0	0	0	0
Teen programs in library	1	1	1	1	1	2	2	1	2	3	0	0	1	15	2	0	30	89	38	12	19	14
Attendance	23	31	40	23	34	15	6	9	15	34	0	0	26	230	30	0	1,303	529	282	61	107	86
Juvenile programs in library	2	4	3	3	2	5	6	5	6	7	0	0	4	43	23	27	146	383	308	245	248	265
Attendance	94	109	110	115	122	321	314	319	353	704	0	0	97	2,561	835	1,028	10,528	6,803	5,914	5,378	5,742	5,594
Juvenile outreach programs	1	2	2	1	1	1	0	0	1	2	0	0	2	11	32	2	22	121	70	65	86	84
Attendance	175	432	524	121	334	268	0	0	214	129	0	0	470	2,197	2,016	303	324	1,988	1,393	985	1,290	1,187
Total programs	7	8	8	8	6	10	10	8	11	15	0	0	12	91	99	85	241	635	441	359	409	393
Total attendance	370	580	689	279	505	617	329	337	592	887	0	0	894	5,185	5,934	10,197	14,362	9,682	7,718	6,679	7,418	7,048
Meeting Rm (not lib pgrms)	14	11	20	12	11	16	10	18	16	23	0	0	19	151	161	0	156	277	175	154	154	76
VOLUNTEERS																						
Number	2	2	3	3	2	2	2	2	2	2	0	0	1	22	18	16	21	45	55	25	1	15
Hours worked	5.75	7.75	9.25	16.50	3.00	3.50	3.75	3.50	8.50	4.25	0.00	0.00	1.50	66	53	54	26	125	233.00	162.00	8.00	43.00
COMPUTER STATS																						
Public Computer sessions	173	155	225	191	157	149	184	184	127	131	0	0	171	1,676	1,740	1,043	1,177	5,141	6,273	7,458	7,395	8,541
Laptop Checkouts	0	1	0	0	3	1	0	1	1	2	0	0	0	9	6	0	2	29	98	87	114	117
Wireless sessions	503	480	595	595	672	679	642	674	624	661	0	0	584	6,125	4,661	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	1,446	1,292	1,141	1,009	1,084	0	0	1,426	14,316	16,187	22,123	14,198	30,272	35,689	38,599	37,431	30,904
Facebook likes	1,228	1,230	1,244	1,252	1,258	1,267	1,278	1,310	1,317	1,342	0	0	1,203	1,342	1,203	1,067	1,020	959	833	736	650	578

[illegible]

10-10-23

Hello,

this book - "Mercy" - had some spine damage when I got it. It did get somewhat worse as I read the book. A very enjoyable book. I will gladly pay for the repair. Call me with the price. Is it possible the book has to be replaced?

I would like to thank all of the workers for all of their kindness in all the help they have given me. From the ordering of books to saving me the monthly book pages to saving the weekly top 20 lists. I enjoy both and have gotten some great books from both sources. Curbside pick-up is also great because of my bum leg. Especially in winter. Is Jaime still the Boss man. Thanks to him also for having such great and helpful employees. Thanks to all again and let me know about the repair or replacement.

Thank You,

Steve Vollbrath

Ricoh MPC2004ex vs. Ricoh IMC2510

	Current Scenario	Proposed Scenario
	1,465 b/w pages per month	1,465 b/w pages per month
	1,144 color pages per month	1,144 color pages per month
Lease per month (⁶⁰ 36 Months)	\$80.00	\$102.00
B/W Service per month	\$23.88	\$15.23
Color Service per month	\$129.16	\$89.91
Total per month	\$233.04	\$207.14

Savings Per Month
\$25.90

Savings Per Year
\$310.80



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October 19, 2023

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PROGRAM DETAILS

Make/Model	High-Level Specs	63-Month FMV Lease	Purchase Price
Konica C4050i	Color – 40ppm – Print/Copy/Scan – Letter/Legal Single-Pass Dual Scanner – Extra Tray (2-Trays Total) – Cabinet Stand	\$67.11/Month	\$2,720.88

Price Includes Delivery, Install, Networking, Training

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- *JIS Will Pick-Up & Return Existing Copier to Lease Company
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MAINTENANCE AND SUPPLIES

Maintenance Program: Supplies, Parts, Labor, Service (except paper & staples)

- Total Monthly Maintenance \$0.00 (Cost-Per-Click, No Monthly Minimum)
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- Service Rates Locked for Two Years, Capped at 8% Annual Increases After
- Monochrome Rate: \$0.01250
- Color Rate: \$0.07500





SHARP® BP70C31

Purchase Price
\$5469.88

FMV Lease Payment Options		
<u>36 Month</u>	<u>48 Month</u>	<u>60 Month</u>
\$169.57	\$143.31	\$120.88

SHARP® BP70C31 Specifications

31 Pages per Minute **Color**
1.6 GHz Intel Controller w/ 5 GB RAM
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280ipm Network Scanning (Full Color)
- Scan as Searchable PDF, Word, Excel
300 Sheet Duplex Single Pass Feeder Scan²
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1,200 x 1,200 dpi Output Resolution
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100 Sheet Bypass Tray
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Built-In Retractable Keyboard & USB Port



Initial supplies	N/C
Set up	N/C (Two-hour copier network set up included)
Delivery	N/C
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Maintenance Agreement

Sharp BP70C31: \$0.025 per B&W impression. Agreement is Per Click (No Minimum).
\$0.07 per Color impression. Agreement is Per Click (No Minimum).
Includes everything to operate and maintain your equipment except staples and paper.

- * All new products are covered by Office Technology Group Total Satisfaction Guarantee
- * A power filter is required to participate in any of our maintenance agreements

