



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY DECEMBER 14, 2023

December 8, 2023

Brandon Braden
Jeanne Witt
Mari Hintz
Mike Hankins

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 9, 2023
6. Approval of November Financial and Special Accounts Reports
7. Approval of December 2023 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Sign Proposal
10. Discussion/Possible Action on Director's 2024 Goals
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

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

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

December 8

Discussion/Possible Action on Sign Proposal (Pages 16-17)

In your packet is a proposal and mockup picture of changing the part of the electronic sign that contains the Library's logo. Since we designed a new logo obviously we would like to change this to reflect that. Krueger's installed our sign originally and arranged for this to be done so I feel it makes sense to have them make the change. I would recommend approving the proposal for the sign change.

Discussion/Possible Action on Director's 2024 Goals (Page 18)

In your packet are my goals for 2024 for review.

Clintonville Public Library

Board Meeting

11/9/23

1. Call to order. Roll call taken. Present: Brandon Braden, Jeanne Witt, Mari Hintz, Troy Kuhn , Jeanine Supanich, Polly Goodell.
2. Approval of Agenda- Motion by Jeanne W, seconded by Mari to approve agenda.
3. Citizens Forum- None present.
4. Friends of the Library Report- Ralph Williams distributed a report on what 2023 donations provided for the library. Total donations bought \$8,784.32 of Librarians requests. Last book sale made \$636.35. They also distributed leftovers from book sale at the Community Center coat distribution.
5. Approval of October minutes- Brandon motioned, seconded by Jeanne to approve the minutes of October 18, 2023.
6. Approval of November Financial and Special Accounts- Mari motioned, seconded by Polly to approve the reports as presented. Roll call vote with all in favor.
7. Approval of November bills- Motion to approve November bills in the amount of \$29,103.97 by Troy, seconded by Mari. Roll call vote with all in favor
8. Discussion of Librarians Report-Many activities were conducted by staff members this month, bringing in children, teens and adults.
9. Copier Proposals: Jamie discussed various options . Jeanne motioned, seconded by Troy, to accept the James Imaging Systems proposal for a 5 year contract. Roll Call vote with all in favor.
10. Adjourn: Motion to adjourn by Brandon, seconded by Troy.

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
NOVEMBER 2023

EXPENDITURES							to date	November
							2023	2022
ACCOUNT	ACCT	DESCRIPTION	NOVEMBER	YTD	BUDGET	BALANCE	% SPENT	% SPENT
204-55110-41-	1100	SALARIES - STAFF	16,136.43	185,217.04	215,289.83	30,072.79	86%	89%
204-55110-41-	1110	JANITOR SALARIES	1,396.07	15,631.78	19,233.47	3,601.69	81%	86%
204-55110-41-	1500	EMPLOYEE BENEFITS	4,687.03	64,648.27	78,503.64	13,855.37	82%	96%
TOTAL SALARIES			22,219.53	265,497.09	313,026.94	47,529.85	85%	90%
204-55110-41-	2100	INFORMATION TECHNOLOGY	0.00	16,687.11	16,500.00	(187.11)	101%	84%
204-55110-41-	2250	TELEPHONE SERVICE	260.33	2,479.14	2,600.00	120.86	95%	82%
204-55110-41-	2260	GAS	208.89	4,625.99	4,200.00	(425.99)	110%	119%
204-55110-41-	2270	WATER AND ELECTRICITY	903.46	10,020.99	9,300.00	(720.99)	108%	93%
204-55110-41-	3110	POSTAGE	13.81	1,099.12	700.00	(399.12)	157%	113%
204-55110-41-	3112	COPIES	307.55	2,927.36	1,700.00	(1,227.36)	172%	124%
204-55110-41-	3122	STAFF DEVELOPMENT	0.00	1,937.56	1,500.00	(437.56)	129%	104%
204-55110-41-	3123	MAINTENANCE SUPPLIES	107.53	938.75	1,600.00	661.25	59%	52%
204-55110-41-	3150	OFFICE SUPPLIES	0.00	2,755.97	3,000.00	244.03	92%	114%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	0.00	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	858.76	13,105.95	12,500.00	(605.95)	105%	119%
204-55110-41-	3270	BOOKS - JUVENILE	471.91	14,654.49	12,500.00	(2,154.49)	117%	98%
204-55110-41-	3272	eCONTENT	439.84	5,805.18	5,000.00	(805.18)	116%	89%
204-55110-41-	3280	PROGRAMS	77.25	3,658.15	3,000.00	(658.15)	122%	60%
204-55110-41-	3285	FINE ARTS & AV - ADULT	151.57	2,996.79	3,500.00	503.21	86%	108%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	42.89	2,216.92	3,000.00	783.08	74%	97%
204-55110-41-	3310	TRAVEL & TRAINING EXPENSES	257.54	998.25	1,000.00	1.75	100%	110%
204-55110-41-	3490	OTHER OPERATING EXPENSES	1,189.60	2,940.19	1,500.00	(1,440.19)	196%	154%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	0.00	44,367.45	4,000.00	(40,367.45)	1109%	12%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	3,814.58	3,845.00	30.42	99%	103%
SUBTOTAL			5,290.93	138,538.83	91,095.00	(47,443.83)	152%	64%
TOTAL OPERATING EXPENSES			27,510.46	404,035.92	404,121.94	86.02	100%	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			27,510.46	404,035.92	404,121.94	86.02	100%	68%
REVENUE							to date	to date
							2023	2022
ACCOUNT	ACCT	DESCRIPTION	NOVEMBER	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	225,500.00	225,500.00	225,500.00	0.00	100%	0%
204-43790-41		OWLS SUPPORT	0.00	156,358.00	156,358.00	0.00	100%	100%
204-46710-41		LIBRARY FEES	182.10	1,810.06	750.00	1,060.06	241%	601%
204-46711-41		COPY MACHINE REVENUE	294.64	3,903.29	3,000.00	903.29	130%	102%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	1,057.00	9,674.05	4,000.00	5,674.05	242%	0%
SUBTOTAL			227,033.74	397,245.40	404,121.94	(6,876.54)	98%	37%
TOTAL REVENUE			227,033.74	397,245.40	404,121.94	(6,876.54)	98%	37%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF NOVEMBER 30, 2023**

204-41-ACCOUNT DESCRIPTION	NOVEMBER	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	NOVEMBER	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 Martin 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
Martin	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 (Martin 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	7,830.05		0.00
SUBTOTAL		22,130.64		29,031.94

TOTAL 805 FUND BALANCE 539,984.73 546,886.03

GIFT & MEMORIAL ACCOUNT DETAIL

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

805-

55110-41-3492 **EXPENDITURES	
Amazon	577.63
Baker & Taylor	955.57
Center Point Large Print	264.39
Findaway	564.90
Gale Cengage	214.84
Maris Associates	168.07
TOTAL EXPENDITURES	2,745.40

TOTAL 204 & 805 LIBRARY FUND BALANCE 659,709.80 758,246.03

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
DECEMBER 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 December 14, 2023

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - November	182.10
204-46710-42	LIBRARY FEES - December to date	41.44
204-46711-42	COPY MACHINE REVENUE - November	304.64
204-46711-42	COPY MACHINE REVENUE - December to date	101.42
204-48900-41	MISCELLANEOUS REVENUE	
	OWLS Continuing Education Scholarship	1,057.00
204-48900-41	TOTAL MISCELLANEOUS REVENUE	1,057.00
	204 ACCOUNTS SUBTOTAL	1,686.60
401-57610-41-	CAPITAL FUND	0.00

TOTAL REVENUE 1,686.60

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	November salaries	16,136.43 *
1100 SALARIES-STAFF	TOTAL	16,136.43
1110 SALARIES-MAINTENANCE		
Maintenance staff	November salaries	1,396.07 *
1110 SALARIES-MAINTENANCE	TOTAL	1,396.07
1500 EMPLOYEE BENEFITS		
Total staff	November benefits	4,687.03 *
1500 EMPLOYEE BENEFITS	TOTAL	4,687.03
2100 COMPUTER EXPENSES		
Integrated Solutions	Content on City website	32.97
2100 COMPUTER EXPENSES	TOTAL	32.97
2250 TELEPHONE		
Frontier	November bill	235.08 *
2250 TELEPHONE	TOTAL	235.08
2260 GAS		
We Energies	November bill	208.89 *
2260 GAS	TOTAL	208.89
2270 WATER & ELECTRICITY		
Clintonville Utilities	November bill	1,011.41 *
2270 WATER & ELECTRICITY	TOTAL	1,011.41
3110 POSTAGE		
Baker & Taylor	Shipping	6.98
Baker & Taylor	shipping	4.97
Baker & Taylor	shipping	1.70
Baker & Taylor	shipping	0.94
Baker & Taylor	shipping	2.34
3110 POSTAGE	TOTAL	16.93
3112 COPIES		
US Bank	Copier Lease	80.00

US Bank	Copier Final Lease Invoice	124.51
Wisconsin Document Imaging	Copier Use	139.55
Wisconsin Document Imaging	Copier Use	164.20
3112 COPIES	TOTAL	508.26
3122 STAFF DEVELOPMENT		
3122 STAFF DEVELOPMENT	TOTAL	0.00
3123 MAINTENANCE SUPPLIES		
Adam's Small Engine Repair	Fix & Winterize Lawn Mower	68.50
Amazon	Storage Bags	12.22
Amazon	Vacuum Bags & Filters	26.81
Parks & Rec	Salt	29.97
3123 MAINTENANCE SUPPLIES	TOTAL	137.50
3150 OFFICE SUPPLIES		
Amazon	Laminating Pouch/Scissors	22.70
ELM USA Inc.	Disc Cleaner machine usage	25.00
Office Outfitters	Toner	279.98
3150 OFFICE SUPPLIES	TOTAL	327.68

3260 SUBSCRIPTIONS & PERIODICALS

Multimedia Channels	subscription-Clintonville Tribune-Gazette	114.00
3260 SUBSCRIPTIONS & PERIODICALS	TOTAL	114.00

3261 MARKETING

3261 MARKETING	TOTAL	0.00
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3269 BOOKS-ADULT

Amazon	adult books	19.99
Amazon	adult books	31.61
Apple Books	adult books	76.42
Baker & Taylor	adult books	443.53
Baker & Taylor	adult books	87.67
Baker & Taylor	adult books	49.83
3269 BOOKS-ADULT	TOTAL	709.05

3270 BOOKS-JUVENILE

Amazon	children's books	10.86
Amazon	children's books	54.02
Baker & Taylor	children's books	398.06
Baker & Taylor	children's books	12.74
3270 BOOKS-JUVENILE	TOTAL	475.68

3272 eCONTENT

Midwest Tape	Hoopla	433.79
3272 eCONTENT	TOTAL	433.79

3280 PROGRAMS

Amazon	Bubble Machine & Supplies	36.52
Amazon	Program Supplies	57.87 MR
Amazon	Program Supplies	16.69 MR
Amazon	Washable Watercolors	25.99
Amazon	Program Supplies	6.49
Tadych's Marketplace Foods	Tortoise Food	5.98
Tadych's Marketplace Foods	Tortoise Food	5.98
Tadych's Marketplace Foods	Food for Teen Event	38.62 MR
Tadych's Marketplace Foods	Tortoise Food	3.79
Tadych's Marketplace Foods	Tortoise Food	4.97
3280 CHILDREN'S PROGRAMS	TOTAL	202.90

3285 A/V MATERIALS-ADULT

Amazon	movies	61.71
Amazon	movies	34.95
Amazon	credit	-36.94
Amazon	credit	-2.00
3285 A/V MATERIALS-ADULT	TOTAL	57.72

3286 A/V MATERIALS-JUVENILE

Amazon	movies	21.95
3286 A/V MATERIALS-JUVENILE	TOTAL	21.95

3310 TRAVEL & TRAINING EXPENSES

3310 TRAVEL & TRAINING EXPENSES	TOTAL	0.00
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3490 OTHER EXPENSES

Amazon	Canvas Bags & Vinyl	121.49
Harter's	Garbage Service	9.98
Unique Management Services, Inc.	Accounts sent to collections	29.55
3490 OTHER EXPENSES	TOTAL	161.02

3560 BUILDING REPAIR/MAINTENANCE

A-1 Elevator Sales & Service	Replaced Phone on Lift	1,074.45
Automated Comfort Controls	Fall Maintenance/Humidifier Canister	703.57
National Elevator Inspection Services	Annual Inspection of Lift & Dumbwaiter	130.00

3560 BUILDING REPAIR/MAINTENANCE	TOTAL	1,908.02
5110 INSURANCE ON BUILDINGS		
5110 INSURANCE ON BUILDINGS	TOTAL	0.00
204-55110-41 ACCOUNTS TOTAL		28,782.38

GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)

Amazon	Children's Movies	29.97
Amazon	Children's Movies	7.99
Amazon	Children's Movies	13.48
Amazon	Children's Movies	50.03
Amazon	Movies	137.31
Amazon	Movies	61.93
Amazon	Movies	146.02
Amazon	Children's Books	82.57
Amazon	Children's Books	14.13
Amazon	Books	34.20
Baker & Taylor	Books	254.67
Baker & Taylor	Books	11.69
Baker & Taylor	Books	31.77
Baker & Taylor	Spanish Books	170.46
Baker & Taylor	Books	175.19
Baker & Taylor	Books	77.98
Baker & Taylor	Audiobooks, Spanish books	233.81
Center Point Large Print	Large Print books	264.39
Findaway	Children's Playaways	564.90
Gale Cengage	Large Print books	119.21
Gale Cengage	Large Print books	24.00
Gale Cengage	Large Print books	71.63
Maris Associates	Wisconsin Historical Society Books	168.07
GIFT & MEMORIAL ACCOUNT	TOTAL	2,745.40

COMPUTERS & EQUIPMENT (401-57610-41-8102)

COMPUTERS & EQUIPMENT	TOTAL	0.00
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OFFICE FURNITURE & EQUIPMENT (401-57610-41-8103)

OFFICE FURNITURE & EQUIPMENT	TOTAL	0.00
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CAPITAL IMPROVEMENTS (401-57610-41-8200)

CAPITAL IMPROVEMENTS	TOTAL	0.00
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*prepaid

**additional bill

***adjusted amount

MR=Miscellaneous Revenue

GRAND TOTAL 31,527.78

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
DECEMBER 2023

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

AAC Meeting

I attended the OWLSnet Automation Advisory Committee Meeting on November 17. We discussed the OWLSnet Borrowers' Card Program policy, Online Registration life cycle, and home agency and municipality codes. There was one item up for vote for the question of whether OWLSnet should explore integrated library system options in 2024/2025. The vote was split but without a 2/3s majority, it was decided that we would stick with The Library Corporation's CARL instead of exploring other options.

OWLS Directors Chat

I attended the OWLS Directors Chat on December 5 where we welcomed the new directors from Little Chute, Scandinavia, and Manawa. We also received updates on what OWLS staff is working on, continuing education validation procedures, Library Legislative Day on February 6 next year, and annual reports.

State Park Pass Webinar

On November 14, I attended a webinar presented by DNR on State Park passes for public libraries. This is a program they have been running for a few years now and I'm hopeful that we can purchase some passes next year to have available for patrons to use.

Holiday Kids Outfits Distribution

The Library partnered with the Compassionate Connections Center to provide space for giving free holiday outfits for kids. The Compassionate Connections Center brought over the clothes on December 7 and the clothes will be here at the Library until they run out or by December 23. Channel 5 stopped by the film and interviewed Leah Wojnowiak, Executive Director of the Compassionate Connections Center, and Steve Conradt of Goodfellows of Clintonville and Marion.

HANNAH DAHLMAN, YOUTH SERVICES LIBRARIAN'S REPORT:

I did a lot of planning this month for next year. I booked a performer for Read Across America, and two performers for Summer, as well as completed a programming plan for After-School Adventures, Lego club, and Teen Nights for next year through May.

I attended a webinar this month titled "Gender Inclusive Libraries: Welcoming Transgender and Nonbinary Kids and Caregivers." It was an informative webinar, and gave me a few reminders and ideas for continuing to engage patrons in an inclusive and welcoming way.

Pokémon club this month was a blast! We hosted a card swap night and had some donations from The Wizard's Den to give away to patrons. We had 28 people attend and everyone was able to leave with new cards, which was so fun!

Teen Night this month was a chess tournament! I also served some pizza and soda. 7 teens participated, and I had a few tweens that came too, as they were very interested in chess.

Everyone had a blast, and I gave away some books and small prizes I had left over from summer reading prizes to the winners.

At my visit to Dellwood daycare this month, I brought along board books to give away to the kids. There were 26 2-3 year olds that attended my storytime, but I left 37 books so that the 0-1 year olds could also take home a new book. I also put an 'Every Child Ready to Read' brochure in each book.

Wendy and I had our first Bilingual storytime this month, which went well! We had a small group of 5 kids and 4 adults, but I'm hoping as time goes on the word will spread more and we will get more people in attendance.

Programming Stats

Storytime

Date	Theme	Kids	Adults
11/7	Kindness	18	11
11/14	Mermaids	15	10
11/21	Thanksgiving	11	8
11/28	Birds	17	11

LEGO Club

Date	Theme	Kids	Adults
11/6	Bridges	15	4
11/13	Upside down pyramids	18	7
11/20	Turkeys	8	6
11/27	Mazes	18	5

Game Night

Date	Kids	Adults
11/2	0	0
11/8	10	0
11/16	5	0
11/30	7	0

Find Our Fictional Friend

Date	Friend	Kids	Adults
10/30-11/4	Peppa Pig	26	0
11/6-11/11	Winnie the Pooh	23	2
11/13-11/18	Pout Pout Fish	37	0
11/27-12/2	Llama llama	30	0

DIY Craft Time

Date	Kids	Adults
11/1	2	6
11/8	9	2

11/15	6	4
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After-School Adventures

Date	Activity	Kids	Adults
11/7	Novel Writing Month	8	0
11/14	Paper Airplanes	8	0
11/21	Craft	5	1

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

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 making gifts with leftover materials from previous crafts. We had 9 people in attendance. December's craft is Painted Seasonal Wine Bottles.

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

The puzzle swap went well. We had many more puzzles donated than people picked up. Some of the leftover puzzles went to the Friends for resale. The rest have been put into the Library's puzzle collection. We had at least 15 people bring puzzles in (some people donated puzzles for the swap but did not sign up for a voucher to come back and pick any out). 12 people came back to pick out new puzzles.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- None to report.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- Lloyd Genskow donated a one-year subscription to Consumer Reports.

CLINTONVILLE PUBLIC LIBRARY 2023 MONTHLY ACTIVITIES REPORT													month	to date								14
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022	2023	2022	2021	2020	2019	2018	2017	2016	2015
	Nov												Nov									
Days open	25	23	27	25	25	26	25	28	24	26	24	0	24	278	275	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	4,392	0	4,291	49,068	40,847	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	183		179	177	149	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	3,662	0	3,476	39,567	37,870	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	697	0	623	7,515	7,506	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	4,359	0	4,099	47,082	45,376	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	182		171	169	165	131	475	267	295	313	329	324
Overdrive-Audiobook Uses	453	372	407	375	393	393	350	363	370	419	380	0	388	4,275	4,456	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	264	0	367	3,488	3,870	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	173	0	61	1,067	464	166	339	378	n/a	n/a	n/a	n/a
Hoopla	156	213	175	155	173	158	178	178	197	178	183	0	139	1,944	1,468	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	5,359	0	5,054	57,856	55,634	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	2,104	0	2,271	27,158	27,440	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	957	0	982	10,337	10,348	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	1,147		1,289	16,821	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		2,964	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	3	0	4	25	45	55	27	37	25	37	56	30
Attendance	78	8	15	20	15	13	9	9	10	20	29	0	317	226	3,330	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	4	0	1	19	3	0	30	89	38	12	19	14
Attendance	23	31	40	23	34	15	6	9	15	34	69	0	16	299	46	0	1,303	529	282	61	107	86
Juvenile programs in library	2	4	3	3	2	5	6	5	6	7	6	0	4	49	27	27	146	383	308	245	248	265
Attendance	94	109	110	115	122	321	314	319	353	704	360	0	113	2,921	948	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	1	0	0	12	32	2	22	121	70	65	86	84
Attendance	175	432	524	121	334	268	0	0	214	129	29	0	0	2,226	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	14	0	9	105	108	85	241	635	441	359	409	393
Total attendance	370	580	689	279	505	617	329	337	592	887	487	0	446	5,672	6,380	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	17	0	19	168	180	0	173	277	175	154	154	76
VOLUNTEERS																						
Number	2	2	3	3	2	2	2	2	2	2	2	0	1	24	19	16	23	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	6.50	0.00	1.50	72	55	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	120	0	144	1,796	1,884	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	2	9	8	0	2	29	98	87	114	117
Wireless sessions	503	480	595	595	672	679	642	674	624	661	649	0	471	6,774	5,132	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	958	0	1,077	15,274	17,264	22,123	14,807	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	1,353	0	1,212	1,353	1,212	1,067	1,020	959	833	736	650	578

[illegible]

Krueger's Sign & Electric, Inc.
300 Industrial Avenue
Clintonville, WI 54929
Phone: 715-823-5121
Fax: 715-823-5393
E-mail: dustin@kruegerelectricinc.com (Dustin)
ryan@kruegerelectricinc.com (Ryan)

PROPOSAL

December 1, 2023

Clintonville Public Library
75 Hemlock Street
Clintonville, WI 54929

Price quote to remove (2) sign faces and furnish and install (2) new design sign faces
with artwork provided for road sign.

Price: \$1,750.00

Payment: Due upon receiving of invoice

Thank you,



Dustin Kunschke

Accepted by:

Date: _____



2024 Goals

- Creating and maintaining an email newsletter and newspaper article for outreach
 - As part of the Library's marketing plan, I would like to start an email newsletter to help spread the word of all the things happening at the Library. Additionally, I've noticed that the Marion Public Library has an article in the Marion Advertiser. I've reached out to Tricia Rose of the Clintonville Chronicle and she would be willing to allow us space every other week in her paper for the Library. I feel that this can be another great way to reach out to the community and utilize some of the same information put into the email newsletter.
- Reviewing and revising Library policies
 - In looking over DPI's Wisconsin Public Library Standards, I would like to review and revise the Library's policies to ensure that they are current and have all the pertinent information needed. Additionally, upon reviewing policies, I would like to see if there is anything we may be missing in terms of new policies or sections on current policies.
- Explore adding mobile hotspots for checkout
 - Investigate what options are available and find best price and network.
 - Craft policy for checking out devices.
 - Utilize gift money to help with cost.
 - Organize advertising, in particular with laptops that are available to check out, to help spread the word.