



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY JANUARY 11, 2024

January 5, 2024

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 December 14, 2023
6. Approval of December Financial and Special Accounts Reports
7. Approval of January 2024 bills
8. Discussion of Librarian's Report
9. Info - WLA Bills We're Watching
10. Discussion on Trustee Essentials Chapters 4: Effective Board Meetings and Trustee Participation
11. Set Next Meeting Day and Time
12. Adjourn

JS/jh

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

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

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

January 5

Info - WLA Bills We're Watching (Pages 16-19)

In your packet is a list of bills in the Wisconsin State legislature that are related to libraries. This is located at <https://www.wisconsinlibraries.org/bills-we-re-watching> on WLA's website. It will be updated as things progress. I wanted to make you all aware of the state legislative agenda currently.

Discussion on Trustee Essentials Chapters 4: Effective Board Meetings and Trustee Participation (Pages 20-27)

In your packet is Chapter 4 from Trustee Essentials, a handbook for Wisconsin Public Library Trustees. This handbook contains important information on your roles as trustees. Chapter 4 covers Effective Board Meetings and Trustee Participation. At the end of the chapter there are a few discussion questions. I'm wondering if there are any issues that board members feel like they want a refresher on. If you can think of any, we can discuss it at the meeting.

Clintonville Public Library
Board Meeting
12/14/2023

1. Call to order; roll call taken. Present: Brandon Braden, Jeanne Witt, Mike Hankins, Jeanine Supanich and Polly Goodell. Absent: Mari Hintz and Troy Kuhn.
2. Jeanne motioned to approve the agenda, seconded by Mike Hankins.
3. No Citizens Forum.
4. No Friends of the Library Report.
5. Brandon motioned to approve the minutes of the November meeting; seconded by Jeanne.
6. Mike Hankins motioned to approve November Financial and Special Accounts Reports; seconded by Brandon. Roll call vote with all in favor.
7. Jeanne motioned to approve December bills in the amount of \$31,527.78; seconded by Mike. Roll call vote with all in favor.
8. Librarians Report: Glad we were able to host the distribution of kids clothing. Our youth service has provided many activities to bring kids together. We look forward to future events.
9. Sign Proposal: Krueger Electric has submitted a proposal to remove (2) sign faces and install a new design logo. After discussing, Brandon motioned to accept the bid in the amount of \$1,750; seconded by Mike. Roll call vote with all in favor.
10. Directors Goals were discussed. Many opportunities to increase patrons by letting the community know what the library can do for them.
11. Next meeting is January 11, 2024.
12. Jeanne motioned to adjourn at 4:55; seconded by Mike.

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
DECEMBER 2023

EXPENDITURES							to date 2023	December 2022
ACCOUNT	ACCT	DESCRIPTION	DECEMBER	YTD	BUDGET	BALANCE	% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	15,674.13	200,891.17	215,289.83	14,398.66	93%	99%
204-55110-41- 1110		JANITOR SALARIES	1,211.24	16,843.02	19,233.47	2,390.45	88%	96%
204-55110-41- 1500		EMPLOYEE BENEFITS	6,026.82	71,098.28	78,503.64	7,405.36	91%	109%
TOTAL SALARIES			22,912.19	288,832.47	313,026.94	24,194.47	92%	101%
204-55110-41- 2100		INFORMATION TECHNOLOGY	0.00	16,687.11	16,500.00	(187.11)	101%	84%
204-55110-41- 2250		TELEPHONE SERVICE	494.67	2,973.81	2,600.00	(373.81)	114%	90%
204-55110-41- 2260		GAS	584.86	5,210.85	4,200.00	(1,010.85)	124%	133%
204-55110-41- 2270		WATER AND ELECTRICITY	1,879.87	11,900.86	9,300.00	(2,600.86)	128%	103%
204-55110-41- 3110		POSTAGE	40.04	1,139.16	700.00	(439.16)	163%	113%
204-55110-41- 3112		COPIES	368.71	3,296.07	1,700.00	(1,596.07)	194%	129%
204-55110-41- 3122		STAFF DEVELOPMENT	20.00	1,957.56	1,500.00	(457.56)	131%	129%
204-55110-41- 3123		MAINTENANCE SUPPLIES	29.97	968.72	1,600.00	631.28	61%	58%
204-55110-41- 3150		OFFICE SUPPLIES	352.68	3,108.65	3,000.00	(108.65)	104%	120%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICALS	154.00	662.89	150.00	(512.89)	442%	71%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41- 3269		BOOKS - ADULT	101.54	13,207.49	12,500.00	(707.49)	106%	122%
204-55110-41- 3270		BOOKS - JUVENILE	79.11	14,733.60	12,500.00	(2,233.60)	118%	99%
204-55110-41- 3272		eCONTENT	896.05	6,701.23	5,000.00	(1,701.23)	134%	94%
204-55110-41- 3280		PROGRAMS	198.55	3,856.70	3,000.00	(856.70)	129%	71%
204-55110-41- 3285		FINE ARTS & AV - ADULT	17.96	3,014.75	3,500.00	485.25	86%	114%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	0.00	2,216.92	3,000.00	783.08	74%	98%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	625.14	1,623.39	1,000.00	(623.39)	162%	220%
204-55110-41- 3490		OTHER OPERATING EXPENSES	311.04	3,251.23	1,500.00	(1,751.23)	217%	163%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANCE	0.00	44,367.45	4,000.00	(40,367.45)	1109%	13%
204-55110-41- 5110		INSURANCE ON BUILDINGS	0.00	3,814.58	3,845.00	30.42	99%	103%
SUBTOTAL			6,154.19	144,693.02	91,095.00	(53,598.02)	159%	67%
TOTAL OPERATING EXPENSES			29,066.38	433,525.49	404,121.94	(29,403.55)	107%	89%
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			29,066.38	433,525.49	404,121.94	(29,403.55)	107%	89%
REVENUE							to date 2023	to date 2022
ACCOUNT	ACCT	DESCRIPTION	DECEMBER	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	225,500.00	225,500.00	0.00	100%	0%
204-43790-41		OWLS SUPPORT	0.00	156,462.00	156,358.00	104.00	100%	100%
204-46710-41		LIBRARY FEES	106.26	1,916.32	750.00	1,166.32	256%	664%
204-46711-41		COPY MACHINE REVENUE	326.16	4,229.45	3,000.00	1,229.45	141%	105%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	0.00	9,674.05	4,000.00	5,674.05	242%	0%
SUBTOTAL			432.42	397,781.82	404,121.94	(6,340.12)	98%	37%
TOTAL REVENUE			432.42	397,781.82	404,121.94	(6,340.12)	98%	37%

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

204-41-ACCOUNT DESCRIPTION	DECEMBER	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	DECEMBER	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	10,418.30		0.00
SUBTOTAL		19,542.39		29,031.94
TOTAL 805 FUND BALANCE		537,396.48		546,886.03

GIFT & MEMORIAL ACCOUNT DETAIL

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

805-

55110-41-3492 **EXPENDITURES	
Amazon	554.59
Baker & Taylor	1,562.58
Best Buy	179.96
Gale Cengage	146.20
Penworthy	144.92
TOTAL EXPENDITURES	2,588.25

TOTAL 204 & 805 LIBRARY FUND BALANCE 657,121.55 758,246.03

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
JANUARY 2024

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 January 11, 2024

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - December	64.82
204-46710-42	LIBRARY FEES - January to date	102.33
204-46711-42	COPY MACHINE REVENUE - December	224.74
204-46711-42	COPY MACHINE REVENUE - January to date	159.48
204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00
	204 ACCOUNTS SUBTOTAL	551.37
401-57610-41-	CAPITAL FUND	0.00
	TOTAL REVENUE	551.37

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	December salaries	15,674.13 *
1100 SALARIES-STAFF	TOTAL	15,674.13
1110 SALARIES-MAINTENANCE		
Maintenance staff	December salaries	1,211.24 *
1110 SALARIES-MAINTENANCE	TOTAL	1,211.24
1500 EMPLOYEE BENEFITS		
Total staff	December benefits	6,026.82 *
1500 EMPLOYEE BENEFITS	TOTAL	6,026.82
2100 COMPUTER EXPENSES		
ArchiveSocial	Social Media Record Retention Services	1,196.57
Integrated Solutions	Content on City website	32.97
2100 COMPUTER EXPENSES	TOTAL	1,229.54
2250 TELEPHONE		
Frontier	December bill	235.59 *
2250 TELEPHONE	TOTAL	235.59
2260 GAS		
We Energies	December bill	584.86 *
2260 GAS	TOTAL	584.86
2270 WATER & ELECTRICITY		
Clintonville Utilities	December bill	868.46 *
2270 WATER & ELECTRICITY	TOTAL	868.46
3110 POSTAGE		
Baker & Taylor	Shipping	7.83
Baker & Taylor	shipping	4.57
Baker & Taylor	shipping	2.51
Baker & Taylor	shipping	0.71
3110 POSTAGE	TOTAL	15.62
3112 COPIES		
3112 COPIES	TOTAL	0.00

3122 STAFF DEVELOPMENT

3122 STAFF DEVELOPMENT	TOTAL	0.00
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3123 MAINTENANCE SUPPLIES

Amazon	Handsoap	32.68
Parks & Rec	Toilet paper and Paper Towels	157.11
Parks & Rec	Garbage Bags	22.20
3123 MAINTENANCE SUPPLIES	TOTAL	211.99

3150 OFFICE SUPPLIES

ELM USA Inc.	Disc Cleaner machine usage	25.00
3150 OFFICE SUPPLIES	TOTAL	25.00

3260 SUBSCRIPTIONS & PERIODICALS			
Marion Advertiser	subscription		40.00
3260 SUBSCRIPTIONS & PERIODICALS		TOTAL	40.00
3261 MARKETING			
3261 MARKETING		TOTAL	0.00
3269 BOOKS-ADULT			
3269 BOOKS-ADULT		TOTAL	0.00
3270 BOOKS-JUVENILE			
3270 BOOKS-JUVENILE		TOTAL	0.00
3272 eCONTENT			
Midwest Tape	Hoopla		462.26
3272 eCONTENT		TOTAL	462.26
3280 PROGRAMS			
Amazon	Program Supplies		56.56 MR
Tadych's Marketplace Foods	Tortoise Food		3.61
Tadych's Marketplace Foods	Tortoise Food		3.99
Tadych's Marketplace Foods	Program Supplies		24.01 MR
Tadych's Marketplace Foods	Tortoise Food		5.18
3280 CHILDREN'S PROGRAMS		TOTAL	93.35
3285 A/V MATERIALS-ADULT			
Amazon	movies		19.96
3285 A/V MATERIALS-ADULT		TOTAL	19.96
3286 A/V MATERIALS-JUVENILE			
3286 A/V MATERIALS-JUVENILE		TOTAL	0.00
3310 TRAVEL & TRAINING EXPENSES			
3310 TRAVEL & TRAINING EXPENSES		TOTAL	0.00
3490 OTHER EXPENSES			
Amazon	Coffee Supplies		127.58
Outagamie Waupaca Library System	Business Cards		1.44
Unique Management Services, Inc.	Accounts sent to collections		19.70
3490 OTHER EXPENSES		TOTAL	158.70
3560 BUILDING REPAIR/MAINTENANCE			
Automated Comfort Controls	Service Call		373.75
Entrance Technologies	Front Door Repair		376.00
3560 BUILDING REPAIR/MAINTENANCE		TOTAL	749.75
5110 INSURANCE ON BUILDINGS			
5110 INSURANCE ON BUILDINGS		TOTAL	0.00
204-55110-41 ACCOUNTS TOTAL			27,607.27
GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)			
Amazon	Children's Movies		17.96
Amazon	Movies		169.57
Amazon	Movies		165.82
Amazon	Movies		56.95
Amazon	Movies		72.95
Amazon	Books		71.34
Baker & Taylor	Books		783.10
Baker & Taylor	Books		457.10
Baker & Taylor	Books		250.98
Baker & Taylor	Spanish Books		71.40
Best Buy	Video Games		179.96
Gale Cengage	Large Print books		146.20

Penworthy	Children's books		144.92
GIFT & MEMORIAL ACCOUNT		TOTAL	2,588.25
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	GRAND TOTAL	30,195.52
	***adjusted amount		
MR=Miscellaneous Revenue			

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
JANUARY 2024

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Phone System

The city is changing phone providers from Frontier to Spectrum. The wiring has been installed and now we are waiting for the phones to be delivered for installation. One of the phones at the front desk will be cordless, which the staff is looking forward to having again.

Employee Anniversaries

For 2023, the Library has multiple employees celebrating anniversaries:

- Karen Austin, Library Technician: 5 years
- Heather Wedde, Library Technician: 5 years
- Ashley Borman, Technical Services Librarian: 10 years
- Jamison Hein, Library Director: 15 years

The City will have a holiday party celebrating employee anniversaries on Wednesday, January 17. The Library staff wanted to have our own holiday get-together, which we will be having on Friday, January 12.

HANNAH DAHLMAN, YOUTH SERVICES LIBRARIAN'S REPORT:

This month I participated in two different zoom meetings – one was a Virtual Summer Symposium put on by the CSLP, the other was a Virtual Performer Showcase put on by WLA. The summer symposium was a helpful walk through of different ideas for our summer reading theme of ‘Adventure Begins at your Library’ and a guide through the CSLP manual. The virtual performer showcase was a fun gathering of different performers in the Wisconsin area; libraries could then sign up to watch each group do a 10-minute segment of their shows. I found a few groups I’m definitely interested in for future events.

I started my sensory story/playtime this month. This group is in collaboration with the Clintonville Public School District, specifically Suzann Bessette who runs the Little Trucks playgroup at the elementary school. Our vision is to provide a space for parents with kids ages 0-3 to engage with one another. We do a simple and short storytime followed by a fun sensory play activity – this first week it was bubbles, which was a huge hit! Then, parents are encouraged to stay for free-play time with their kids and interact with other parents as well as myself and school staff. 5 kids and 4 adults attended this first group.

Teen Night this month was on the 6th in the afternoon after a school early release day. I had two groups do a Christmas themed escape room. In total, 10 kids participated and both groups were able to escape! I handed out books and ice cream coupons afterwards.

Pokémon club was on the 20th this month, I had 8 kids and 2 adults attend, including some new faces!

Bilingual storytime was on the 21st this month, we had 6 kids and 4 adults attend, the theme was winter holidays.

I spent several days this month working on weeding the ‘growing up’, ‘stories’, and ‘Christmas’ picture book sections. Ashley has been walking me through the process.

Programming Statistics

We had 84 kiddos from St. Martin’s visits this month and 33 kids were at my Dellwood storytime.

Storytime

Date	Theme	Kids	Adults
12/5	Dragons	14	10
12/12	Winter	14	11
12/19	Hibernation	8	6

LEGO Club

Date	Theme	Kids	Adults
12/4	Your House	9	4
12/11	Penguins	5	2
12/18	Christmas Tree	5	1

Game Night

Date	Kids	Adults
12/7	3	0
12/14	3	0

12/21	5	0
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Find Our Fictional Friend

Date	Friend	Kids	Adults
12/4-12/9	Baby Yoda	40	0
12/11-12/16	Minnie Mouse	35	0
12/18-12/23	Daniel Tiger	28	0

DIY Craft Time

Date	Kids	Adults
12/13	5	1
12/20	12	3

After-School Adventures

Date	Activity	Kids	Adults
12/5	Glow in the Dark rocks	4	0
12/12	Snowflakes	13	2
12/19	Cookies	6	0

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 Painted Seasonal Wine Bottles. I had 4 people in attendance. January's craft is Decorated Succulent Pots (succulents included).

I did some more weeding this month, in the videos (adults and children's) and went over some weeding information with Hannah and helped her work on the children's picture books to get a feel for how it works.

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

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- Friends of the Library Meeting on Tuesday, January 16.
- OWLSnet Automation Advisory Committee Meeting on Friday, January 19.
- Wild Wisconsin Winter Web Conference on January 24 and 25.
- OWLS Directors Chat on Tuesday, January 30.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- None to report.

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
Days open	25	23	27	25	25	26	25	28	24	26	24	24	10	302	285	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	3,953	1,077	53,021	41,924	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	165	108	176	147	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	3,300	1,638	42,867	39,508	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	737	762	8,252	8,268	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	4,037	2,400	51,119	47,776	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	168	240	169	168	131	475	267	295	313	329	324
Overdrive-Audiobook Uses	453	372	407	375	393	393	350	363	370	419	380	339	413	4,614	4,869	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	259	312	3,747	4,182	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	139	45	1,206	509	166	339	378	n/a	n/a	n/a	n/a
Hoopla	156	213	175	155	173	158	178	178	197	178	183	194	114	2,138	1,582	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	4,968	3,284	62,824	58,918	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	1,928	1,684	29,086	29,124	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	862	739	11,199	11,087	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	1,066	945	17,887	18,037	14,503	6,071	14,567	13,596	14,068	12,068	7,640
REGISTERED BORROWERS																						
	1st Q	%		2nd Q	%		3rd Q	%		4th Q	%											
Adult		2,964	68%		2,821	68%		2,876	68%		2,911	68%	2,916	2,876	2,916	2,988	2,941	3,577	3,807		3,973	4,326
Juvenile		1,334	32%		1,309	32%		1,341	32%		1,344	32%	1,308	1,341	1,308	1,358	1,349	1,743	1,873		1,961	2,032
Total borrowers		4,337			4,167			4,254			4,301		4,263	4,254	4,263	4,397	4,342	5,370	5,710		5,963	6,390
Resident		2,400	55%		2,235	54%		2,368	56%		2,400	56%	2,299	2,368	2,299	2,441	2,395	2,851	2,968		3,080	3,218
Nonresident		1,937	45%		1,932	46%		1,886	44%		1,901	44%	1,964	1,886	1,964	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	2	4	27	49	55	27	37	25	37	56	30
Attendance	78	8	15	20	15	13	9	9	10	20	29	8	1,081	234	4,411	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	3	1	22	4	0	30	89	38	12	19	14
Attendance	23	31	40	23	34	15	6	9	15	34	69	32	21	331	67	0	1,303	529	282	61	107	86
Juvenile programs in library	2	4	3	3	2	5	6	5	6	7	6	7	4	56	31	27	146	383	308	245	248	265
Attendance	94	109	110	115	122	321	314	319	353	704	360	377	120	3,298	1,068	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	1	0	13	32	2	22	121	70	65	86	84
Attendance	175	432	524	121	334	268	0	0	214	129	29	37	0	2,263	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	13	9	118	117	85	241	635	441	359	409	393
Total attendance	370	580	689	279	505	617	329	337	592	887	487	454	1,222	6,126	7,602	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	22	5	190	185	0	181	277	175	154	154	76
VOLUNTEERS																						
Number	2	2	3	3	2	2	2	2	2	2	2	2	1	26	20	16	25	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	6.50	1.50	79	56	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	140	55	1,936	1,939	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	1	1	10	9	0	2	29	98	87	114	117
Wireless sessions	503	480	595	595	672	679	642	674	624	661	649	596	430	7,370	5,562	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	1,017	3	16,291	17,267	22,123	14,750	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	1,370	1,214	1,370	1,214	1,067	1,020	959	833	736	650	578

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BILLS WE'RE WATCHING

OVERVIEW

Every legislative proposal has both a Senate Bill Number and an Assembly Bill Number. To advance through the Wisconsin legislative process, each bill must be introduced in both the Senate and the Assembly by at least one member of each body. Additional Senators and Assembly Representatives are solicited and may be added as coauthors and cosponsors throughout the process. A bill's Senate page on the [Wisconsin Legislature website](#) includes a link to its Assembly page and vice versa.

Clicking on the bill numbers listed below will open the bill's Senate and/or Assembly home page. There you will find a **summary** of the bill and full **bill text** link to analysis by the nonpartisan Legislative Reference Bureau, a list of **coauthors and cosponsors**, the **committee to which it is assigned** (linked to a list of committee members) and the **history of the bill's progress** through the legislature. Clicking on "Wisconsin Ethics Commission information" goes to the Commission's lobbying website page listing **organizations registered for and against each bill**.

For additional information, see also [How a Bill Becomes Law](#) (last updated 2016) and Wisconsin [Citizen's Guide to the Legislature](#) (2023).

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WLA members will be notified when contact with legislators is urgent for any of the bills listed below.

WLA is Monitoring These Bills

Access by minors/pupils to harmful material in public libraries and public schools. 2023 Senate Bill 10 / 2023 Assembly Bill 15

This bill is concerned with school and public library computer filtering, adopting a policy specifying criteria for determining whether certain material is offensive material, providing parents with outline of curriculum and summary of instructional materials that contain the offensive material.

Common School Fund purchase of school library materials. 2023 Senate Bill 304 / 2023 Assembly Bill 309

This bill adds language expressly prohibiting using Common School Funds to purchase obscene materials to 43.70(3).

Removal of protection from prosecution for education employees. 2023 Senate Bill 305 / 2023 Assembly Bill 308

This bill would remove public elementary and secondary schools, private schools and tribal schools from the list of institutions for which an employee is protected from prosecution for an obscene materials violation under current law 944.21(8) for acts or omissions while in their capacities. The liability protection for public library employees and trustees is not affected by the proposed changes.

Parental notification related to SCHOOL library materials. 2023 Senate Bill 597 / 2023 Assembly Bill 642

This bill would require school boards to develop and implement a policy under which the custodial parent or guardian of a child who is under the age of 16 is notified of each document or material the child checks out from a school library as soon as is practicable, but no later than 24 hours after the checkout. **(Current law 43.30(1m) already requires that a library supported by public funds disclose to the custodial parent or guardian of a child who is under the age of 16 all library records relating to the use of the library's documents or other materials, resources, or services by the child, but only upon request of the custodial parent or guardian.)** The bill also requires a school board to annually notify parents and guardians of pupils enrolled in the school district of whether or not the school board provides pupils access to the electronic collection of resources known as BadgerLink that is maintained by the Division for Libraries and Technology in the Department of Public Instruction.

Upcoming Events

Thu Jan 11, 2024

WLA's Youth Services Section
Webinar

Category: Zoom Schedule

Fri Jan 12, 2024

WLA 2024 Leader Orientation

Category: Zoom Schedule

Tue Feb 6, 2024

Library Legislative Day 2024

Category: Events

[View Full Calendar](#)



Parental notification related to PUBLIC library materials. 2023 Senate Bill 598 / 2023 Assembly Bill 641

This bill would require public libraries to develop and implement a policy under which the custodial parent or guardian of a child who is under the age of 16 is notified of each document or material the child checks out from a public library as soon as is practicable, but no later than 24 hours after the checkout. **(Current law 43.30(1m) already requires that a library supported by public funds disclose to the custodial parent or guardian of a child who is under the age of 16 all library records relating to the use of the library's documents or other materials, resources, or services by the child, but only upon request of the custodial parent or guardian.)**

Prohibiting restricted access to books and other media by state agencies and local governments and prohibiting public funding for a library, school, or institution of higher learning that enacts such restrictions. 2023 Senate Bill 615 / 2023 Assembly Bill 657

This bill provides that no library, public or private elementary or secondary school, or institution of higher education is eligible for receipt of state or local funds if the entity prohibits, bans, or unreasonably restricts access to any book or other media based upon 1) partisan or doctrinal disapproval or 2) the origin, background, or views of those contributing to the creation of the book or other media. The bill also provides that no state agency or local governmental unit may prohibit, ban, or unreasonably restrict access to any book or other media on these bases. The provisions of the bill do not apply to any age-based restriction on obscene or pornographic material and do not apply to prison libraries operated by the Department of Corrections; libraries in jails, Type 1 juvenile correctional facilities, juvenile detention facilities, or secured residential care centers for children and youth; or libraries in institutions operated by the Department of Health Services.

Full-time school librarian employment mandate and revenue limit adjustment. 2023 Senate Bill 758/2023 Assembly Bill 782

Under this bill, each school board must employ a licensed instructional library media specialist on a full-time basis for each school in the school district; each independent charter school must employ a licensed instructional library media specialist on a full-time basis; and each private school participating in a parental choice program must employ a licensed instructional library media specialist, or an individual with a degree in library science or an equivalent degree, on a full-time basis. The bill also creates a school district revenue limit adjustment for the costs of a school board to comply with this requirement.

Procedures for evaluating requests for removal or restriction of public or school library materials.2023 Senate Bill 824 / 2023 Assembly Bill 783 The bill provides that, if a library board or school board has a procedure to evaluate and resolve a complaint alleging that library materials should be removed from the

collection or restricted to certain users, the procedure may only be initiated upon finding that a complainant meets specified residency or parent/guardian of pupil requirements, has reviewed the material in its entirety, and provides an explanation of objections. Each request must also be accompanied by the signatures of not less than 5 percent of the total number of the electors from the political subdivision that established the public library, or from the school district in which the school library is located.

Contact Us | **Work at WLA**

DIVISION QUICK LINKS: **ACADEMIC** | **PUBLIC** | **SPECIAL** | **TRUSTEES & FRIENDS**

Wisconsin Library Association | PO BOX 6437 | 112 OWEN ROAD #6437 | Monona, WI 53716

Telephone: 608.245.3640 | Email: wla@wisconsinlibraries.org

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Effective Board Meetings and Trustee Participation

4

Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached *Sample Board Meeting Agenda*.) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information.) Also, be sure to avoid conflict of interest situations. (See *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* for more information.)

At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure

In This Trustee Essential

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information.)

More Legal Requirements

Wisconsin’s Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see *Trustee Essential #15: The Library Board and the Public Records Law* for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See *Trustee Essential #18: Library Board Appointments and Composition* for further details on the legally required process. *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* discusses certain impermissible appointments under Wisconsin’s “incompatibility doctrine,” such as the appointment of a library director to the library board.)

Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library Standards*. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See *Trustee Essential #27: Trustee Orientation and Continuing Education* for other ideas.)

Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a “refresher” on certain issues? What issues?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Attached Sample Board Meeting Agenda
- Attached Sample Annual Library Board Calendar
- OWLS webpage on meetings at owlsnet.org/l4l/meetings (See especially the links on effective meetings.)
- *Robert’s Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Sample Board Meeting Agenda

Below is a sample board meeting agenda. Wisconsin's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information on agenda, notice, and posting requirements of the law.)

NOTICE

Hometown Public Library Board Meeting

Date,
Time,
Place

Note: Please contact _____ at _____ if you need accommodations to attend the meeting.

1. Call to Order *Board President*
2. Roll call and introduction of guests *Board President*
3. Approval of minutes of previous meeting
[Provide copy of minutes to board members in advance of the meeting.]
4. Director's report and statistical report *Library Director*
[Provide copy of reports to board members in advance of the meeting.]
5. Financial report
Library Director and/or Board Treasurer or Financial Secretary
[Provide copy of report to board members in advance of the meeting.]
6. Audit and approval of monthly expenditures [Provide list of bills to board members in advance of the meeting.]
7. Committee reports or other reports [such as a report on legislative or other statewide issues] [Optional—include on agenda only if there is actually something to report]
8. Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]
9. Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]
10. Public comment period [This is not required, but it can be helpful for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]

11. Board continuing education session to be held to review and discuss [for example] Trustee Essential #14: The Library Board and the Open Meetings Law
12. Roll call vote to hold **closed session** for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).
13. Reconvene in open session
14. Approval of the performance evaluation and compensation of the library director.
15. Adjournment

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Sample Annual Library Board Calendar

(Note: The time frame for some of the activities listed below may be different for your library and municipality. Of course, your annual calendar should list the dates of your monthly library board meetings.)

January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives [see December].
- Board conducts annual performance review of director.

February

- Annual report reviewed, approved, and forwarded to municipal [or county] governing body, library system, and DLT.
- Nominating committee appointed.
- Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.

March

- March 1. Due date for libraries to receive county payments as required by Wisconsin Statutes Section 43.12.
- Library long-range plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.

April

- April 1. Due date for a consolidated county public library providing notice to any public library from which it plans to request a payment.
- Appointments of new board members made by the municipality/county.
- Provide prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.
- Continue discussion of budget goals/needs for next year.

May

- May 1. New member board terms begin.
- Orientation sessions held for new board members.
- Board annual meeting held, board officers elected.
- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

June

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.

July

- July 1. Due date for providing prior year usage and expenditure statistics to county.
- Budget and funding request approved for upcoming year.

August

- Discussion of needed trustee continuing education.

September

- Municipalities that levy a tax for public library service apply for an exemption from next year's county library levy.
- Board representatives attend municipal [or county] budget hearings to explain and advocate for budget.

October

- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.
- Municipality [or county] approves library appropriation.

November

- Budget revised, if necessary, based on actual funding approved.
- Library policies reviewed and revised if necessary.
- Long-range planning committee appointed, if necessary, and given charge and timetable.
- Trustee continuing education session held during meeting.

December

- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Trustee continuing education session held during meeting.