



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY MARCH 14, 2024

March 8, 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 February 15, 2024
6. Approval of February Financial and Special Accounts Reports
7. Approval of March 2024 bills
8. Discussion of Librarian's Report
9. Discussion on Trustee Essentials Chapter 14: The Library Board and the Open Meetings Law
10. Discussion on Bandwidth Issue
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

March 8

Discussion on Trustee Essentials Chapter 14: The Library Board and the Open Meetings Law

I've included Chapter 14 from Trustee Essentials in your packet for review.

Discussion on Bandwidth Issue

In your packet are responses from OWLS Director Bradley Shipps and OWLS Network Manager Bryan Durkee in regards to Clintonville's issues with Internet bandwidth. Their comments are highlighted. At this point, there isn't much we can do, but Bryan is looking at something to possibly help with this issue. It's not as simple as having an ISP give us some increased internet speeds, so we will probably be talking about this more in the future as our options become more clear.

Clintonville Public Library
Board Meeting
2/15/24

1. Call to order at 4 PM. Present: Brandon Braden, Jeanne Witt, Mike Hankins, Mari Hintz, Jeanine Supanich, and Polly Goodell. Absent: Troy Kuhn.
2. Mike motioned to approve the Agenda; seconded by Mari.
3. No Citizens Forum.
4. No Friends of the Library Report, as Ralph was running the book sale.
5. Jeanne motioned to approve the minutes from January 11, 2024; seconded by Brandon.
6. Mike motioned to approve January Financial and Special Accounts Report: seconded by Brandon. Roll call vote with all in favor.
7. Brandon motioned to approve the February bills, in the amount of \$39,513.50, seconded by Mike. Roll call vote with all in favor.
8. Discussion of Librarians Report: Hannah's postings on Facebook are great for getting the word out for featured programs. Questions regarding the approach/connection to public schools.
9. Mike motioned to accept a bid from Zimdars, not to exceed \$2,100 including permit fees. Brandon seconded. Roll call with all in favor. Three new toilets will be installed for better water flow. The dividers in the bathroom are loose and Jamie will see if the city will help with that.
10. Brandon motioned to approve the State Annual Report; seconded by Mari.
11. Mike motioned to approve Statement Concerning Public Library System Effectiveness. Brandon seconded.
12. Next meeting date is March 14th.
13. Motion by Jeanne to adjourn, seconded by Mari. Meeting adjourned at 4:59pm.

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
FEBRUARY 2024

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	FEBRUARY	YTD	BUDGET	BALANCE	to date 2024 % SPENT	February 2023 % SPENT
204-55110-41- 1100		SALARIES - STAFF	15,693.55	30,141.18	205,991.00	175,849.82	15%	15%
204-55110-41- 1110		JANITOR SALARIES	1,344.75	2,474.00	19,891.00	17,417.00	12%	12%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,721.06	13,448.78	94,080.00	80,631.22	14%	20%
TOTAL SALARIES			21,759.36	46,063.96	319,962.00	273,898.04	14%	16%
204-55110-41- 2100		INFORMATION TECHNOLOGY	1,279.12	1,279.12	17,000.00	15,720.88	8%	0%
204-55110-41- 2250		TELEPHONE SERVICE	260.34	284.34	2,600.00	2,315.66	11%	10%
204-55110-41- 2260		GAS	726.90	1,379.25	4,700.00	3,320.75	29%	43%
204-55110-41- 2270		WATER AND ELECTRICITY	2,505.64	2,505.64	10,000.00	7,494.36	25%	11%
204-55110-41- 3110		POSTAGE	175.52	175.52	700.00	524.48	25%	23%
204-55110-41- 3112		COPIES	187.96	187.96	2,500.00	2,312.04	8%	16%
204-55110-41- 3122		STAFF DEVELOPMENT	190.00	190.00	1,500.00	1,310.00	13%	8%
204-55110-41- 3123		MAINTENANCE SUPPLIES	100.81	100.81	1,500.00	1,399.19	7%	15%
204-55110-41- 3150		OFFICE SUPPLIES	455.98	455.98	3,000.00	2,544.02	15%	19%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICAL	49.97	49.97	150.00	100.03	33%	16%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41- 3269		BOOKS - ADULT	1,564.10	1,564.10	10,697.00	9,132.90	15%	36%
204-55110-41- 3270		BOOKS - JUVENILE	1,421.81	1,421.81	10,688.00	9,266.19	13%	17%
204-55110-41- 3272		eCONTENT	2,343.91	2,343.91	7,000.00	4,656.09	33%	39%
204-55110-41- 3280		PROGRAMS	1,011.27	1,011.27	3,000.00	1,988.73	34%	33%
204-55110-41- 3285		FINE ARTS & AV - ADULT	310.33	310.33	3,500.00	3,189.67	9%	8%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	187.49	187.49	3,000.00	2,812.51	6%	14%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	13.28	13.28	1,500.00	1,486.72	1%	20%
204-55110-41- 3490		OTHER OPERATING EXPENSES	60.60	60.60	1,000.00	939.40	6%	33%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	2,449.46	2,449.46	4,000.00	1,550.54	61%	99%
204-55110-41- 5110		INSURANCE ON BUILDINGS	3,648.66	3,648.66	3,676.00	27.34	99%	0%
204-55110-41- 5130		INSURANCE-GEN. LIABILITY	763.80	763.80	1,860.00	1,096.20	41%	0%
SUBTOTAL			19,706.95	19,619.50	93,571.00	73,187.70	21%	21%
TOTAL OPERATING EXPENSES			41,466.31	65,683.46	413,533.00	347,849.54	16%	17%
CAPITAL FUND								
401-57610-41- 8102		COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
401-57610-41- 8103		OFFICE FURNITURE & EQUIPME	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			41,466.31	65,683.46	413,533.00	347,849.54	16%	17%

REVENUE

ACCOUNT	ACCT	DESCRIPTION	FEBRUARY	YTD	BUDGET	BALANCE	to date 2024 %REC'D	to date 2023 %REC'D
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	232,265.00	(232,265.00)	0%	0%
204-43790-41		OWLS SUPPORT	0.00	0.00	164,277.00	(164,277.00)	0%	0%
204-46710-41		LIBRARY FEES	49.97	191.26	750.00	(558.74)	26%	22%
204-46711-41		COPY MACHINE REVENUE	345.97	744.88	4,000.00	(3,255.12)	19%	16%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	80.00	1,280.61	6,800.00	(5,519.39)	19%	0%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	5,441.00	(5,441.00)	0%	0%
SUBTOTAL			475.94	2,216.75	413,533.00	(411,316.25)	1%	1%
TOTAL REVENUE			475.94	2,216.75	413,533.00	(411,316.25)	1%	1%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF FEBRUARY 29, 2024**

204-41-ACCOUNT DESCRIPTION	FEBRUARY	CURRENT BALANCE	INTEREST YTD	12/31/2023 BALANCE
204 FUND CARRYOVER FROM PREVIOUS YEAR		119,725.07		119,725.07
EXCESS BUDGET REVENUE		0.00		0.00
TOTAL 204 FUND BALANCE		119,725.07		119,725.07

805-41-ACCOUNT DESCRIPTION	FEBRUARY	CURRENT BALANCE	INTEREST YTD	12/31/2023 BALANCE
----------------------------	----------	--------------------	-----------------	-----------------------

CDS

6501036060 Gift & Memorial CD due 5/24/2024 Bank First 2.00%				
Miller	0.00	1,454.37	0.00	1,413.65
Gift & Memorial	0.00	13,683.69	0.00	13,303.96
Gift & Memorial CD Balance	0.00	15,138.06		14,717.61
6501036066 Mantin Savings CD due 5/24/2024 Bank First 2.00%	0.00	12,504.01	0.00	12,156.72
6501036057 Combined CD due 5/24/2024 at Bank First 2.00%				
Thompson	0.00	12,790.89	0.00	12,435.66
Schultz	0.00	33,613.30	0.00	32,679.62
Mantin	0.00	13,081.53	0.00	12,718.25
OES	0.00	12,970.44	0.00	12,610.18
Combined CD Balance	0.00	72,456.16		70,443.71

BILLINGS ESTATE DONATION

6501036072 CD due 5/24/2024 Bank First 2.00%	0.00	223,671.86	0.00	217,459.46
6501036069 Billings CD due 5/24/2024 Bank First 2.00%	0.00	206,557.33	0.00	200,820.28
Total Billings Estate Donation	0.00	430,229.19		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 532,583.73 517,854.09

GIFT & MEMORIAL ACCOUNT

BALANCE - JANUARY 1		19,913.64		29,031.94
805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	0.00		1,300.00
805- SUBTOTAL		19,913.64		30,331.94
55110-41-3492 EXPENDITURES**	0.00	652.03		10,418.30
SUBTOTAL		19,261.61		19,913.64

TOTAL 805 FUND BALANCE 551,845.34 537,767.73

GIFT & MEMORIAL ACCOUNT DETAIL

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

805-

55110-41-3492 **EXPENDITURES	
Baker & Taylor	114.82
Center Point Large Print	147.55
Cherry Lake Publishing	134.70
	0.00
	0.00
	0.00
	0.00
	0.00
TOTAL EXPENDITURES	397.07

TOTAL 204 & 805 LIBRARY FUND BALANCE 671,570.41 657,492.80

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
MARCH 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 March 14, 2024

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - February	25.00
204-46710-42	LIBRARY FEES - March to date	0.00
204-46711-42	COPY MACHINE REVENUE - February	257.20
204-46711-42	COPY MACHINE REVENUE - March to date	87.11
204-48900-41	MISCELLANEOUS REVENUE	
	Copier Lease Refund	80.00
204-48900-41	TOTAL MISCELLANEOUS REVENUE	80.00
	204 ACCOUNTS SUBTOTAL	449.31
401-57610-41-	CAPITAL FUND	0.00

TOTAL REVENUE 449.31

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	February salaries	15,693.55 *
1100 SALARIES-STAFF	TOTAL	15,693.55
1110 SALARIES-MAINTENANCE		
Maintenance staff	February salaries	1,344.75 *
1110 SALARIES-MAINTENANCE	TOTAL	1,344.75
1500 EMPLOYEE BENEFITS		
Total staff	February benefits	4,721.06 *
1500 EMPLOYEE BENEFITS	TOTAL	4,721.06
2100 COMPUTER EXPENSES		
Integrated Solutions	Content on City website	32.97
2100 COMPUTER EXPENSES	TOTAL	32.97
2250 TELEPHONE		
Frontier	February bill	147.79 *
2250 TELEPHONE	TOTAL	147.79
2260 GAS		
We Energies	February bill	726.90 *
2260 GAS	TOTAL	726.90
2270 WATER & ELECTRICITY		
Clintonville Utilities	February bill	1,182.86 *
2270 WATER & ELECTRICITY	TOTAL	1,182.86
3110 POSTAGE		
Baker & Taylor	Shipping	2.14
Baker & Taylor	shipping	2.26
Baker & Taylor	shipping	0.34
Baker & Taylor	shipping	5.64
Baker & Taylor	shipping	3.75
3110 POSTAGE	TOTAL	14.13
3112 COPIES		
James Imaging Systems	Copier Lease	69.32

3112 COPIES		TOTAL	69.32
3122 STAFF DEVELOPMENT			
3122 STAFF DEVELOPMENT		TOTAL	0.00
3123 MAINTENANCE SUPPLIES			
Amazon	Disinfecting Wipes		11.19
3123 MAINTENANCE SUPPLIES		TOTAL	11.19
3150 OFFICE SUPPLIES			
Amazon	Sticker Paper, Envelope Moistener		13.83
Amazon	Cricut Mats		9.28
ELM USA Inc.	Disc Cleaner machine usage		25.00
3150 OFFICE SUPPLIES		TOTAL	48.11

3260 SUBSCRIPTIONS & PERIODICALS

Cardmember Service	subscription-HGTV Magazine		49.97
3260 SUBSCRIPTIONS & PERIODICALS		TOTAL	49.97

3261 MARKETING

3261 MARKETING		TOTAL	0.00
----------------	--	-------	------

3269 BOOKS-ADULT

Amazon	adult books		151.42
Baker & Taylor	adult books		169.56
Baker & Taylor	adult books		145.96
Baker & Taylor	adult books		33.60
Baker & Taylor	adult books		137.62
Baker & Taylor	adult books		320.15
Gale Cengage	Large print books		119.96
Gale Cengage	Large print books		51.73
Gale Cengage	Large print books		38.99
3269 BOOKS-ADULT		TOTAL	1,168.99

3270 BOOKS-JUVENILE

Baker & Taylor	children's books		28.13
Baker & Taylor	children's books		62.94
Baker & Taylor	children's books		399.63
Cherry Lake Publishing	children's books		378.65
3270 BOOKS-JUVENILE		TOTAL	869.35

3272 eCONTENT

Midwest Tape	Hoopla		436.17
3272 eCONTENT		TOTAL	436.17

3280 PROGRAMS

Amazon	Program Supplies		146.70
Amazon	Program Supplies		50.43
Amazon	Program Supplies		60.27
Amazon	Summer Reading Program Prizes		52.99 MR
Amazon	Summer Reading Program Prizes		249.45 MR
Amazon	Program Supplies		25.56
Amazon	Program Supplies		29.94 MR
Amazon	Summer Reading Program Prizes		102.70 MR
Amazon	Program Supplies-Giveaway Books		287.08 MR
Tadych's Marketplace Foods	Tortoise Food		5.60
Tadych's Marketplace Foods	Read Across America Cake		61.25 MR
Tadych's Marketplace Foods	Program Supplies		29.95
Tadych's Marketplace Foods	Tortoise Food		5.46
Tadych's Marketplace Foods	Ice Cream for Read Across America		17.98 MR
3280 CHILDREN'S PROGRAMS		TOTAL	1,125.36

3285 A/V MATERIALS-ADULT

Amazon	movie		14.80
Amazon	movies		46.77
Amazon	movies		87.30
Amazon	movie		29.99
Amazon	movies		49.40
Amazon	movies		30.85
Amazon	game		24.44
Amazon	credit		-4.96
Amazon	credit		-7.17
3285 A/V MATERIALS-ADULT		TOTAL	271.42

3286 A/V MATERIALS-JUVENILE

Amazon	movies		24.14
Amazon	movies		83.97
Amazon	movie		13.94
Amazon	movie		9.99

3286 A/V MATERIALS-JUVENILE		TOTAL	132.04
3310 TRAVEL & TRAINING EXPENSES			
3310 TRAVEL & TRAINING EXPENSES		TOTAL	0.00
3490 OTHER EXPENSES			
DNR	State Park Passes		100.00 MR
Harter's	Garbage Service		11.71
Unique Management Services, Inc.	Accounts sent to collections		9.85
Waupaca Area Public Library	lost/dmgd item - patron reimbursed		20.00
3490 OTHER EXPENSES		TOTAL	141.56
3560 BUILDING REPAIR/MAINTENANCE			
Amazon	LED Fixtures for Basement		279.80
Apex Fire Protection LLC	Annual Fire Extinguisher Inspections		65.00
Krueger's Sign & Electric, Inc.	Replace Fire Alarm Batteries		156.66
Torborg's	Basement Light Fixture Wiring		82.99
3560 BUILDING REPAIR/MAINTENANCE		TOTAL	584.45
5110 INSURANCE ON BUILDINGS			
5110 INSURANCE ON BUILDINGS		TOTAL	0.00
204-55110-41 ACCOUNTS TOTAL			28,771.94
GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)			
Baker & Taylor	Books		16.24
Baker & Taylor	Books		16.80
Baker & Taylor	Books		26.59
Baker & Taylor	Books		55.19
Center Point Large Print	Large Print books		147.55
Cherry Lake Publishing	Children's Books		134.70
GIFT & MEMORIAL ACCOUNT		TOTAL	397.07
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	29,169.01
***adjusted amount		MR=Miscellaneous Revenue	

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
MARCH 2024

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Astrophysics Game Design Fellowship Workshop

Back in January, I was invited to join a group of educators and librarians to help design a game showcasing the science and research done by different departments at UW-Madison. This is a partnership between the Wisconsin IceCube Particle Astrophysics Center (WIPAC), Wisconsin Department of Public Instruction, Field Day, and the Wisconsin Center for Education Research. There will be meetings throughout the year, but the first was an in-person meeting at UW-Madison on February 9. We learned about the research being done by various researchers and brainstormed with other educators and librarians on ideas of how to make a game based around their research activities.

WiLS Membership Meeting

I attended the WiLS Membership meeting where I learned about projects completed by the Gays Mill Public Library, Western Technical College, and the Culture Keepers Collective.

Vocational Awe Webinar

I attended a webinar on vocational awe, which describes the set of ideas, values, and assumptions librarians have about themselves and the profession that result in notions that libraries as institutions are inherently good, sacred notions, and therefore beyond critique. It was a great presentation about how libraries are looking to become everything to everyone, but we shouldn't be a catchall for all the underfunded/unfunded social services. This ends up leading to burnout among library staff. The webinar provided tips on setting boundaries, working collectively, and creating community.

HANNAH DAHLMAN, YOUTH SERVICES LIBRARIAN'S REPORT:

I had a meeting with Virginia Ritchie this month, she is the local recruiter for the Girl Scouts and we came up with a collaborative program to add to our summer fun! I worked hard to finalize the larger events for the summer reading program this month. Everything is now booked and I am ordering prizes and reaching out to Chad at OWLS to help us with the promotional materials.

Our Read Across America Party was on Tuesday the 27th and it went so well! Tom Pease performed wonderfully and was so engaging. We had a total of 182 people attend – 78 adults and 104 kids!

Sensory Story and Playtime this month was all about love. **8 kids and 5 adults attended.**

Teen Night this month was pj's and pancakes – the kids watched Bluey episodes (that's what they voted to watch) and ate pancakes and honestly, they loved it. **9 kids attended.**

Early release day movie: Teenage Kraken – **19 kids 1 adult attended.**

Pokémon club this month we had **9 kids and 2 adults attend.**

We had 204 kiddos from St. Martin's visits this month and 30 kids were at my Dellwood storytime.

Bilingual storytime was about Valentine's Day/Love this month. **7 kids and 3 adults attended.**

Programming Statistics

Storytime

Date	Theme	Kids	Adults
2/6	Cars	18	13
2/13	Love	23	17
2/20	Favorite Snacks	16	10
2/27	Sleepytime books	24	13

LEGO Club

Date	Theme	Kids	Adults
2/5	Free Play	3	3
2/12	Hearts	10	1
2/19	Free Play	7	4
2/26	Lions	0	0

Game Night

Date	Kids	Adults

2/1	4	0
2/8	10	0
2/15	3	0
2/22	8	0
2/29	6	0

Find Our Fictional Friend

Date	Friend	Kids	Adults
2/5-2/10	Fly guy	48	0
2/12-2/17	Mario	50	0
2/19-2/24	Maisy	38	0
2/26-3/2	Bluey	53	0

DIY Craft Time

Date	Kids	Adults
2/7	20	5
2/14	3	0
2/21	8	0
2/28	13	3

After-School Adventures

Date	Activity	Kids	Adults
2/6	Valentine's cards for seniors	13	3
2/13	Palentine's Spa Party	21	2
2/20	Plants	13	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 for February was succulent jars. We had 12 people in attendance. March's craft will be Macrame feather wall hangings.

I have been working on cleaning up the Obituary index, which had some duplicate records imported when we migrated it to the new website software. One of the front desk staff is helping me go through the list and locate duplicate records, which I then go in and delete.

I have started going through the adult fiction collection and adding genre stickers and updating popular author books with series information on the spines, so patrons can more easily find what they are looking for.

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

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- Materials Repair Workshop on Wednesday, March 20-Ashley.
- PowerUp Conference on Thursday, March 21 and Friday, March 22-Hannah.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- None to report.

CLINTONVILLE PUBLIC LIBRARY													month	to date	month										14
2024 MONTHLY ACTIVITIES REPORT													2023	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Feb												
Days open	22	25	0	0	0	0	0	0	0	0	0	0	23	47	48	285	250	63	301	302	303	304	302		
DOOR COUNT																									
Door count	4,338	5,051	0	0	0	0	0	0	0	0	0	0	4,057	9,389	8,496	41,924	17,094	18,082	80,656	78,764	79,106	84,369	84,469		
Avg per day open	197	202											176	200	177	147	68	287	268	261	261	278	280		
CIRCULATION																									
Circs	4,112	3,826	0	0	0	0	0	0	0	0	0	0	3,539	7,938	7,117	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394		
Renewals	836	721	0	0	0	0	0	0	0	0	0	0	553	1,557	1,154	8,268	6,623	7,526	19,020	20,472	20,325	20,331	19,543		
Subtotal Circulation	4,948	4,547	0	0	0	0	0	0	0	0	0	0	4,092	9,495	8,271	47,776	32,750	29,936	80,408	89,223	94,191	100,031	97,937		
Avg circ per day open	225	182											178	202	172	168	131	475	267	295	313	329	324		
Overdrive-Audiobook Uses	368	362	0	0	0	0	0	0	0	0	0	0	372	730	825	4,869	4,002	3,555	3,171	2,361	1,914	1,641	1,439		
Overdrive-Ebook Uses	374	281	0	0	0	0	0	0	0	0	0	0	366	655	739	4,182	3,742	4,355	3,124	2,861	3,136	3,100	2,893		
Overdrive-Magazine Uses	126	135	0	0	0	0	0	0	0	0	0	0	47	261	104	509	166	339	378	n/a	n/a	n/a	n/a		
Hoopla	211	181	0	0	0	0	0	0	0	0	0	0	213	392	369	1,582	1,313	1,660	1,432	1,124	697	n/a	n/a		
Total Circulation	6,027	5,506	0	0	0	0	0	0	0	0	0	0	5,090	11,533	10,308	58,918	41,973	40,244	88,513	95,569	99,938	104,864	102,269		
INTERLIBRARY LOAN																									
Total loaned	2,355	2,189	0	0	0	0	0	0	0	0	0	0	2,447	4,544	4,818	29,124	24,414	14,565	32,480	33,304	35,627	34,944	29,908		
Total borrowed	1,067	1,034	0	0	0	0	0	0	0	0	0	0	861	2,101	1,893	11,087	9,911	8,494	17,913	19,708	21,559	22,876	22,268		
Net	1,288	1,155											1,586	2,443	2,925	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														2,876	2,941	2,916	2,988	2,941	3,577	3,807		3,973	4,326		
Juvenile														1,341	1,349	1,308	1,358	1,349	1,743	1,873		1,961	2,032		
Total borrowers														4,254	4,342	4,263	4,397	4,342	5,370	5,710		5,963	6,390		
Resident														2,368	2,395	2,299	2,441	2,395	2,851	2,968		3,080	3,218		
Nonresident														1,886	1,947	1,964	1,956	1,947	2,519	2,742		2,883	3,172		
PROGRAMMING																									
Adult programs in library	1	2	0	0	0	0	0	0	0	0	0	0	1	3	4	49	55	27	37	25	37	56	30		
Attendance	3	15	0	0	0	0	0	0	0	0	0	0	8	18	86	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	0	1	1	16	5	0	0	0	0		
Attendance	0	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	3	3	0	0	0	0	0	0	0	0	0	0	1	6	2	4	0	30	89	38	12	19	14		
Attendance	32	51	0	0	0	0	0	0	0	0	0	0	31	83	54	67	0	1,303	529	282	61	107	86		
Juvenile programs in library	9	10	0	0	0	0	0	0	0	0	0	0	4	19	6	31	27	146	383	308	245	248	265		
Attendance	480	902	0	0	0	0	0	0	0	0	0	0	109	1,382	203	1,068	1,028	10,528	6,803	5,914	5,378	5,742	5,594		
Juvenile outreach programs	1	1	0	0	0	0	0	0	0	0	0	0	2	2	3	32	2	22	121	70	65	86	84		
Attendance	29	34	0	0	0	0	0	0	0	0	0	0	432	63	607	2,016	303	324	1,988	1,393	985	1,290	1,187		
Total programs	14	16	0	0	0	0	0	0	0	0	0	0	8	30	15	117	85	241	635	441	359	409	393		
Total attendance	544	1,002	0	0	0	0	0	0	0	0	0	0	580	1,546	950	7,602	10,197	14,362	9,682	7,718	6,679	7,418	7,048		
Meeting Rm (not lib pgrms)	19	33	0	0	0	0	0	0	0	0	0	0	11	52	25	185	0	44	277	175	154	154	76		
VOLUNTEERS																									
Number	2	2	0	0	0	0	0	0	0	0	0	0	2	4	4	20	16	4	45	55	25	1	15		
Hours worked	12.00	9.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.75	22	14	56	54	26	125	233.00	162.00	8.00	43.00		
COMPUTER STATS																									
Public Computer sessions	142	196	0	0	0	0	0	0	0	0	0	0	155	338	328	1,939	1,043	1,177	5,141	6,273	7,458	7,395	8,541		
Laptop Checkouts	2	2	0	0	0	0	0	0	0	0	0	0	1	4	1	9	0	2	29	98	87	114	117		
Wireless sessions	568	611	0	0	0	0	0	0	0	0	0	0	480	1,179	983	5,562	4,072	2,492	6,353	6,630	7,711	7,807	7,147		
Total website page views	1,074	1,270	0	0	0	0	0	0	0	0	0	0	1,720	2,344	3,264	17,267	22,123	2,990	30,272	35,689	38,599	37,431	30,904		
Facebook likes	1,412	1,423	0	0	0	0	0	0	0	0	0	0	1,230	1,423	1,230	1,214	1,067	1,020	959	833	736	650	578		

[illegible]

The Library Board and the Open Meetings Law

14

Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See *Trustee Essential #4: Effective Board Meetings and Trustee Participation* for a sample board meeting notice and agenda.)

Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at

least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

Email, “Walking Quorums” and Other Potential Open Meetings Violations

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see *Trustee Essential 15: The Library Board and the Public Records Law*.

Meeting Minutes

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see *Trustee Essential #15: The Library Board and the Public Records Law* for more information). At a

minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) 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.

Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in Wisconsin Statutes Section 19.85. Wisconsin Statutes Chapter 19 is available in PDF format at www.legis.state.wi.us/statutes/Stat0019.pdf.

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Public records / open meetings information from the Wisconsin Department of Justice (www.doj.state.wi.us/dls/open-government)
- The League of Wisconsin Municipalities' very detailed discussions of Wisconsin's open meetings law available at tinyurl.com/y4hxaci
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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

© 2002, 2012, 2015
Wisconsin Department of Public Instruction.
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at pld.dpi.wi.gov/pld_handbook.

RE: Internet bandwidth and next month's meeting

mhankins@frontiernet.net <mhankins@frontiernet.net>

Wed 2/21/2024 7:33 AM

To: Bryan Durkee <bdurkee@owlsweb.org>; Bradley Shipps <bshipps@owlsweb.org>; Jamison Hein <jhein@clintonvillelibrary.org>

Cc: supski@frontiernet.net <supski@frontiernet.net>

Bryan,

Thanks for the additional info and your efforts to improve this.

Mike

From: Bryan Durkee <bdurkee@owlsweb.org>

Sent: Tuesday, February 20, 2024 8:46 PM

To: mhankins@frontiernet.net; Bradley Shipps <bshipps@owlsweb.org>; Jamison Hein <jhein@clintonvillelibrary.org>

Subject: RE: Internet bandwidth and next month's meeting

Hi,

You can always purchase an extra ISP and then route guest wireless traffic over that to alleviate congestion on your TEACH circuit, but that only helps one portion of your internet traffic. I've been working on something else with Bradley. There will be an announcement at the March AAC, but she's approved networking infrastructure updates which impact this.

Very soon (I just put the first two units on order) we will be converting a couple of willing "test" libraries over to Fortigate 40F firewalls replacing their Cisco ISR 4331 routers. The main goal of that is to be slightly cheaper and massive improvements to our cybersecurity posture. But one of the many side effects of that change is the ability to use an ISP other than TEACH while still retaining full OWLSnet functionality with Carl, print and PC management, etc. Effectively the Fortigate firewalls will VPN your entire library back into OWLS, so it won't matter if you use Frontier, TDS, Spectrum, or whoever.

There are a LOT of details that still need to be worked out including:

Fees

TEACH termination (costs, timing, equipment removal, etc)

ISP specifics (business service with dedicated IP addresses, outage procedures, etc)

Did I mention fees?

Routing (which traffic goes back to OWLSnet, which traffic goes straight out to the internet)

Filtering (Initially NOT an option, unless you insist. Please don't insist because this will need it's own giant sub-section of details to be worked out)

More fees!

Note that I joke about fees, but depending on the configuration and specifics in particular changing to a different ISP absolutely could cost more money. TEACH did a great job equalizing, and if that TEACH connection isn't there anymore then every library's situation becomes a lot different. It's all theoretical until someone has an ISP lined up and we get numbers we can run, but then it won't be theoretical anymore. Fortunately for me that's Bradley's territory and thank goodness for that! Never let a geek set the fees; even if we mean well we always have other things we want to fund.

There will be more than what I've listed above. I've gone over this plan with lots of folks: Heartland, CCCP, Cap Data, as well as other agencies like South Central Library System and Wiscnet, plus a few extra geeks I know. Still, I

promise you we're missing things and that list of details will get longer.

Thanks,

Bryan Durkee
Network Manager
Outagamie Waupaca Library System
Pronouns: he, him, his

From: mhankins@frontiernet.net <mhankins@frontiernet.net>
Sent: Tuesday, February 20, 2024 1:54 PM
To: Bradley Shipps <bshipps@owlsweb.org>
Cc: Bryan Durkee <bdurkee@owlsweb.org>
Subject: RE: Internet bandwidth and next month's meeting

Bradley,

Thanks for the update. Fiber service has been introduced in Clintonville by my old firm Frontier Communications with much higher bandwidths for about the same price as the old DSL, and other providers are also touting more speed. The question came up about getting additional bandwidth from one of these carriers. I said the prices though Badgerlink have always been attractive, and there is the question on network coordination and management which I expect you folks help with as well. Are there other pros/cons I should share with this board on the issue of adding bandwidth while we are waiting for the state to approve upgrades?

Thanks again, Mike

From: Bradley Shipps <bshipps@owlsweb.org>
Sent: Tuesday, February 20, 2024 12:32 PM
To: mhankins@frontiernet.net
Cc: Bryan Durkee <bdurkee@owlsweb.org>
Subject: RE: Internet bandwidth and next month's meeting

Hi Mike,

Clintonville is among a handful of OWLSnet libraries that are experiencing intermittent bandwidth problems that impact services. The improvements that we discussed last Thursday will not directly impact bandwidth, but it is very much on our radar.

OWLS's position is that 20 mbps is no longer sufficient bandwidth for any but the smallest public libraries. Under the TEACH contract, we can upgrade a library from 20 mbps to 50 mbps at no additional cost to OWLS or the library. However, getting TEACH to approve an increase is not easy. We think the evidence TEACH requires for a bandwidth increase is too stringent and have been making a bit of a stink about it. I'm glad to say that DPI has heard our complaints and has included a question on this year's annual report that asks the libraries whether bandwidth at their library is sufficient. (Jamie answered no.) Getting DPI to acknowledge the problem doesn't necessarily move TEACH/DOA in our direction, but it's a step. I think the data will help persuade some people.

In the meantime, all bandwidth upgrade requests are on hold while TEACH and AT&T complete the conversion of the entire Badgerlink/TEACH network under the new statewide 5-year contract. That whole project is running at least 6 months behind schedule, which is not good news for libraries experiencing slowness now.

If we continue to have upgrade requests rejected after the statewide conversion is completed, then I will likely be calling on the OWLS Board and library boards to make a lot of noise about it so that we can apply political pressure.

I have copied Bryan here in case you have more specific technical questions that I cannot answer.

Thanks, and congrats on being back on the library board!
Bradley

From: mhankins@frontiernet.net <mhankins@frontiernet.net>
Sent: Friday, February 16, 2024 1:07 PM
To: Bradley Shipps <bshipps@owlsweb.org>
Subject: Internet bandwidth and next month's meeting

Bradley,

You were talking about improvements pending with the internet network for our libraries at our meeting last night. And Just before that our local library board was talking about the bandwidth at our local library. The good news is that we are seeing more use of the service here, but that is bringing challenges with it and patrons are experiencing slower service. If I understand this correctly, we have 20 meg service which was a fairly large pipe when I was working the provisioning through Badgernet, but again demand and usage and increased a lot since then. (I didn't think to mention it, but I assumed you were aware I was back on our local library board again.)

Would the pending improvements you talked about eventually help increase bandwidth or other elements of service that might improve the service here? Are there plans and/or timelines for increased bandwidth at Clintonville and other similar sized libraries in the near future?

Will appreciate any info you can share on this.

Also will be camping Arizona next month and may or may not have facilities available to allow me to join in our meeting but will try.

Thanks for your help,

Mike