



# CLINTONVILLE PUBLIC LIBRARY

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

April 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 March 14, 2024
6. Approval of March Financial and Special Accounts Reports
7. Approval of April 2024 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Check Valve Quote
10. Set Next Meeting Day and Time
11. Adjourn

JS/jh

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

Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Clintonville Public Library at 715-823-4563

## **CLINTONVILLE PUBLIC LIBRARY**

### **AGENDA INFORMATION**

April 5

#### **Discussion/Possible Action on Check Valve Quote**

When the Library's A/C unit shuts off, there has been a loud squealing sound which can last for minutes or longer. I'd been working with our HVAC contractor, Automated Comfort Controls (ACC), to find a solution and they recently found a possible solution. The check valve helps to ensure refrigerant doesn't go back into the condensing unit after it cycles off. The proposed solution would require the unit to be off as ACC would need to drain refrigerant from it. Jared at ACC did mention though that he is not 100% confident that this solution would fix the issue, but did add that if they did the work they would install a check valve closer to the unit. This would help make the work if they needed to come back and do it again faster. The sound is quite awful and causes patrons to think that there is a fire alarm or some other type of alarm happening. The quote for the work will be emailed out Monday or Tuesday next week.

**Clintonville Public Library**  
**Board Meeting**  
**3/14/24**

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. Jeanne motioned to approve the agenda, seconded by Brandon.
3. No Citizens Forum.
4. No Friends of the Library report.
5. Mike motioned to approve minutes from 2/15/24, seconded by Brandon.
6. Polly motioned to approve February Financial and Special Accounts Reports. Jeanne seconded. Roll call vote with all in favor.
7. Brandon motioned to approve March bills in the amount of \$29,169.01. This was seconded by Mari. Roll call vote with all in favor.
8. Many accomplishments were noted in the Librarian's Report. Thanks to the staff for their efforts.
9. Discussion on Trustee Essentials, The Library Board and Open Meetings Law..
10. Jamie and Mike explained the Bandwidth Issue. It is a statewide contract and needs continued work to make future options.
11. Next meeting will be on April 11th.
12. Mike motioned to adjourn, seconded by Brandon.

**CLINTONVILLE PUBLIC LIBRARY  
FINANCIAL STATEMENT  
MARCH 2024**

<b>EXPENDITURES</b>							to date	March
ACCOUNT	ACCT	DESCRIPTION	MARCH	YTD	BUDGET	BALANCE	2024	2023
							% SPENT	% SPENT
204-55110-41-1100		SALARIES - STAFF	23,695.96	53,837.14	205,991.00	152,153.86	26%	26%
204-55110-41-1110		JANITOR SALARIES	2,068.10	4,542.10	19,891.00	15,348.90	23%	23%
204-55110-41-1500		EMPLOYEE BENEFITS	5,869.91	19,318.69	94,080.00	74,761.31	21%	29%
<b>TOTAL SALARIES</b>			<b>31,633.97</b>	<b>77,697.93</b>	<b>319,962.00</b>	<b>242,264.07</b>	<b>24%</b>	<b>27%</b>
204-55110-41-2100		INFORMATION TECHNOLOGY	0.00	1,279.12	17,000.00	15,720.88	8%	0%
204-55110-41-2250		TELEPHONE SERVICE	305.94	590.28	2,600.00	2,009.72	23%	19%
204-55110-41-2260		GAS	774.83	2,154.08	4,700.00	2,545.92	46%	66%
204-55110-41-2270		WATER AND ELECTRICITY	0.00	2,505.64	10,000.00	7,494.36	25%	25%
204-55110-41-3110		POSTAGE	19.76	195.28	700.00	504.72	28%	36%
204-55110-41-3112		COPIES	69.35	257.31	2,500.00	2,242.69	10%	39%
204-55110-41-3122		STAFF DEVELOPMENT	0.00	190.00	1,500.00	1,310.00	13%	40%
204-55110-41-3123		MAINTENANCE SUPPLIES	137.57	238.38	1,500.00	1,261.62	16%	19%
204-55110-41-3150		OFFICE SUPPLIES	145.66	601.64	3,000.00	2,398.36	20%	28%
204-55110-41-3260		SUBSCRIPTIONS & PERIODICAL	0.00	49.97	150.00	100.03	33%	30%
204-55110-41-3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41-3269		BOOKS - ADULT	975.38	2,539.48	10,697.00	8,157.52	24%	53%
204-55110-41-3270		BOOKS - JUVENILE	1,269.03	2,690.84	10,688.00	7,997.16	25%	21%
204-55110-41-3272		eCONTENT	436.17	2,780.08	7,000.00	4,219.92	40%	49%
204-55110-41-3280		PROGRAMS	1,037.19	2,048.46	3,000.00	951.54	68%	55%
204-55110-41-3285		FINE ARTS & AV - ADULT	316.05	626.38	3,500.00	2,873.62	18%	17%
204-55110-41-3286		FINE ARTS & AV - JUVENILE	153.28	340.77	3,000.00	2,659.23	11%	17%
204-55110-41-3310		TRAVEL & TRAINING EXPENSES	249.92	263.20	1,500.00	1,236.80	18%	38%
204-55110-41-3490		OTHER OPERATING EXPENSES	145.44	206.04	1,000.00	793.96	21%	37%
204-55110-41-3560		BUILDING REPAIR/MAINTENANC	3,047.99	5,497.45	4,000.00	(1,497.45)	137%	166%
204-55110-41-5110		INSURANCE ON BUILDINGS	15.66	3,664.32	3,676.00	11.68	100%	103%
204-55110-41-5130		INSURANCE-GEN. LIABILITY	291.50	1,055.30	1,860.00	804.70	57%	0%
<b>SUBTOTAL</b>			<b>9,390.72</b>	<b>28,718.72</b>	<b>93,571.00</b>	<b>63,796.98</b>	<b>31%</b>	<b>38%</b>
<b>TOTAL OPERATING EXPENSES</b>			<b>41,024.69</b>	<b>106,416.65</b>	<b>413,533.00</b>	<b>307,116.35</b>	<b>26%</b>	<b>29%</b>
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%
<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>			<b>41,024.69</b>	<b>106,416.65</b>	<b>413,533.00</b>	<b>307,116.35</b>	<b>26%</b>	<b>29%</b>
<b>REVENUE</b>							to date	to date
ACCOUNT	ACCT	DESCRIPTION	MARCH	YTD	BUDGET	BALANCE	2024	2023
							%REC'D	%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	142.30	333.56	750.00	(416.44)	44%	56%
204-46711-41		COPY MACHINE REVENUE	402.34	1,147.22	4,000.00	(2,852.78)	29%	27%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	0.00	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%
<b>SUBTOTAL</b>			<b>544.64</b>	<b>2,761.39</b>	<b>413,533.00</b>	<b>(410,771.61)</b>	<b>1%</b>	<b>1%</b>
<b>TOTAL REVENUE</b>			<b>544.64</b>	<b>2,761.39</b>	<b>413,533.00</b>	<b>(410,771.61)</b>	<b>1%</b>	<b>1%</b>

**CLINTONVILLE PUBLIC LIBRARY  
SPECIAL ACCOUNTS REPORT  
AS OF MARCH 31, 2024**

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

805-41-ACCOUNT DESCRIPTION	MARCH	CURRENT BALANCE	INTEREST YTD	12/31/2023 BALANCE
<b>CDS</b>				
6501036060 Gift & Memorial CD due 5/24/2024 Bank First 2.00%				
Miller	0.00	1,454.37	40.72	1,413.65
Gift & Memorial	0.00	13,683.69	379.73	13,303.96
<b>Gift &amp; Memorial CD Balance</b>	<b>0.00</b>	<b>15,138.06</b>		<b>14,717.61</b>
6501036066 Mantin Savings CD due 5/24/2024 Bank First 2.00%		0.00	12,504.01	347.29
<b>12,504.01</b>				<b>12,156.72</b>
6501036057 Combined CD due 5/24/2024 at Bank First 2.00%				
Thompson	0.00	12,790.89	355.23	12,435.66
Schultz	0.00	33,613.30	933.68	32,679.62
Mantin	0.00	13,081.53	363.28	12,718.25
OES	0.00	12,970.44	360.26	12,610.18
<b>Combined CD Balance</b>	<b>0.00</b>	<b>72,456.16</b>		<b>70,443.71</b>
<b>BILLINGS ESTATE DONATION</b>				
6501036072 CD due 5/24/2024 Bank First 2.00%		0.00	223,671.86	6,212.40
<b>217,459.46</b>				
6501036069 Billings CD due 5/24/2024 Bank First 2.00%		0.00	206,557.33	5,737.05
<b>200,820.28</b>				
<b>Total Billings Estate Donation</b>	<b>0.00</b>	<b>430,229.19</b>		<b>418,279.74</b>

<b>SAVINGS ACCOUNT (Mantin Funds) at Fox Communities</b>				
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
<b>SAVINGS ACCOUNT BALANCE</b>		<b>2,256.31</b>		<b>2,256.31</b>
<b>BANK BALANCE SUBTOTAL</b>		<b>532,583.73</b>		<b>517,854.09</b>
<b>GIFT &amp; MEMORIAL ACCOUNT</b>				
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	3,316.00		10,418.30
<b>SUBTOTAL</b>		<b>16,597.64</b>		<b>19,913.64</b>
<b>TOTAL 805 FUND BALANCE</b>		<b>549,181.37</b>		<b>537,767.73</b>

<b>GIFT &amp; MEMORIAL ACCOUNT DETAIL</b>				
805-48500-41 *DONATIONS/CONTRIBUTIONS	MARCH			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
<b>TOTAL DONATIONS</b>	<b>0.00</b>			

<b>805- 55110-41-3492 **EXPENDITURES</b>				
Apple Books	1,124.95			
Baker & Taylor	278.01			
Brainstorm	184.84			
Center Point Large Print	92.13			
Penworthv	984.04			
	0.00			
	0.00			
	0.00			
<b>TOTAL EXPENDITURES</b>	<b>2,663.97</b>			

**TOTAL 204 & 805 LIBRARY FUND BALANCE                      668,906.44                      657,492.80**

CLINTONVILLE PUBLIC LIBRARY  
MONTHLY TRANSACTIONS  
APRIL 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 April 11, 2024

**RECEIPTS**

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - March	142.30
204-46710-42	LIBRARY FEES - April to date	27.00
204-46711-42	COPY MACHINE REVENUE - March	315.23
204-46711-42	COPY MACHINE REVENUE - April to date	93.79
204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00
	<b>204 ACCOUNTS SUBTOTAL</b>	<b>578.32</b>
401-57610-41-	CAPITAL FUND	0.00
	<b>TOTAL REVENUE</b>	<b>578.32</b>

**EXPENDITURES**

204-55110-41-		
<b>1100 SALARIES-STAFF</b>		
Staff	March salaries	23,695.96 *
1100 SALARIES-STAFF	TOTAL	23,695.96
<b>1110 SALARIES-MAINTENANCE</b>		
Maintenance staff	March salaries	2,068.10 *
1110 SALARIES-MAINTENANCE	TOTAL	2,068.10
<b>1500 EMPLOYEE BENEFITS</b>		
Total staff	March benefits	5,869.91 *
1500 EMPLOYEE BENEFITS	TOTAL	5,869.91
<b>2100 COMPUTER EXPENSES</b>		
Integrated Solutions	Content on City website	32.97
Outagamie Waupaca Library System	OWLSnet Membership Fee	16,123.00
2100 COMPUTER EXPENSES	TOTAL	16,155.97
<b>2250 TELEPHONE</b>		
Frontier	March bill	168.01 *
2250 TELEPHONE	TOTAL	168.01
<b>2260 GAS</b>		
We Energies	March bill	774.83 *
2260 GAS	TOTAL	774.83
<b>2270 WATER &amp; ELECTRICITY</b>		
Clintonville Utilities	March bill	931.43 *
2270 WATER & ELECTRICITY	TOTAL	931.43
<b>3110 POSTAGE</b>		
Baker & Taylor	Shipping	2.58
Baker & Taylor	shipping	1.45
Baker & Taylor	shipping	1.04
Baker & Taylor	shipping	4.95
Demco	Shipping	6.00
Demco	Shipping	6.00
Waupaca County UW-Extension	shipping	6.00
3110 POSTAGE	TOTAL	28.02

**3112 COPIES**

James Imaging Systems	Copier Lease & Usage		157.76
3112 COPIES		TOTAL	157.76

**3122 STAFF DEVELOPMENT**

3122 STAFF DEVELOPMENT		TOTAL	0.00
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**3123 MAINTENANCE SUPPLIES**

Amazon	Replacement Part for Vacuum		47.60
Amazon	Mop Bucket		89.97
3123 MAINTENANCE SUPPLIES		TOTAL	137.57

**3150 OFFICE SUPPLIES**

Amazon	Replacement Switch Game Cases		14.84
Demco	Book Mending Supplies		109.33
Demco	Book Covers		105.82
ELM USA Inc.	Disc Cleaner machine usage		25.00
Outagamie Waupaca Library System	Spine Labels & Pamphlets		124.50
Petty Cash	Book Mending Supplies		14.26
3150 OFFICE SUPPLIES		TOTAL	393.75

**3260 SUBSCRIPTIONS & PERIODICALS**

3260 SUBSCRIPTIONS & PERIODICALS TOTAL 0.00

**3261 MARKETING**

3261 MARKETING TOTAL 0.00

**3269 BOOKS-ADULT**

Amazon	adult books	14.99
Baker & Taylor	adult books	130.78
Baker & Taylor	adult books	35.37
Baker & Taylor	adult books	76.88
Baker & Taylor	adult books	305.56
Gale Cengage	Large print books	59.98
Gale Cengage	Large print books	52.48
Gale Cengage	Large print books	117.75
Gale Cengage	Large print books	59.23
Waupaca County UW-Extension	Plat Books	42.66
3269 BOOKS-ADULT	TOTAL	895.68

**3270 BOOKS-JUVENILE**

Amazon	children's books	15.51
Baker & Taylor	children's books	77.63
Baker & Taylor	children's books	70.95
Baker & Taylor	children's books	26.98
Brainstorm	children's books	333.86
The Penworthy Company LLC	children's books	8.31
3270 BOOKS-JUVENILE	TOTAL	533.24

**3272 eCONTENT**

Midwest Tape	Hoopla	506.51
3272 eCONTENT	TOTAL	506.51

**3280 PROGRAMS**

Amazon	Program Supplies	2.92
Amazon	Program Supplies	12.99
Amazon	Program Supplies	22.35
Amazon	Summer Reading Program Prizes	55.97 MR
Amazon	Summer Reading Program Prizes	78.21 MR
Amazon	Program Supplies	89.99
Amazon	Summer Reading Program Prizes	11.26 MR
Amazon	Summer Reading Program Prizes	254.60 MR
Amazon	Summer Reading Program Prizes	14.99 MR
Amazon	Family Night Program Supplies	7.91
Petty Cash	Program Supplies	7.00
Tadych's Marketplace Foods	Tortoise Food	4.78
Tadych's Marketplace Foods	Tortoise Food	6.87
Tadych's Marketplace Foods	Tortoise Food	4.28
3280 CHILDREN'S PROGRAMS	TOTAL	574.12

**3285 A/V MATERIALS-ADULT**

Amazon	movies	201.58
Amazon	movies	32.75
Amazon	movies	71.70
Amazon	credit	-5.02
3285 A/V MATERIALS-ADULT	TOTAL	301.01

**3286 A/V MATERIALS-JUVENILE**

Amazon	movies	74.83
Amazon	movies	44.32
Amazon	movie	24.14
3286 A/V MATERIALS-JUVENILE	TOTAL	143.29

**3310 TRAVEL & TRAINING EXPENSES**

Cardmember Service	Hotel for PowerUp Conference	354.00
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3310 TRAVEL & TRAINING EXPENSES		TOTAL	354.00
<b>3490 OTHER EXPENSES</b>			
Demco	Bookmarks		18.78
Harter's	Garbage Service		11.71
Shawano County Library	lost/dmged item - patron reimbursed		14.95
3490 OTHER EXPENSES		TOTAL	45.44
<b>3560 BUILDING REPAIR/MAINTENANCE</b>			
Automated Comfort Controls	Service Agreement		1,070.00
Zimdars	Replacement of public bathroom toilets		1,895.00
3560 BUILDING REPAIR/MAINTENANCE		TOTAL	2,965.00
<b>5110 INSURANCE ON BUILDINGS</b>			
5110 INSURANCE ON BUILDINGS		TOTAL	0.00
		<b>204-55110-41 ACCOUNTS TOTAL</b>	<b>56,345.60</b>
<b>GIFT &amp; MEMORIAL ACCOUNT (805-55110-41-3492)</b>			
Apple Books	Children's Books		1,124.95
Baker & Taylor	Books		49.98
Baker & Taylor	Books		38.64
Baker & Taylor	Books		189.39
Brainstorm	Children's Books		184.84
Center Point Large Print	Large Print books		92.13
Penworthy	Children's books		984.04
GIFT & MEMORIAL ACCOUNT		TOTAL	2,663.97
<b>COMPUTERS &amp; EQUIPMENT (401-57610-41-8102)</b>			
COMPUTERS & EQUIPMENT		TOTAL	0.00
<b>OFFICE FURNITURE &amp; EQUIPMENT (401-57610-41-8103)</b>			
OFFICE FURNITURE & EQUIPMENT		TOTAL	0.00
<b>CAPITAL IMPROVEMENTS (401-57610-41-8200)</b>			
CAPITAL IMPROVEMENTS		TOTAL	0.00
*prepaid	**additional bill		
	***adjusted amount		
	MR=Miscellaneous Revenue		
		<b>GRAND TOTAL</b>	<b>59,009.57</b>

CLINTONVILLE PUBLIC LIBRARY  
MONTHLY REPORTS  
APRIL 2024

**JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:**

OWLSnet Automation Advisory Committee Meeting

I attended the OWLSnet Automation Advisory Committee (AAC) meeting on Friday, March 15. At the meeting we learned about the return of the InfoSoup Road Trip, which will run from Memorial Day Weekend to Labor Day Weekend. We will be receiving more information along with stamp booklets and marketing materials at the end of April. There were several updates about network services, a discussion on Lists in InfoSoup, and removing Hoopla records from InfoSoup. The big discussion point was on managing privacy for teen patrons. State Statute 43.30 talks about juveniles ages 16-17 have more privacy on their records compared to juveniles under the age of 16 and how this can be issue with the variety of different services one can use with their library card, such as Libby, Hoopla, and the InfoSoup app. More discussion about this topic will take place at the May AAC meeting.

Hoopla Libraries Meeting

The Door County Library Director organized a meeting on Tuesday, March 19, of libraries with the OWLS and NFLS who provide Hoopla to their patrons. Hoopla is a pay-per-use service where every time a patron clicks 'borrow' on an item, the library is charged. Some libraries are having increased costs and are using different mechanisms to manage it, such as only allowing items that cost 2.99 or less to be available to their patrons. Clintonville allows users to borrow any item from Hoopla, but restricts it to 4 borrows a month. It was interesting to hear how others are working with Hoopla to make it available to their patrons while managing its costs.

Staff Check-In Meetings

Something new I started this year is having a separate check-in meeting with each staff member. I provided a list of questions for staff to choose from and we discussed their responses one-on-one. Everyone liked it since it got them to reflect on their work here and ways to improve it. Additionally, I tested the Library Pages on their shelving to make sure they understand where all the items are and see if there is anything that they need more training on.

Picture Book Audit Meeting

A staff member from NFLS and another from Wisconsin Valley Library Services (WVLS) were working on a presentation for assessing the diversity of your collections and needed volunteers for their assessments. On March 28, Hannah, Ashley, and I met with them to get an overview of the tools they used and how Clintonville's collection did. It was nice to see that our picture book collection had a lot of newer titles which included a lot of diverse authors and characters. Additionally, having the tools available to use means we can look at data for other collections in the future.

# YOUTH SERVICES MARCH 2024 REPORT



## Power-Up Conference

I attended the Power-Up conference in Madison this month. I had the opportunity to learn some new programming, data collecting, reader's advisory ideas, and community engagement strategies, tour the Madison Public Library, as well as meet other youth services people from all over the country! It was a wonderful experience, and I left very inspired by what I learned, and what I saw at the Madison Public Library.

## Programming Break

I took a two week programming break this month, partly due to the conference, but I also wanted some time to focus on program planning, and implementing some of what I learned at the conference. I was able to plan out the rest of my programs through May, and 90% of summer reading planning is done as well. I also met with my WLA mentor (Michelle) who gave me some useful tips on time management, and suggested some webinars for me to check out.



## Program Numbers



**Storytimes:** 85 kids, 43 adults  
**Lego club:** 15 kids, 3 adults  
**After-School Adventures:** 13 kids  
**Game night:** 22 kids  
**DIY Crafts:** 21 kids, 3 adults  
**Teen night:** 17 kids, 1 adult  
**Pokemon club:** 10 kids, 1 adult  
**Fictional friend:** 98 kids, 1 adult  
**Class visits:** 204 kids, 16 adults  
**Movie:** 18 kids

## **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 March was Macrame feather wall hangings. We had 5 people in attendance. April's craft will be painting barn quilts on canvas.

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 easier find what they are looking for.

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

### **UPCOMING WORKSHOPS, MEETINGS, & CLASSES:**

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### **GIFTS AND MEMORIALS:**

The following individuals and organizations donated funds to the Library:

- Christopher MacDonald donated \$350 for children's programming and materials.

CLINTONVILLE PUBLIC LIBRARY													month	to date	month									13
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	Mar											
Days open	22	25	24	0	0	0	0	0	0	0	0	0	27	71	75	285	250	63	301	302	303	304	302	
<b>DOOR COUNT</b>																								
Door count	4,338	5,051	4,871	0	0	0	0	0	0	0	0	0	4,613	14,260	13,109	41,924	17,094	18,082	80,656	78,764	79,106	84,369	84,469	
Avg per day open	197	202	203										171	201	175	147	68	287	268	261	261	278	280	
<b>CIRCULATION</b>																								
Circs	4,112	3,826	4,053	0	0	0	0	0	0	0	0	0	4,280	11,991	11,397	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394	
Renewals	836	721	875	0	0	0	0	0	0	0	0	0	672	2,432	1,826	8,268	6,623	7,526	19,020	20,472	20,325	20,331	19,543	
Subtotal Circulation	4,948	4,547	4,928	0	0	0	0	0	0	0	0	0	4,952	14,423	13,223	47,776	32,750	29,936	80,408	89,223	94,191	100,031	97,937	
Avg circ per day open	225	182	205										183	203	176	168	131	475	267	295	313	329	324	
Overdrive-Audiobook Uses	368	362	420	0	0	0	0	0	0	0	0	0	407	1,150	1,232	4,869	4,002	3,555	3,171	2,361	1,914	1,641	1,439	
Overdrive-Ebook Uses	374	281	320	0	0	0	0	0	0	0	0	0	350	975	1,089	4,182	3,742	4,355	3,124	2,861	3,136	3,100	2,893	
Overdrive-Magazine Uses	126	135	153	0	0	0	0	0	0	0	0	0	78	414	182	509	166	339	378	n/a	n/a	n/a	n/a	
Hoopla	211	181	208	0	0	0	0	0	0	0	0	0	175	600	544	1,582	1,313	1,660	1,432	1,124	697	n/a	n/a	
Total Circulation	6,027	5,506	6,029	0	0	0	0	0	0	0	0	0	5,962	17,562	16,270	58,918	41,973	40,244	88,513	95,569	99,938	104,864	102,269	
<b>INTERLIBRARY LOAN</b>																								
Total loaned	2,355	2,189	2,234	0	0	0	0	0	0	0	0	0	2,901	6,778	7,719	29,124	24,414	14,565	32,480	33,304	35,627	34,944	29,908	
Total borrowed	1,067	1,034	1,001	0	0	0	0	0	0	0	0	0	1,170	3,102	3,063	11,087	9,911	8,494	17,913	19,708	21,559	22,876	22,268	
Net	1,288	1,155	1,233										1,731	3,676	4,656	18,037	14,503	6,071	14,567	13,596	14,068	12,068	7,640	
<b>REGISTERED BORROWERS</b>																								
	<b>1st Q</b>	<b>%</b>		<b>2nd Q</b>	<b>%</b>		<b>3rd Q</b>	<b>%</b>		<b>4th Q</b>	<b>%</b>													
Adult	2,421	69%											2,964	2,421	2,964	2,916	2,988	2,941	3,577	3,807		3,973	4,326	
Juvenile	1,066	31%											1,334	1,066	1,334	1,308	1,358	1,349	1,743	1,873		1,961	2,032	
Total borrowers	3,528												4,337	3,528	4,337	4,263	4,397	4,342	5,370	5,710		5,963	6,390	
Resident	1,933	55%											2,400	1,933	2,400	2,299	2,441	2,395	2,851	2,968		3,080	3,218	
Nonresident	1,595	45%											1,937	1,595	1,937	1,964	1,956	1,947	2,519	2,742		2,883	3,172	
<b>PROGRAMMING</b>																								
Adult programs in library	1	2	2	0	0	0	0	0	0	0	0	0	2	5	6	49	55	27	37	25	37	56	30	
Attendance	3	15	12	0	0	0	0	0	0	0	0	0	15	30	101	4,411	8,820	1,989	196	129	255	279	181	
Adult outreach programs	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	1	16	5	0	0	0	0	0	
Attendance	0	0	8	0	0	0	0	0	0	0	0	0	0	8	0	40	46	218	166	0	0	0	0	
Teen programs in library	3	3	3	0	0	0	0	0	0	0	0	0	1	9	3	4	0	30	89	38	12	19	14	
Attendance	32	51	51	0	0	0	0	0	0	0	0	0	40	134	94	67	0	1,303	529	282	61	107	86	
Juvenile programs in library	9	10	9	0	0	0	0	0	0	0	0	0	3	28	9	31	27	146	383	308	245	248	265	
Attendance	480	902	520	0	0	0	0	0	0	0	0	0	110	1,902	313	1,068	1,028	10,528	6,803	5,914	5,378	5,742	5,594	
Juvenile outreach programs	1	1	1	0	0	0	0	0	0	0	0	0	2	3	5	32	2	22	121	70	65	86	84	
Attendance	29	34	34	0	0	0	0	0	0	0	0	0	524	97	1,131	2,016	303	324	1,988	1,393	985	1,290	1,187	
Total programs	14	16	16	0	0	0	0	0	0	0	0	0	8	46	23	117	85	241	635	441	359	409	393	
Total attendance	544	1,002	625	0	0	0	0	0	0	0	0	0	689	2,171	1,639	7,602	10,197	14,362	9,682	7,718	6,679	7,418	7,048	
Meeting Rm (not lib pgrms)	19	33	29	0	0	0	0	0	0	0	0	0	20	81	45	185	0	82	277	175	154	154	76	
<b>VOLUNTEERS</b>																								
Number	3	3	3	0	0	0	0	0	0	0	0	0	3	9	7	20	16	9	45	55	25	1	15	
Hours worked	13.00	10.50	10.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.25	34	23	56	54	26	125	233.00	162.00	8.00	43.00	
<b>COMPUTER STATS</b>																								
Public Computer sessions	142	196	182	0	0	0	0	0	0	0	0	0	225	520	553	1,939	1,043	1,177	5,141	6,273	7,458	7,395	8,541	
Laptop Checkouts	2	2	3	0	0	0	0	0	0	0	0	0	0	7	1	9	0	2	29	98	87	114	117	
Wireless sessions	568	611	620	0	0	0	0	0	0	0	0	0	595	1,799	1,578	5,562	4,072	2,492	6,353	6,630	7,711	7,807	7,147	
Total website page views	1,074	1,270	1,199	0	0	0	0	0	0	0	0	0	1,498	3,543	4,762	17,267	22,123	3,967	30,272	35,689	38,599	37,431	30,904	
Facebook likes	1,412	1,423	1,426	0	0	0	0	0	0	0	0	0	1,244	1,426	1,244	1,214	1,067	1,020	959	833	736	650	578	

