



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY MAY 9, 2024

May 3, 2024

Brandon Braden
Jeanne Witt
Penny Leder
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 April 11, 2024
6. Approval of April Financial and Special Accounts Reports
7. Approval of May 2024 bills
8. Discussion of Librarian's Report
9. Introduction of New Board Member - Penny Leder
10. Election of Officers
11. Discussion/Possible Action on A/C Quotes
12. Discussion/Possible Action on Closing Library for Staff In-Service Day
13. Set Next Meeting Day and Time
14. 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

May 3

Introduction of New Board Member - Penny Leder

Penny was approved by the City Council during the reorganizational meeting on April 16. I met with her on April 25 to help get her up to speed on how things work and what we've been working on.

Election of Officers

According to the Board's bylaws an election of officers happens every May.

Discussion/Possible Action on A/C Quotes

I talked with representatives from Knope and Energy Control & Design about our noise issue with the A/C unit. Knope worked with a Carrier representative and felt that the check valve was the issue. I've included the quote costs from Automated Comfort Controls and Knope. I'm still waiting for a response back from Energy Control & Design so there may be a third quote sent out next week.

Discussion/Possible Action on Closing Library for Staff In-Service Day

I'm looking for approval to close the Library all day on Thursday, June 6, for a staff in-service day. We would be spending our time getting staff ready for the Summer Reading Program, learning some tips and tricks about our automation system from OWLS staff, and having a dementia care specialist visit from the ADRC.

Clintonville Public Library
Board Meeting
4/11/24

1. Called to order at 4 PM. **Present:** Jeanne Writt, Mari Hintz, Mike Hankins, Troy Kuhn, Jeanine Supanich, and Polly Goodell. **Absent:** Brandon Braden.
2. Mike motioned to approve the agenda, seconded by Mari.
3. No citizens present.
4. Friends of the Library will meet April 17th.
5. Mike motioned to approve the Minutes from March 14th; seconded by Jeanne.
6. Motion by Troy to approve the March Financial and Special Accounts Reports seconded by Mike. Roll call vote with all in favor.
7. Mari motioned to approve April bills in the amount of \$59,009.57; seconded by Jeanne. Roll call vote with all in favor.
8. In a discussion of the Library Report Jamie attended a Hoopla Librarians Meeting where they discussed how the system works. Different libraries use different plans. Hoopla charges libraries every time a patron borrows from them. This issue will be revisited .
9. The library air conditioner is making a loud noise so Jamie got a quote . After discussion it was decided that with Troy's help Jamie will get another opinion. When this is completed we will meet again with a 24 hour notice.
10. Next meeting will be May 9th.
11. Mari motioned to adjourn, seconded by Mike.

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
APRIL 2024**

EXPENDITURES							to date	April
ACCOUNT	ACCT	DESCRIPTION	APRIL	YTD	BUDGET	BALANCE	2024	2023
							% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	15,330.71	69,167.85	205,991.00	136,823.15	34%	34%
204-55110-41- 1110		JANITOR SALARIES	1,322.93	5,865.03	19,891.00	14,025.97	29%	30%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,597.80	24,453.64	94,080.00	69,626.36	26%	35%
TOTAL SALARIES			21,251.44	99,486.52	319,962.00	220,475.48	31%	34%
204-55110-41- 2100		INFORMATION TECHNOLOGY	16,123.00	17,402.12	17,000.00	(402.12)	102%	100%
204-55110-41- 2250		TELEPHONE SERVICE	409.64	999.92	2,600.00	1,600.08	38%	28%
204-55110-41- 2260		GAS	589.41	2,743.49	4,700.00	1,956.51	58%	86%
204-55110-41- 2270		WATER AND ELECTRICITY	931.43	3,437.07	10,000.00	6,562.93	34%	39%
204-55110-41- 3110		POSTAGE	32.27	227.55	700.00	472.45	33%	72%
204-55110-41- 3112		COPIES	157.76	415.07	2,500.00	2,084.93	17%	52%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	190.00	1,500.00	1,310.00	13%	40%
204-55110-41- 3123		MAINTENANCE SUPPLIES	4.78	243.16	1,500.00	1,256.84	16%	36%
204-55110-41- 3150		OFFICE SUPPLIES	273.09	874.73	3,000.00	2,125.27	29%	30%
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	1,048.25	3,587.73	10,697.00	7,109.27	34%	61%
204-55110-41- 3270		BOOKS - JUVENILE	587.92	3,278.76	10,688.00	7,409.24	31%	61%
204-55110-41- 3272		eCONTENT	506.51	3,286.59	7,000.00	3,713.41	47%	57%
204-55110-41- 3280		PROGRAMS	674.05	2,722.51	3,000.00	277.49	91%	59%
204-55110-41- 3285		FINE ARTS & AV - ADULT	219.29	845.67	3,500.00	2,654.33	24%	27%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	774.91	1,115.68	3,000.00	1,884.32	37%	18%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	360.00	623.20	1,500.00	876.80	42%	46%
204-55110-41- 3490		OTHER OPERATING EXPENSES	215.35	421.39	1,000.00	578.61	42%	40%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	0.00	5,497.45	4,000.00	(1,497.45)	137%	166%
204-55110-41- 5110		INSURANCE ON BUILDINGS	0.00	3,664.32	3,676.00	11.68	100%	103%
204-55110-41- 5130		INSURANCE-GEN. LIABILITY	0.00	1,055.30	1,860.00	804.70	57%	0%
SUBTOTAL			22,907.66	51,626.38	93,571.00	40,889.32	55%	67%
TOTAL OPERATING EXPENSES			44,159.10	151,112.90	413,533.00	262,420.10	37%	41%
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			44,159.10	151,112.90	413,533.00	262,420.10	37%	41%

REVENUE							to date	to date
ACCOUNT	ACCT	DESCRIPTION	APRIL	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	96,068.47	96,068.47	164,277.00	(68,208.53)	58%	0%
204-46710-41		LIBRARY FEES	183.79	517.35	750.00	(232.65)	69%	71%
204-46711-41		COPY MACHINE REVENUE	327.97	1,475.19	4,000.00	(2,524.81)	37%	43%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	1,669.00	2,949.61	6,800.00	(3,850.39)	43%	0%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	5,441.00	(5,441.00)	0%	0%
SUBTOTAL			98,249.23	101,010.62	413,533.00	(312,522.38)	24%	1%
TOTAL REVENUE			98,249.23	101,010.62	413,533.00	(312,522.38)	24%	1%

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
MAY 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 May 9, 2024

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	96,068.47
204-46710-42	LIBRARY FEES - April	156.79
204-46710-42	LIBRARY FEES - May to date	0.00
204-46711-42	COPY MACHINE REVENUE - April	234.18
204-46711-42	COPY MACHINE REVENUE - May to date	0.00
204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00
	204 ACCOUNTS SUBTOTAL	96,459.44
401-57610-41-	CAPITAL FUND	0.00
	TOTAL REVENUE	96,459.44

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	April salaries	15,330.71 *
1100 SALARIES-STAFF	TOTAL	15,330.71
1110 SALARIES-MAINTENANCE		
Maintenance staff	April salaries	1,322.93 *
1110 SALARIES-MAINTENANCE	TOTAL	1,322.93
1500 EMPLOYEE BENEFITS		
Total staff	April benefits	4,597.80 *
1500 EMPLOYEE BENEFITS	TOTAL	4,597.80
2100 COMPUTER EXPENSES		
Integrated Solutions	Content on City website	32.97
2100 COMPUTER EXPENSES	TOTAL	32.97
2250 TELEPHONE		
Frontier	April bill	97.46
Spectrum	April bill	29.99 *
Spectrum	Installation	114.99 *
2250 TELEPHONE	TOTAL	144.98
2260 GAS		
We Energies	April bill	589.41 *
2260 GAS	TOTAL	589.41
2270 WATER & ELECTRICITY		
Clintonville Utilities	April bill	1,064.28 *
2270 WATER & ELECTRICITY	TOTAL	1,064.28
3110 POSTAGE		
Amazon	shipping	5.00 MR
Baker & Taylor	Shipping	1.58
Baker & Taylor	shipping	1.57
Baker & Taylor	shipping	5.00
Baker & Taylor	shipping	0.81
Baker & Taylor	shipping	2.47
Baker & Taylor	shipping	4.56
Baker & Taylor	shipping	6.61

USPS	shipping		5.32
3110 POSTAGE		TOTAL	32.92
3112 COPIES			
James Imaging Systems	Copier Lease & Usage		442.94
3112 COPIES		TOTAL	442.94
3122 STAFF DEVELOPMENT			
3122 STAFF DEVELOPMENT		TOTAL	0.00
3123 MAINTENANCE SUPPLIES			
Amazon	CR2032 Lithium Batteries		4.78
Parks & Rec	Salt		9.99
Parks & Rec	Garbage Bags		29.35
Tadych's Marketplace Foods	Sponge		6.49
3123 MAINTENANCE SUPPLIES		TOTAL	50.61
3150 OFFICE SUPPLIES			
ELM USA Inc.	Disc Cleaner machine usage		25.00
3150 OFFICE SUPPLIES		TOTAL	25.00

3260 SUBSCRIPTIONS & PERIODICALS

3260 SUBSCRIPTIONS & PERIODICALS		TOTAL	0.00
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3261 MARKETING

3261 MARKETING		TOTAL	0.00
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3269 BOOKS-ADULT

Amazon	adult books		18.99
Baker & Taylor	adult books		140.26
Baker & Taylor	adult books		100.53
Baker & Taylor	adult books		17.40
Baker & Taylor	adult books		52.78
Baker & Taylor	adult books		130.19
Baker & Taylor	adult books		310.33
Baker & Taylor	adult books		36.38
Gale Cengage	Large print books		61.48
Gale Cengage	Large print books		54.73
Gale Cengage	Large print books		41.99
3269 BOOKS-ADULT		TOTAL	965.06

3270 BOOKS-JUVENILE

Amazon	children's books		11.99
Baker & Taylor	children's books		34.18
Baker & Taylor	children's books		483.03
Baker & Taylor	children's books		16.23
Baker & Taylor	children's books		72.90
Baker & Taylor	children's books		56.91
Baker & Taylor	children's books		604.06
Scholastic	children's books		163.80
3270 BOOKS-JUVENILE		TOTAL	1,443.10

3272 eCONTENT

Midwest Tape	Hoopla		586.83
3272 eCONTENT		TOTAL	586.83

3280 PROGRAMS

Amazon	Program Supplies		7.79
Amazon	Program Supplies		63.98
Amazon	Program Supplies		8.90
Amazon	Summer Crafting Program Supplies		99.11 MR
Amazon	Crafting Program Materials		70.74
Amazon	Program Supplies		5.93
Amazon	Summer Bluey Program Supplies		189.26 MR
Amazon	Crafting Program Materials		28.51
Amazon	Family Night Giveaway Prize		37.08 MR
Cardmember Service	Kwik Trip/Summer Reading Program Prize		40.00 MR
Cardmember Service	Walmart/Programming Materials		60.84 MR
Cardmember Service	Fleet Farm/Summer Reading Program Prize		40.00 MR
Tadych's Marketplace Foods	Program Supplies & Tortoise Food		9.25
Tadych's Marketplace Foods	Food for Teen Event		17.96 MR
Tadych's Marketplace Foods	Tortoise Food		5.02
Tadych's Marketplace Foods	Tortoise Food		3.83
3280 CHILDREN'S PROGRAMS		TOTAL	688.20

3285 A/V MATERIALS-ADULT

Amazon	movies		41.98
Amazon	movies		72.86
Amazon	movies		179.80
Amazon	movie		17.96
Amazon	movie		17.95
amazon	movie		19.96
3285 A/V MATERIALS-ADULT		TOTAL	350.51

3286 A/V MATERIALS-JUVENILE

Findaway	Playaways	449.93
Findaway	Launchpad tablets	324.98
3286 A/V MATERIALS-JUVENILE		TOTAL 774.91
3310 TRAVEL & TRAINING EXPENSES		
Petty Cash	Parking for Meeting	6.00
3310 TRAVEL & TRAINING EXPENSES		TOTAL 6.00
3490 OTHER EXPENSES		
Amazon	Coffee Supplies	29.85
Amazon	Picture Frames	23.79
Aunt Flow	Cartridge Pads	150.00
Harter's	Garbage Service	12.62
Hortonville Public Library	lost/dmgd item - patron reimbursed	15.00
Waupaca Area Public Library	lost/dmgd item - patron reimbursed	15.00
3490 OTHER EXPENSES		TOTAL 246.26
3560 BUILDING REPAIR/MAINTENANCE		
3560 BUILDING REPAIR/MAINTENANCE		TOTAL 0.00
5110 INSURANCE ON BUILDINGS		
5110 INSURANCE ON BUILDINGS		TOTAL 0.00
204-55110-41 ACCOUNTS TOTAL		28,689.42
GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)		
Amazon	Books	159.96
Baker & Taylor	Books	18.00
Baker & Taylor	Books	21.84
Baker & Taylor	Books	11.69
Baker & Taylor	Books	21.00
Baker & Taylor	Books	43.80
Baker & Taylor	Books	88.45
Capstone	Children's Books	471.79
Center Point Large Print	Large Print books	56.92
Hein's Appliance	Refrigerator	1,399.00
Lerner	Children's Books	669.68
Penworthy	Stay Sharp Kits	609.80
GIFT & MEMORIAL ACCOUNT		TOTAL 3,571.93
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 32,261.35
***adjusted amount	MR=Miscellaneous Revenue	

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
MAY 2024

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Check-In Meeting with Caz

On April 15, I had my check-in meeting with City Administrator Caz. I talked about what things are going well, who deserves special recognition, and any challenges I'm facing. As always, these meetings are helpful in terms of feedback, brainstorming, and focusing on department "wins."

Friends of the Library Meeting

I attended the Friends of the Library Board meeting on April 17. They discussed the Trivia Contest Richard Block organized for National Library Week, updating their membership listing, and a memorial for Pat Daugherty who passed away recently. Additionally, Penny Leder was voted in as a new member on the Friends Board.

Clintonville Middle School Family Night

Hannah, Ashley, and I attended the Clintonville Middle School Family Night on April 18. We were set up in the Middle/High School IMC and had a guessing game for different teacher and library staff favorite books and a prize wheel. Also, we had a laptop set up to check cards and help to either register or renew accounts. We interacted with 46 kids and their parents.

Best of PLA Webinar

I attended the Best of the Public Library Association Conference 2024 webinar on April 24. There was some great information on programming and services related to seniors and free lawyer services.

Meeting with Penny

I met with Penny Leder as our new board member on April 25 to go over being a library board trustee. There was a lot of information to go over and I hope she feels ready to get started.

Library Freedom Institute

I've been accepted to be a part of the 2024 Library Freedom Institute which is a privacy-focused 6-month virtual training for librarians. The institute is organized by the Library Freedom Project which is a professional library organization that works to raise awareness of privacy and surveillance issues and create a network of librarians to build an information democracy. Once a month, there will be a 2-hour webinar on a variety of topics.

Custodian Position

Our current indoor custodian Kathy Sasse will be retiring on May 31 after working for 33 years at the Library. We are currently accepting applications for her replacement.

YOUTH SERVICES APRIL 2024 REPORT

Generous donation from Brenda at Women of the Moose Lodge!



CCBC Choices Workshop

I attended a workshop at the Brown Co Central Library on the 12th. I had the chance to review their 'best choices' of books for kids/teens and found several to order for our library. They also gave a talk about book challenges and intellectual freedom, which inspired us to take a look at our current policy and procedures.

Family Night

We attended Family Night at the middle school this month; we interacted with 46 people, and even had a few sign up for library cards! Mandy, the school librarian, invited us to attend and we are grateful we had this opportunity for outreach! We plan to attend the elementary school family night next year to get a chance to meet different families.



Program Numbers

- Storytimes:** 108 kids, 59 adults
- Lego club:** 27 kids, 2 adults
- After-School Adventures:** 41 kids
- Game night:** 38 kids, 3 adults
- DIY Crafts:** 28 kids, 6 adults
- Teen night:** 6 teens
- Pokemon club:** 13 kids, 1 adult
- Fictional friend:** 166 kids
- Class visits:** 145 kids, 12 adults
- Movie:** 8 kids, 1 adult



DIY books made by after-school adventures kiddos!

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 April was painting barn quilts on canvas. We had 3 people in attendance. May's craft will be diamond painting suncatchers.

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. We are about halfway through the list.

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.

I attended CCBC on April 12 in Green Bay and learned about some of the best new children's books from last year and attended a session on book challenges.

I have watched various webinars on a variety of library related topics.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- None to report.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- None to report.

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	Apr											
Days open	22	25	24	26	0	0	0	0	0	0	0	0	25	97	100	285	250	63	301	302	303	304	302	
DOOR COUNT																								
Door count	4,338	5,051	4,871	4,561	0	0	0	0	0	0	0	0	4,064	18,821	17,173	41,924	17,094	18,082	80,656	78,764	79,106	84,369	84,469	
Avg per day open	197	202	203	175									163	194	172	147	68	287	268	261	261	278	280	
CIRCULATION																								
Circs	4,112	3,826	4,053	3,642	0	0	0	0	0	0	0	0	3,117	15,633	14,514	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394	
Renewals	836	721	875	880	0	0	0	0	0	0	0	0	774	3,312	2,600	8,268	6,623	7,526	19,020	20,472	20,325	20,331	19,543	
Subtotal Circulation	4,948	4,547	4,928	4,522	0	0	0	0	0	0	0	0	3,891	18,945	17,114	47,776	32,750	29,936	80,408	89,223	94,191	100,031	97,937	
Avg circ per day open	225	182	205	174									156	195	171	168	131	475	267	295	313	329	324	
Overdrive-Audiobook Uses	368	362	420	393	0	0	0	0	0	0	0	0	375	1,543	1,607	4,869	4,002	3,555	3,171	2,361	1,914	1,641	1,439	
Overdrive-Ebook Uses	374	281	320	319	0	0	0	0	0	0	0	0	349	1,294	1,438	4,182	3,742	4,355	3,124	2,861	3,136	3,100	2,893	
Overdrive-Magazine Uses	126	135	153	67	0	0	0	0	0	0	0	0	87	481	269	509	166	339	378	n/a	n/a	n/a	n/a	
Hoopla	211	181	208	263	0	0	0	0	0	0	0	0	155	863	699	1,582	1,313	1,660	1,432	1,124	697	n/a	n/a	
Total Circulation	6,027	5,506	6,029	5,564	0	0	0	0	0	0	0	0	4,857	23,126	21,127	58,918	41,973	40,244	88,513	95,569	99,938	104,864	102,269	
INTERLIBRARY LOAN																								
Total loaned	2,355	2,189	2,234	2,069	0	0	0	0	0	0	0	0	2,410	8,847	10,129	29,124	24,414	14,565	32,480	33,304	35,627	34,944	29,908	
Total borrowed	1,067	1,034	1,001	1,149	0	0	0	0	0	0	0	0	986	4,251	4,049	11,087	9,911	8,494	17,913	19,708	21,559	22,876	22,268	
Net	1,288	1,155	1,233	920									1,424	4,596	6,080	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	2,421	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	
PROGRAMMING																								
Adult programs in library	1	2	2	2	0	0	0	0	0	0	0	0	3	7	9	49	55	27	37	25	37	56	30	
Attendance	3	15	12	10	0	0	0	0	0	0	0	0	20	40	121	4,411	8,820	1,989	196	129	255	279	181	
Adult outreach programs	0	0	1	1	0	0	0	0	0	0	0	0	0	2	0	1	16	5	0	0	0	0	0	
Attendance	0	0	8	12	0	0	0	0	0	0	0	0	0	20	0	40	46	218	166	0	0	0	0	
Teen programs in library	3	3	3	2	0	0	0	0	0	0	0	0	1	11	4	4	0	30	89	38	12	19	14	
Attendance	32	51	51	48	0	0	0	0	0	0	0	0	23	182	117	67	0	1,303	529	282	61	107	86	
Juvenile programs in library	9	10	9	10	0	0	0	0	0	0	0	0	3	38	12	31	27	146	383	308	245	248	265	
Attendance	480	902	520	886	0	0	0	0	0	0	0	0	115	2,788	428	1,068	1,028	10,528	6,803	5,914	5,378	5,742	5,594	
Juvenile outreach programs	1	1	1	2	0	0	0	0	0	0	0	0	1	5	6	32	2	22	121	70	65	86	84	
Attendance	29	34	34	81	0	0	0	0	0	0	0	0	121	178	1,252	2,016	303	324	1,988	1,393	985	1,290	1,187	
Total programs	14	16	16	17	0	0	0	0	0	0	0	0	8	63	31	117	85	241	635	441	359	409	393	
Total attendance	544	1,002	625	1,037	0	0	0	0	0	0	0	0	279	3,208	1,918	7,602	10,197	14,362	9,682	7,718	6,679	7,418	7,048	
Meeting Rm (not lib pgrms)	19	33	29	34	0	0	0	0	0	0	0	0	12	115	57	185	0	108	277	175	154	154	76	
VOLUNTEERS																								
Number	3	3	3	2	0	0	0	0	0	0	0	0	3	11	10	20	16	11	45	55	25	1	15	
Hours worked	13.00	10.50	10.75	11.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.50	46	39	56	54	26	125	233.00	162.00	8.00	43.00	
COMPUTER STATS																								
Public Computer sessions	142	196	182	175	0	0	0	0	0	0	0	0	191	695	744	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	576	0	0	0	0	0	0	0	0	595	2,375	2,173	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	1,144	0	0	0	0	0	0	0	0	1,887	4,687	6,649	17,267	22,123	5,500	30,272	35,689	38,599	37,431	30,904	
Facebook likes	1,412	1,423	1,426	1,430	0	0	0	0	0	0	0	0	1,252	1,430	1,252	1,214	1,067	1,020	959	833	736	650	578	



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April 6, 2024

Jamison Hein
Clintonville Library
75 Hemlock St
Clintonville, WI 54929

Subject: Clintonville Library condensing unit check valve replacement

Project to include the following scope:

- Recover all refrigerant in AC system
- Purge with nitrogen and braze in new valve
- Install and braze in ball valve on other side so check valve can be isolated
- Pressure test system for 24 hours
- Release nitrogen and put vacuum pump on system
- Achieve 500 micron vacuum minimum
- Charge system and startup

[] Estimated cost to replace check valve on a time and material basis: \$3,650.00

Pricing is valid for 30 days

Excludes:

- Starters, disconnects, and or contactors
- Additional refrigerant needed beyond what is removed
- Locating/fixing any leaks in refrigeration system if pressure test does not hold
- Premium Labor for nights weekends, holidays, etc.
- Performance, labor or material payment bonds
- Anything not included in this proposal

Our proposal is based on reaching an equitable contract agreement, working a normal 40-hour workweek: Monday through Friday, excluding Saturday, Sunday and Holidays and will not be withdrawn for a period of thirty (30) days. If obvious errors alert to a potential mistake, we reserve the right to withdraw this proposal at any time. Please incorporate our proposal into the terms of all contracts or purchase orders.

Jared Kreiling
920-460-6157

Acceptance of Proposal: By: _____ Date: _____ P.O.
No. _____

Chiller Repair

Jay Jones <knopeheating@gmail.com>

Tue 4/16/2024 4:29 PM

To: Jamison Hein <jhein@clintonvillelibrary.org>

Replace bad check valve and (3) filter drier cans for chiller including labor
approx \$1800.00

JayJones

Office Manager

Knope Heating & Air Conditioning, Inc

1473 E. Green Bay St

Shawano, WI 54166

www.knopehvac.com

715-524-4215 Office

715-526-9491 Fax

715-853-1821 Cell