



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY OCTOBER 13, 2022

October 7, 2022

Peggy Zaemisch
Jeanne Witt
Mari Hintz
Donna Lederer

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 September 8, 2022
6. Approval of September Financial and Special Accounts Reports
7. Approval of October 2022 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Privacy Policy
10. Discussion/Possible Action on 2023 Calendar of Days Closed
11. Discussion/Possible Action on Parking Lot Lights
12. Discussion/Possible Action on 2022 Budget Adjustments
13. Discussion/Possible Action on Proposed 2023 Budget
14. Discussion/Possible Action on Director's Goals
15. Set November & December Meeting Days and Times
16. 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

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

October 7

Discussion/Possible Action on Privacy Policy (pages 10-12)

In your packet is an updated Privacy Policy for the Library. This policy details how the Library keeps patron records private except in certain situations. The addition to this policy is sharing patron information with proper authorities in emergency situations where time is of the essence. I'm looking for approval of the policy with the change.

Discussion/Possible Action on 2023 Calendar of Days Closed (page 13)

In your packet is the 2023 calendar for days closed. I'm looking for approval of days closed in 2023.

Discussion/Possible Action on Parking Lot Lights (page 14)

There are a couple of lights out in the parking lot and instead of replacing those two, I thought it would be best to see what we could do by replacing all of them with LEDs. I'm looking for approval for the proposal to replace the lights in the parking lot with LEDs.

Discussion/Possible Action on 2022 Budget Adjustments (page 15)

After looking at the Library's end-of-year estimates, I decided to adjust the 2022 budget to get a better idea of how I believe this year will end financially, in particular the amount of fund balance used. I'm looking for approval for the 2022 Budget adjustments.

Discussion/Possible Action on Proposed 2023 Budget (pages 16-17)

After sending in the draft approved last month, I was given the guidance to reduce our general property taxes revenue line item from 250,268 to 225,500, a reduction of 24,768. To make up for this difference, I've changed the COLA increase from 3% to 2%, some cuts to line items, and increased the amount of fund balance. I'm looking for approval for the revised 2023 budget draft.

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

In your packet are my goals for 2023.

Set November & December Meeting Days and Times

Our meeting in November would normally be scheduled for November 10, but that week the Friends will be setting up for a book sale. The question for November is whether we want to keep the exact date and move into the Wisconsin Room or pick another date & time. For December, the Library will be closed for carpeting and I'm wondering if we would want to move our meeting to another location, such as the community center. I don't have an exact date for when the carpeting will be done.

Library Board Minutes for September 8, 2022

1. Meeting was called to order at 4:03 by President Jeanine S. Roll call taken: Present: Jeanne W, Jeanine S, Mari H, Donna Lederer, Polly G . Absent: Troy Kuhn, Peggy Z
2. Motion by Jeanne W, seconded by Donna to approve agenda as presented. All in favor.
3. No citizens present.
4. No representation by Friends of the Library.
5. Mari motioned to approve minutes from August 11th with a change in #10 from affect to effect. Jeanne W seconded; all in favor.
6. Jeanne W motioned to approve August Financial and Special Accounts Reports; seconded by Polly. Motion passed in roll call.
7. Polly motioned to approve September bills in the amount of \$27,384.16. Mari seconded. All in favor with roll call.
8. Discussion of Library Reports. Reminder to not respond to all in emails as it goes to many. Send messages to Jamie only.
9. Library Marketing Plan was discussed. Well written document with thanks to cohorts. Good to give more responsibility to staff members decision making. Jeanne W motioned to accept plan, seconded by Mari. All in favor.
10. City will meet in October to finish 2023 budget draft. Motion by Jeanne W to approve proposed draft, seconded by Donna L; all in favor.
11. Motion by Polly, seconded by Mari to convene into closed session to review Director's Performance Appraisal. Jamie will find a new performance rating tool by April 2023 as the current one is difficult to assess.
12. Jeanne W motioned to return to open session, seconded by Polly. Performance evaluation was shared with director.
13. Next meeting will be 10/13/2022
14. Mari motioned to adjourn, seconded by Jeanne W. All in favor.

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
SEPTEMBER 2022**

10/5/2022

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	SEPTEMBER	YTD	BUDGET	BALANCE	to date	September
							2022	2021
							% SPENT	% SPENT
204-55110-41-	1100	SALARIES - STAFF	23,559.52	152,977.88	208,277.00	55,299.12	73%	60%
204-55110-41-	1110	JANITOR SALARIES	1,954.49	12,528.47	17,652.00	5,123.53	71%	55%
204-55110-41-	1500	EMPLOYEE BENEFITS	5,940.22	51,588.32	64,060.00	12,471.68	81%	64%
TOTAL SALARIES			31,454.23	217,094.67	289,989.00	72,894.33	75%	60%
204-55110-41-	2100	COMPUTER EXPENSES	37.24	17,884.76	21,500.00	3,615.24	83%	99%
204-55110-41-	2250	TELEPHONE SERVICE	223.86	1,755.43	2,700.00	944.57	65%	108%
204-55110-41-	2260	GAS	50.15	3,889.79	3,500.00	(389.79)	111%	72%
204-55110-41-	2270	WATER AND ELECTRICITY	835.05	7,242.12	9,250.00	2,007.88	78%	50%
204-55110-41-	3110	POSTAGE	27.95	593.30	700.00	106.70	85%	16%
204-55110-41-	3112	COPIES	269.75	1,726.78	1,700.00	(26.78)	102%	66%
204-55110-41-	3122	STAFF DEVELOPMENT	0.00	618.00	1,500.00	882.00	41%	83%
204-55110-41-	3123	MAINTENANCE SUPPLIES	20.76	450.96	1,600.00	1,149.04	28%	41%
204-55110-41-	3150	OFFICE SUPPLIES	145.00	3,180.44	3,200.00	19.56	99%	40%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	28.31	450.96	750.00	299.04	60%	44%
204-55110-41-	3261	MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41-	3269	BOOKS - ADULT	2,143.38	15,136.54	15,500.00	363.46	98%	74%
204-55110-41-	3270	BOOKS - JUVENILE	217.94	12,233.83	15,750.00	3,516.17	78%	68%
204-55110-41-	3272	eCONTENT	314.47	3,879.17	5,000.00	1,120.83	78%	69%
204-55110-41-	3280	PROGRAMS	154.47	1,150.36	3,200.00	2,049.64	36%	47%
204-55110-41-	3285	A/V MATERIALS-ADULT	215.54	3,309.22	4,000.00	690.78	83%	70%
204-55110-41-	3286	A/V MATERIALS-JUVENILE	0.00	3,317.72	3,698.00	380.28	90%	50%
204-55110-41-	3310	TRAVEL & TRAINING EXPENSES	0.00	696.98	750.00	53.02	93%	0%
204-55110-41-	3490	OTHER OPERATING EXPENSES	154.39	1,110.70	1,500.00	389.30	74%	87%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	4,663.73	7,730.34	64,500.00	56,769.66	12%	84%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	3,598.85	3,500.00	(98.85)	103%	103%
SUBTOTAL			9,501.99	89,956.25	163,798.00	73,841.75	55%	72%
TOTAL OPERATING EXPENSES			40,956.22	307,050.92	453,787.00	146,736.08	68%	64%
CAPITAL FUND								
401-57610-41-	8102	COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
401-57610-41-	8103	OFFICE FURNITURE & EQUIPMEN	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			40,956.22	307,050.92	453,787.00	146,736.08	68%	64%

REVENUE

ACCOUNT	ACCT	DESCRIPTION	SEPTEMBER	YTD	BUDGET	BALANCE	to date	to date
							2022	2021
							% REC'D	% REC'D
204-41104-41		SURPLUS APPLIED	0.00	0.00	63,500.00	(63,500.00)	0%	0%
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	221,169.00	(221,169.00)	0%	100%
204-43790-41		OWLS SUPPORT	69,530.26	162,091.05	161,868.00	223.05	100%	99%
204-46710-41		LIBRARY FINES	191.06	1,155.75	250.00	905.75	462%	13%
204-46711-41		COPY MACHINE REVENUE	402.32	2,345.04	3,000.00	(654.96)	78%	22%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	5.99	1,063.75	4,000.00	(2,936.25)	0%	0%
SUBTOTAL			70,129.63	166,655.59	453,787.00	(287,131.41)	37%	97%
TOTAL REVENUE			70,129.63	166,655.59	453,787.00	(287,131.41)	37%	97%

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
OCTOBER 2022

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Fall Frenzy

On September 17, Delanie, Ashley, and I attended Fall Frenzy with a booth for the Library. We had large yard dice for playing Yahtzee where participants could win a prize. We also had drawings to win free books for children and adults and handed out library card sign-up stickers.

OWLS Director's Meeting

On September 22, I attended the first in-person OWLS Directors meeting since 2019. We met in Waupaca where we all got to meet the new Director there. OWLS staff gave updates on new and current projects, an update on the OWLS/NFLS joint strategic planning process, state legislative outlook for next year, and building project updates.

Tech Days Webinars

On September 20 and 21, I attended the Tech Days webinars that were provided by all the public library systems in Wisconsin. The webinars I attended were Canva for Librarians, Making your Images Ready for the Web, and What's on the Technology Horizon for 2023.

Meeting with Chad about the Website

On September 21, Chad Glamann, OWLS Web & Marketing Coordinator, visited the Library to instruct Library staff on how to use the new website. We will launch it sometime later this month.

OWLS Shadow Visit

Three OWLS staff members visited our Library to learn about how we use the automation system CARL. For OWLS, they don't use CARL in the way that we do since they don't serve patrons. OWLS staff commented that they learned a lot that will hopefully help all libraries in OWLSnet.

DELANIE SHARPE, YOUTH SERVICES LIBRARIAN'S REPORT:

- Programming:
 - Schools: Weekly visits from St Martins K-4th started in September. Classes alternate weeks and classes consist of circa. 20 students and 2 teachers/aides. This week (October 7th) is our first week off.
 - Storytime: I've started going to other Libraries' Storytimes to get more ideas for ours. Attendance has continued to be up and down, but in a smaller range [Anywhere from 13 to 4].
 - Lego Time: Consistent attendance in the double digits for the last 2 months
 - Game Night: Video Games are going to be a part of game nights from now on. This meant re-branding the marketing.
 - Halloween: Our holiday-centric programming this year includes matinees of the original Hocus Pocus and handing out gift baggies during City trick-or-treating. Because of the huge turnout last year (244!) I'm prepping for a minimum of 200 kids. When we're out, we're out.
- Other:

- Press: The aforementioned holiday and weekly programs are advertised in recent press releases to the Chamber Newsletter, Tribune, and Chronicle. When looking up documents (for a completely different matter) I found the addresses of local blogs and umbrella news companies that may be good resources to reach out to in the future.
- Coloring Books: The shopper's guide apparently distributes free local coloring books. I asked for some.
- Mondays: After finding more information about the Page Turners program Diane used to run, I'm going to try and follow that model in a new Monday after-school program. As opposed to the teen-focus programming I thought we were aiming towards, this program (tentatively titled Page-turners & Popcorn) is aimed towards 3rd-8th graders. I'll be booking the meeting room for future dates.

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

I have provided reference help to some patrons through e-mail, by phone, and in person. This includes obituary requests, which continue to be the most frequent type of reference request.

I continue to create a monthly blog post on weeding topics for the WLA YSS (Youth Services Section) blog.

The September craft had 3 people in attendance. Our October craft will be fall scenes in a domed cloche.

I have continued work on the re-labeling of the non-fiction, trying to get enough done for us to determine the best way for the books to go back on the shelves once we get new carpeting and re-arrange the shelving in the non-fiction area.

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

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- Wisconsin Library Association Annual Conference at the Grand Geneva Resort & Spa from November 1-4.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- None to report.

**CLINTONVILLE PUBLIC LIBRARY
2022 MONTHLY ACTIVITIES REPORT**

													month	to date							8
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021	2022	2021	2020	2019	2018	2017	2016	2015
	24	24	27	24	24	26	25	27	24	0	0	0	Sep 24	225	200	63	301	302	303	304	302
DOOR COUNT																					
Door count	2,855	3,176	3,712	3,094	4,196	3,983	3,432	3,865	3,982	0	0	0	2,787	32,295	11,392	18,082	80,656	78,764	79,106	84,369	84,469
Avg per day open	119	132	137	129	175	153	137	143	166				116	144	57	287	268	261	261	278	280
CIRCULATION																					
Circs	3,004	3,003	3,950	3,018	3,245	4,200	3,455	3,676	3,558	0	0	0	2,716	31,109	19,904	22,410	61,388	68,751	73,866	79,700	78,394
Renewals	680	744	903	717	730	646	649	563	657	0	0	0	736	6,289	5,110	7,526	19,020	20,472	20,325	20,331	19,543
Subtotal Circulation	3,684	3,747	4,853	3,735	3,975	4,846	4,104	4,239	4,215	0	0	0	3,452	37,398	25,014	29,936	80,408	89,223	94,191	100,031	97,937
Avg circ per day open	154	156	180	156	166	186	164	157	176				144	166	125	475	267	295	313	329	324
Overdrive-Audiobook Uses	436	367	436	451	454	390	393	421	385	0	0	0	322	3,733	3,277	3,555	3,171	2,361	1,914	1,641	1,439
Overdrive-Ebook Uses	436	362	385	344	329	312	318	336	324	0	0	0	440	3,146	3,031	4,355	3,124	2,861	3,136	3,100	2,893
Overdrive-Magazine Uses	26	33	47	41	34	41	34	43	51	0	0	0	0	350	110	339	378	n/a	n/a	n/a	n/a
Hoopla	144	133	129	123	131	131	132	139	125	0	0	0	119	1,187	1,042	1,660	1,432	1,124	697	n/a	n/a
Total Circulation	4,726	4,642	5,850	4,694	4,923	5,720	4,981	5,178	5,100	0	0	0	4,333	45,814	32,474	40,244	88,513	95,569	99,938	104,864	102,269
INTERLIBRARY LOAN																					
Total loaned	2,457	2,550	2,826	2,599	2,547	2,436	2,387	2,560	2,472	0	0	0	2,465	22,834	19,638	14,565	32,480	33,304	35,627	34,944	29,908
Total borrowed	950	1,006	1,221	1,000	795	809	888	896	942	0	0	0	715	8,507	8,419	8,494	17,913	19,708	21,559	22,876	22,268
Net	1,507	1,544	1,605	1,599	1,752	1,627	1,499	1,664	1,530				1,750	14,327	11,219	6,071	14,567	13,596	14,068	12,068	7,640
REGISTERED BORROWERS																					
	1st Q	%		2nd Q	%		3rd Q	%		4th Q	%										
Adult	2,814	69%		2,852	69%		2,893	68%					2,985	2,852	2,985	2,941	3,577	3,807	3,975	3,973	4,326
Juvenile	1,214	31%		1,261	31%		1,298	32%					1,362	1,261	1,362	1,349	1,743	1,873	1,935	1,961	2,032
Total borrowers	4,078			4,160			4,235						4,399	4,160	4,399	4,342	5,370	5,710	5,942	5,963	6,390
Resident	2,287	56%		2,336	56%		2,352	56%					2,440	2,336	2,440	2,395	2,851	2,968	3,067	3,080	3,218
Nonresident	1,800	44%		1,824	44%		1,883	44%					1,959	1,824	1,959	1,947	2,519	2,742	2,875	2,883	3,172
PROGRAMMING																					
Adult programs in library	3	4	5	4	5	4	3	4	4	0	0	0	5	36	43	27	37	25	37	56	30
Attendance	183	282	177	326	570	350	283	234	307	0	0	0	520	2,712	6,282	1,989	196	129	255	279	181
Adult outreach programs	0	0	0	0	0	0	0	0	1	0	0	0	1	1	1	16	5	0	0	0	0
Attendance	0	0	0	0	0	0	0	0	40	0	0	0	46	40	46	218	166	0	0	0	0
Teen programs in library	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	30	89	38	12	19	14
Attendance	0	0	0	0	0	0	0	0	4	0	0	0	0	4	0	1,303	529	282	61	107	86
Juvenile programs in library	2	2	2	1	1	2	4	3	2	0	0	0	2	19	15	146	383	308	245	248	265
Attendance	52	61	41	43	65	84	193	105	94	0	0	0	62	738	454	10,528	6,803	5,914	5,378	5,742	5,594
Juvenile outreach programs	2	2	2	0	24	0	0	0	0	0	0	0	0	30	0	22	121	70	65	86	84
Attendance	169	342	364	0	671	0	0	0	0	0	0	0	0	1,546	0	324	1,988	1,393	985	1,290	1,187
Total programs	7	8	9	5	30	6	7	7	8	0	0	0	8	87	59	241	635	441	359	409	393
Total attendance	404	685	582	369	1,306	434	476	339	445	0	0	0	628	5,040	6,782	14,362	9,682	7,718	6,679	7,418	7,048
Meeting Rm (not lib pgms)	11	16	16	20	16	15	14	17	17	0	0	0	0	142	0	131	277	175	154	154	76
VOLUNTEERS																					
Number	1	2	2	2	2	3	2	2	1	0	0	0	3	17	13	19	45	55	25	1	15
Hours worked	9.00	4.25	3.75	4.50	10.00	12.00	4.00	2.50	1.50	0.00	0.00	0.00	9.25	52	49	26	125	233.00	162.00	8.00	43.00
COMPUTER STATS																					
Public Computer sessions	135	154	199	168	153	202	193	188	177	0	0	0	133	1,569	740	1,177	5,141	6,273	7,458	7,395	8,541
Laptop Checkouts	1	0	0	0	0	2	1	1	1	0	0	0	0	6	0	2	29	98	87	114	117
Wireless sessions	355	407	453	457	507	435	460	466	537	0	0	0	454	4,077	2,820	2,492	6,353	6,630	7,711	7,807	7,147
Total website page views	1,657	1,662	1,790	1,587	1,610	1,685	1,527	1,666	1,577	0	0	0	1,909	14,761	16,006	15,013	30,272	35,689	38,599	37,431	30,904
Facebook likes	1,077	1,106	1,120	1,128	1,139	1,146	1,150	1,167	1,192	0	0	0	1,049	1,192	1,049	1,020	959	833	736	650	578

The Clintonville Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the Clintonville Public Library Board supports the principle of freedom of inquiry for library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

Legal requirements

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed:

- (1) with the consent of the individual library user
- (2) by court order
- (3) to persons acting within the scope of their duties in the administration of the library or library system, or
- (4) to other libraries (under certain circumstances) for interlibrary loan purposes [see ss. 43.30(2) and (3)].

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personal information kept by the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Records indicating the identity of library users include a library users name, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the four exceptions provided by Section 43.30 (see above).

Rules to be followed by library staff

- (1) As required by state law, library staff may only disclose library records indicating the identity of library users under the following conditions:
 - a) disclosure to staff members of the Clintonville Public Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director
 - b) disclosure as authorized by the individual library user
 - c) disclosure pursuant to court order (see below for handling of different types of court orders)
- (2) Library staff must refer all requests for library records and all requests for information about particular library users to the library director.
- (3) Library staff members are not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library director and/or board.
- (4) Records that identify patrons without respect to their use of library resources, materials or services are not protected under the law. Information about the identity of persons whose behavior in or about the library violates the law or library policies is not inherently protected or confidential.
- (5) To ensure the safety and security of the public and staff the Library will monitor public behavior using staff and security equipment.

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- (6) Under Wis. Stat. 43.30, the library will disclose to custodial parents or guardians any records of use by children under the age of 16. A parent or guardian requesting such records may be asked to provide proof that they are a custodial parent and have not been denied periods of physical placement under s. 767.24(4). Examples of such proof include possession of the child's library card number, a valid library card or other government agency issued photo ID showing the same address as the child, or any other set of documents that demonstrate to the library staff's satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested. Requests will be complied with as soon as practicable and without delay. Requestors who are denied access may appeal the decision to the Library Director or Library Board.
- (7) Staff is authorized to request identification from library users as necessary and appropriate for use of library services, such as issuing a card, reserving materials, using public computers, registering for a program or using the meeting room. Information communicated under these circumstances is privileged under Wis. Stat. 43.30. Refusal to identify oneself under these circumstances may be grounds for denial of service.
- (8) Staff is authorized to request identification from library users as necessary and appropriate for safety and security or when library rules have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting the Police.
- (9) If the library has cause to believe that a criminal act has been committed on library property or with library resources, Administration will cooperate with law enforcement authorities to obtain proper court orders for release of such privileged library records as may be necessary for criminal investigation and prosecution.

Emergency Disclosures of Communications

If in the normal course of business, the library staff observes what could reasonably be construed as a threat of imminent danger to life, the highest-ranking person on duty is to contact law enforcement immediately. They should then immediately contact the library director.

Handling of court orders

[Note: All search warrants are court orders, but *not* all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.]

If a law enforcement officer (or anyone else) brings a **subpoena**¹ directing library staff to produce library records:

- (1) Notify the library director, or if the director is not available, notify the highest-ranking staff person on duty.
- (2) The library director or the highest-ranking staff person should ask the municipal attorney (or library counsel) to review the subpoena.
- (3) If the subpoena has any legal defects, require that the defects be cured before records are released.
- (4) If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.
- (5) Follow legal counsel's advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a **search warrant**²:

- (1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
- (2) Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to

¹ A subpoena is a call to come before a court, and may include a direction to bring specified records. Not all subpoenas are court orders. Your municipal attorney (or library counsel) can determine if a particular subpoena is a court order. A subpoena normally indicates that a response is required within a certain number of days. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.

² A search warrant is an order signed by a judge directing a law enforcement officer to conduct a search of a designated person, a designated object or a designated place for the purpose of seizing designated property or kinds of property.

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assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request to delay the search.)

- (3) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.

If FBI agents bring a court order in the form of a **search warrant issued under the Foreign Intelligence Surveillance Act (FISA)**³:

- (1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
- (2) Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request.)
- (3) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.
- (4) **It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA).**

³ The USA Patriot Act amended the Foreign Intelligence Surveillance Act (FISA) to allow the FBI to apply for a court order requiring the "production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment..."

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Clintonville Public Library - 2023 Days Closed Calendar

January						
S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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30						

July						
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30	31					

October						
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29	30	31				

February						
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26	27	28				

May						
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August						
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27	28	29	30	31		

November						
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March						
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June						
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September						
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December						
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					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	27	28	29	30
31						

H = Holidays

January 2 - New year's Day observed

April 7 - Good Friday

May 29 - Memorial Day

July 4 - Independence Day

September 4 - Labor Day

November 23 - Thanksgiving Day

November 24 - Day after Thanksgiving

December 25 - Holiday Recognition of Christmas Eve/Christmas Day

December 26 - Holiday Recognition of Christmas Eve/Christmas Day

C = Closed Days (in addition to Sundays)

April 8 - Good Friday/Easter Weekend

May 27 - Memorial Day Weekend

September 2 - Labor Day Weekend

CE = Close Early (Close at 5pm)

November 23 - Thanksgiving Eve

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

PROPOSAL

September 15, 2022

Clintonville Public Library
Attn: Jamie
75 Hemlock St
Clintonville, WI 54929

Jamie:

Price quote to remove (6) 250 watt HID light fixtures from (6) pole lights.
Furnish and install (6) new 4000 Kelvin LED pole mount fixtures. These fixtures are 100 watt, 100,000 hour rated and 5 year warranty. The light fixture by the drop box will have its own photocell (the same as existing fixture). This price includes labor and recycling of all existing lamps and ballasts as per State regulations.

Price: \$2,962.00

Payments: Due upon Receiving of Invoice

Thank You,


Mike Krueger

Accepted By:

Date: _____

2022 Budget Revision

Library Revenue		2022	2022
Account	Description	Budget	Budget-Revised
204-41-41104	Surplus Applied	63,500	94,453
204-41-41110	General Property Taxes	221,169	221,169
204-41-43790	OWLS Support	161,868	162,091
204-41-46710	Library Fines	250	1,500
204-41-46711	Copy Revenue	3,000	3,500
204-41-48900	Miscellaneous Revenue	4,000	2,000
	Total Revenue	453,787	484,713

Library Expenditures		2022	2022
Account	Description	Budget	Budget-Revised
204-41-55110-1100	Staff Salaries	208,277	203,000
204-41-55110-1110	Janitor Salaries	17,652	17,500
204-41-55110-1500	Benefits	64,060	67,814
204-41-55110-2100	Computer Expenses	21,500	21,500
204-41-55110-2250	Telephone	2,700	2,600
204-41-55110-2260	Gas	3,500	4,150
204-41-55110-2270	Water/Elec.	9,250	9,300
204-41-55110-3110	Postage	700	750
204-41-55110-3112	Copies	1,700	2,000
204-41-55110-3122	Staff Development	1,500	2,000
204-41-55110-3123	Maintenance Supplies	1,600	1,600
204-41-55110-3150	Office Supplies	3,200	3,750
204-41-55110-3260	Subscriptions/Periodicals	750	500
204-41-55110-3261	Marketing	0	0
204-41-55110-3269	Adult Books	15,500	20,000
204-41-55110-3270	Juvenile Books	15,750	19,500
204-41-55110-3272	eContent	5,000	4,800
204-41-55110-3280	Programs	3,200	2,500
204-41-55110-3285	A/V Adult	4,000	4,500
204-41-55110-3286	A/V Juvenile	3,698	4,000
204-41-55110-3310	Travel & Training Expenses	750	1,500
204-41-55110-3490	Other Expenses	1,500	1,850
204-41-55110-3560	Building Repair/Maintenance	64,500	86,000
204-41-55110-5110	Insurance	3,500	3,599
	Total Expenditures	453,787	484,713

CLINTONVILLE PUBLIC LIBRARY
2023 Budget-Revenue

LIBRARY REVENUE		2020	2021	2022	ACTUAL TO	2022	PROPOSED
ACCOUNT	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	6/30/2022	ESTIMATE	2023
							BUDGET
204-41-41104	SURPLUS APPLIED	\$0	\$0	\$63,500	\$0	\$77,181	\$14,256
204-41-41110	GENERAL PROPERTY TAXES	\$215,000	\$219,269	\$221,169	\$0	\$221,169	\$225,500
204-41-43790	OWLS SUPPORT**	\$177,912	\$175,172	\$161,868	\$92,561	\$161,868	\$156,358
204-41-46710	LIBRARY FINES	\$2,122	\$948	\$250	\$736	\$1,100	\$750
204-41-46711	COPY REVENUE	\$1,535	\$1,158	\$3,000	\$1,446	\$3,000	\$3,000
204-41-48110	INTEREST ON INVESTMENTS	\$0	\$0	\$0	\$0	\$0	\$0
204-41-48500	DONATIONS	\$0	\$0	\$0	\$0	\$0	\$0
204-41-48900	MISCELLANEOUS REVENUE	\$1,292	\$2,435	\$4,000	\$1,058	\$4,000	\$4,000
TOTAL REVENUE		\$397,861	\$398,983	\$453,787	\$95,801	\$468,318	\$403,864

**OWLS Support is calculated on proposed figures for Waupaca and Outagamie County budgets.
Intersystem = Nicolet Federated Library System and OWLS payment for service to residents of Shawano County.

2019 OWLS Support=WAU 145,116 + OUT 19,970 + Intersystem 36,268
2020 OWLS Support=WAU 139,449 + OUT 20,596 + Intersystem 17,804
2021 OWLS Support=WAU 135,771 + OUT 18,573 + Intersystem 18,910
2022 OWLS Support=WAU 118,483 + OUT 20,476 + Intersystem 22,909
2023 OWLS Support Proposed=WAU 118,411 + OUT 18,646 + Intersystem 19,301 (OWLS: 971; NFLS: 18,330)

Projected Annual Costs for 2023	
OWLSnet fee:	\$16,375
WPLC Buying Pool Share:	\$1,609
Three desktop computers:	\$3,000

Clintonville Public Library
2023 Budget-Expenditures

Account #	Description	2022 BUDGET	2022 TO DATE	2022	PROPOSED
			6/30/2022	ESTIMATE	2023
204-41-55110-1100	Staff Salaries	208,277.00	98,243.77	198,188.00	216,630.00
204-41-55110-1110	Janitor Salaries	17,652.00	7,964.57	15,531.00	19,265.00
204-41-55110-1500	Benefits	64,060.00	36,539.67	64,500.00	76,874.00
Total Salaries		289,989.00	142,748.01	278,219.00	312,769.00
204-41-55110-2100	Information Technology	21,500.00	17,677.37	19,500.00	16,500.00
204-41-55110-2250	Telephone	2,700.00	1,287.31	2,600.00	2,600.00
204-41-55110-2260	Gas	3,500.00	3,813.29	4,150.00	4,200.00
204-41-55110-2270	Water/Elec.	9,250.00	5,754.31	9,300.00	9,300.00
204-41-55110-3110	Postage	700.00	495.71	750.00	700.00
204-41-55110-3112	Copies	1,700.00	1,188.24	2,000.00	1,700.00
204-41-55110-3122	Staff Development	1,500.00	598.00	1,600.00	1,500.00
204-41-55110-3123	Maintenance Supplies	1,600.00	283.13	1,600.00	1,600.00
204-41-55110-3150	Office Supplies	3,200.00	2,133.74	3,750.00	3,000.00
204-41-55110-3260	Subscriptions/Periodicals	750.00	422.65	500.00	150.00
204-41-55110-3261	Marketing	0.00	0.00	0.00	0.00
204-41-55110-3269	Adult Books	15,500.00	11,327.50	20,000.00	12,500.00
204-41-55110-3270	Juvenile Books	15,750.00	11,076.91	20,000.00	12,500.00
204-41-55110-3272	eBooks	5,000.00	3,293.54	5,000.00	5,000.00
204-41-55110-3280	Programs	3,200.00	788.28	2,500.00	3,000.00
204-41-55110-3285	A/V Adult	4,000.00	2,605.12	4,500.00	3,500.00
204-41-55110-3286	A/V Juvenile	3,698.00	2,826.78	4,250.00	3,000.00
204-41-55110-3310	Travel & Training Expenses	750.00	683.14	1,000.00	1,000.00
204-41-55110-3490	Other Expenses	1,500.00	684.11	1,500.00	1,500.00
204-41-55110-3560	Repair/Maintenance	64,500.00	1,466.35	82,000.00	4,000.00
204-41-55110-5110	Insurance	3,500.00	3,598.85	3,599.00	3,845.00
204-41-59250-9050	Small Capital	0.00	0.00	0.00	0.00
Subtotal		163,798.00	72,004.33	190,099.00	91,095.00
Total Operating Expenses		453,787.00	214,752.34	468,318.00	403,864.00

2023 Goals

- Create and implement a new hire onboarding/training program
 - When hiring new staff, our plan has changed with each new hire. I would like to create and implement a more organized effort in ensuring that new hires get what they need when they start.
- Implement the Library's marketing plan
 - With the newly created marketing plan, I would like to focus on the goals of offering & promoting a tech assistance program, promoting and increasing usage of meeting spaces, implementing and promoting a new Library website, and increasing programming and attendance. Additionally, I want to create new marketing roles for staff members to help with this plan.
- Investigate options for additional revenue sources
 - To continue the level of service and provide wages that will help us in hiring and retaining employees, we need to find other possible revenue sources. I would like to investigate other revenue sources and have a plan in place for the 2024 budget.