



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY FEBRUARY 10, 2022

February 4, 2022

Mike Hankins
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 January 13, 2022
6. Approval of January Financial and Special Accounts Reports
7. Approval of February 2022 bills
8. Discussion of Librarian's Report
9. Approve State Annual Report
10. Approve Statement Concerning Public Library System Effectiveness
11. Set Next Meeting Day and Time
12. Adjourn

MH/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

February 4

Approve State Annual Report

The board will receive a copy of the State Annual Report in a separate email. This report contains statistics from 2021 in regards to circulation, finances, and programming. The Library Board reviews and approves this report which is then sent to the Department of Public Instruction.

Approve Statement Concerning Public Library System Effectiveness

Section XV of the State Annual Report asks the Library Board to indicate if the Library System provided effective leadership and met the needs of the Library. Our library system is the Outagamie Waupaca Library System (OWLS) and they provide delivery, automation, and technology support. I would recommend the approval of the statement that OWLS provided effective leadership and adequately met the needs of the library.

Library minutes January 13, 2022

1. Roll was taken. Present were Jeanne W, Mari H., Jeanine S, Polly G, Troy K, and Jamie H (virtual). Mike H and Donna L excused
2. Jeanne W. approved the agenda and Polly second. Motion carried
3. There were no citizens present
4. FOL did not have a meeting and they were going to postpone their book sale. The cart had brought in \$468.00
5. Jeanne W. approved the minutes of the December 9 meeting with Mari second. Motion passed
6. December financials - a question was brought up about the cost of benefits/salary compared to last month. Benefits were less and salaries were higher. There were three payroll transactions the one month to account for the discrepancy. The benefits are spread out through the year.
7. January bills - A question was raised about the reimbursement of unemployment benefits. This was due to the relief fund to cover costs of the pandemic from the government. The amount should have been removed from the total. It should now read \$13,209.32. An adjustment needed to be made to the grand total to now read \$43,688.08. A question about the approximate \$200.00 increase in the December heating bill vs November as December was milder. It will be looked into. There was also a higher utility bill. Cost increase may have been a factor or reading of the meter. Lift needed additional repairs due to a battery issue. Most of the cost was labor. Polly made a motion to accept the bills with the adjustment on the grand total to now reading \$43,688.08, Mari second. Roll was taken and the motion passed.
8. Librarians report - the new computers were purchased on December 16 vs Jan 16th. In person programming is on hold with the rise in Covid cases. That will be reviewed weekly. The damages and behavior issues stated were minor. The Youth Services librarian has not yet met with her mentor.
9. The Collection Development policy was compiled by looking at other libraries and the American Library Association to get ideas. Jeanne W. motioned and Jeanine S. second. The motion passed
10. Discussion on the Auto Dialer - Using the company that does our security camera, (Central Monitoring Systems) the installation would be \$130.00 with a yearly fee of \$204.00. The fire Chief was involved in the discussion with the company and has given it his approval He will look over the finished installation. Mari motioned to pay the \$334.00 for installation and the first year monitoring. Troy second. Roll was taken and the motion passed.
11. Next meeting is set for February 10 at 4:00. Jeanne W indicated she will not be in attendance as being on vacation. Jeanine S. indicated she may not be there due to family needs.
12. Troy motioned to adjourn and Jeanne W. second.

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
JANUARY 2022**

EXPENDITURES							to date	January
ACCOUNT	ACCT	DESCRIPTION	JANUARY	YTD	BUDGET	BALANCE	2022	2021
							% SPENT	% SPENT
204-55110-41-	1100	SALARIES - STAFF	14,030.67	14,030.67	208,277.00	194,246.33	7%	5%
204-55110-41-	1110	JANITOR SALARIES	1,043.44	1,043.44	17,652.00	16,608.56	6%	5%
204-55110-41-	1500	EMPLOYEE BENEFITS	7,617.96	7,617.96	64,060.00	56,442.04	12%	11%
TOTAL SALARIES			22,692.07	22,692.07	289,989.00	267,296.93	8%	6%
204-55110-41-	2100	COMPUTER EXPENSES	46.31	46.31	21,500.00	21,453.69	0%	2%
204-55110-41-	2250	TELEPHONE SERVICE	24.00	24.00	2,700.00	2,676.00	1%	12%
204-55110-41-	2260	GAS	856.98	856.98	3,500.00	2,643.02	24%	14%
204-55110-41-	2270	WATER AND ELECTRICITY	0.00	0.00	9,250.00	9,250.00	0%	0%
204-55110-41-	3110	POSTAGE	12.95	12.95	700.00	687.05	2%	0%
204-55110-41-	3112	COPIES	77.22	77.22	1,700.00	1,622.78	5%	3%
204-55110-41-	3122	STAFF DEVELOPMENT	25.00	25.00	1,500.00	1,475.00	2%	0%
204-55110-41-	3123	MAINTENANCE SUPPLIES	52.83	52.83	1,600.00	1,547.17	3%	1%
204-55110-41-	3150	OFFICE SUPPLIES	390.23	390.23	3,200.00	2,809.77	12%	1%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	0.00	0.00	750.00	750.00	0%	0%
204-55110-41-	3261	PUBLISHING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41-	3269	BOOKS - ADULT	1,810.87	1,810.87	15,500.00	13,689.13	12%	5%
204-55110-41-	3270	BOOKS - JUVENILE	557.37	557.37	15,750.00	15,192.63	4%	0%
204-55110-41-	3272	eBOOKS	0.00	0.00	5,000.00	5,000.00	0%	0%
204-55110-41-	3280	CHILDREN'S PROGRAMS	102.59	102.59	3,200.00	3,097.41	3%	2%
204-55110-41-	3285	FINE ARTS & AV - ADULT	264.84	264.84	4,000.00	3,735.16	7%	3%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	297.68	297.68	3,698.00	3,400.32	8%	1%
204-55110-41-	3310	EXPENSE ALLOWANCE	0.00	0.00	750.00	750.00	0%	0%
204-55110-41-	3490	OTHER OPERATING EXPENSES	17.90	17.90	1,500.00	1,482.10	1%	0%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	322.00	322.00	64,500.00	64,178.00	0%	7%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	0.00	3,500.00	3,500.00	0%	0%
SUBTOTAL			4,858.77	4,858.77	163,798.00	158,939.23	3%	2%
TOTAL OPERATING EXPENSES			27,550.84	27,550.84	453,787.00	426,236.16	6%	5%
CAPITAL FUND								
401-57610-41-	8102	COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
401-57610-41-	8103	OFFICE FURNITURE & EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
401-57610-41-	8200	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0%	0%
SUBTOTAL			0.00	0.00	0.00	0.00	0%	0%
TOTAL EXPENDITURES			27,550.84	27,550.84	453,787.00	426,236.16	6%	5%
REVENUE							to date	to date
ACCOUNT	ACCT	DESCRIPTION	JANUARY	YTD	BUDGET	BALANCE	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%	0%
204-43790-41		OWLS SUPPORT	0.00	0.00	161,868.00	(161,868.00)	0%	0%
204-46710-41		LIBRARY FINES	266.22	266.22	250.00	16.22	106%	2%
204-46711-41		COPY MACHINE REVENUE	204.83	204.83	3,000.00	(2,795.17)	7%	0%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	0.00	0.00	4,000.00	(4,000.00)	0%	0%
SUBTOTAL			471.05	471.05	453,787.00	(453,315.95)	0%	0%
TOTAL REVENUE			471.05	471.05	453,787.00	(453,315.95)	0%	0%

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
FEBRUARY 2022

DIRECTOR'S REPORT:

AAC Meeting

I attended the OWLSnet Automation Advisory Committee meeting on January 21. At the meeting, we approved increasing the hold limit per patron in the system from 25 to 50. This will be enacted when Appleton moves and is set up in their temporary location. Additionally, we discussed increasing the checkout limit from 75 to 150 and updated procedures for Teacher Cards.

Microfilm Machine Installation

On January 27, Bob Czechowicz of RMC Imaging installed our new microfilm machine. He gave a demonstration on using the machine and software to staff and Jeanne Witt who uses the machines extensively as a volunteer.

Boiler Inspection

On January 26, the boilers for the Library were inspected. The boilers are inspected every 3 years. They are still in good shape but are showing their age. We do have funds in 2027 capital to replace them.

Carpeting Quotes

I have been working with the following vendors on getting quotes for replacing the Library's carpeting in 2022: Gene's Flooring, CarpetOne Floors Unlimited, D. Mitchell Interiors, and Torborg's.

East Asia in Wisconsin Grant

Late last year, we received notice that our application for the East Asia in Wisconsin grant from UW-Madison was funded. We are starting to purchase materials for circulation and I'm working with Richard Block, who runs our monthly book club, to select titles for discussion sometime this year. We are also organizing our advertising and promotion of the grant.

City Leadership Meeting

I attended a City Leadership meeting on January 31 at the Community Center.

OWLS Directors Meeting

I attended the OWLS Directors meeting on February 1. The discussion topics were the ARPA grants, OWLS office move, OWLS Conference happening on April 21 & 22, annual reports, and a discussion on outreach. Additionally, we said goodbye and best wishes to OWLS staff member Evan Bend and Waupaca Library Director Peg Burington who are both retiring this month.

YOUTH SERVICES LIBRARIAN'S REPORT:

In-Library:

Over four weeks a total of 144 St. Martins' students came to the library over 8 scheduled class visits. January 19th was National Popcorn Day, so I made some complimentary bags of popcorn to hand out throughout the day.

Outreach:

There was some confusion over what week the visits to St. Rose would resume, but it has been sorted out. Our only visit that month was attended by 25 students.

Activities and Crafts:

14 of the January Mini Craft Kits were taken. Towards the end of January, Jamie brought up the Craft Zone and how to count it as a program. After further reflection, it dawned on me that with the new security camera system setup, I can do quick rewinds back through the day to see if/how many patrons visit. Stay tuned while I see if this is actually practical.

Collections:

I've started the process of interfiling the Pop-Up picture books into the normal Neighborhoods. On that note, a side project I'm working on is moving some of the children's Non-fiction books into the picture books.

TECHNICAL SERVICES LIBRARIAN'S REPORT:

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

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

I had my first meeting as a Director-at-Large of the Youth Services Section of the Wisconsin Library Association starting in January. We are starting to plan events for WAPL (the WI public library conference in May).

The new adult craft kit has also been prepped and is ready to go out for patrons. The February craft is string art (hearts and stars). We have 20 kits available for next month. We had 24 kits for the month of January and they all went out.

As always, I continue to catalog and process library materials. Keep your eyes out for all of the goodies you have seen in the unboxing videos!

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- None to report

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- Ann Miller donated \$1,000 in memory of Harriet McCauley

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	0	0	0	0	0	0	0	0	0	0	0	Jan	24	16	63	301	302	303	304	302		
Days open													Jan 16	24	16	63	301	302	303	304	302		
DOOR COUNT																							
Door count	2,855	0	0	0	0	0	0	0	0	0	0	0	0	2,855	0	18,082	80,656	78,764	79,106	84,369	84,469		
Avg per day open	119												0	119	0	287	268	261	261	278	280		
CIRCULATION																							
Circs	3,004	0	0	0	0	0	0	0	0	0	0	0	1,140	3,004	1,140	22,410	61,388	68,751	73,866	79,700	78,394		
Renewals	680	0	0	0	0	0	0	0	0	0	0	0	406	680	406	7,526	19,020	20,472	20,325	20,331	19,543		
Subtotal Circulation	3,684	0	0	0	0	0	0	0	0	0	0	0	1,546	3,684	1,546	29,936	80,408	89,223	94,191	100,031	97,937		
Avg circ per day open	154												97	154	97	475	267	295	313	329	324		
Overdrive-Audiobook Uses	0	0	0	0	0	0	0	0	0	0	0	0	357	0	357	3,555	3,171	2,361	1,914	1,641	1,439		
Overdrive-Ebook Uses	0	0	0	0	0	0	0	0	0	0	0	0	329	0	329	4,355	3,124	2,861	3,136	3,100	2,893		
Overdrive-Magazine Uses	0	0	0	0	0	0	0	0	0	0	0	0	22	0	22	339	378	n/a	n/a	n/a	n/a		
Hoopla	144	0	0	0	0	0	0	0	0	0	0	0	121	144	121	1,660	1,432	1,124	697	n/a	n/a		
Total Circulation	3,828	0	0	0	0	0	0	0	0	0	0	0	2,375	3,828	2,375	40,244	88,513	95,569	99,938	104,864	102,269		
INTERLIBRARY LOAN																							
Total loaned	2,457	0	0	0	0	0	0	0	0	0	0	0	1,945	2,457	1,945	14,565	32,480	33,304	35,627	34,944	29,908		
Total borrowed	950	0	0	0	0	0	0	0	0	0	0	0	1,048	950	1,048	8,494	17,913	19,708	21,559	22,876	22,268		
Net	1,507												897	1,507	897	6,071	14,567	13,596	14,068	12,068	7,640		
REGISTERED BORROWERS																							
	1st Q	%	2nd Q	%	3rd Q	%	4th Q	%															
Adult														2,941		2,941	3,577	3,807		3,973	4,326		
Juvenile														1,349		1,349	1,743	1,873		1,961	2,032		
Total borrowers														4,342		4,342	5,370	5,710		5,963	6,390		
Resident														2,395		2,395	2,851	2,968		3,080	3,218		
Nonresident														1,947		1,947	2,519	2,742		2,883	3,172		
PROGRAMMING																							
Adult programs in library	3	0	0	0	0	0	0	0	0	0	0	0	4	3	4	27	37	25	37	56	30		
Attendance	183	0	0	0	0	0	0	0	0	0	0	0	237	183	237	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	16	5	0	0	0	0		
Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	218	166	0	0	0	0		
Teen programs in library	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	89	38	12	19	14		
Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,303	529	282	61	107	86		
Juvenile programs in library	2	0	0	0	0	0	0	0	0	0	0	0	2	2	2	146	383	308	245	248	265		
Attendance	52	0	0	0	0	0	0	0	0	0	0	0	12	52	12	10,528	6,803	5,914	5,378	5,742	5,594		
Juvenile outreach programs	2	0	0	0	0	0	0	0	0	0	0	0	0	2	0	22	121	70	65	86	84		
Attendance	169	0	0	0	0	0	0	0	0	0	0	0	0	169	0	324	1,988	1,393	985	1,290	1,187		
Total programs	7	0	0	0	0	0	0	0	0	0	0	0	6	7	6	241	635	441	359	409	393		
Total attendance	404	0	0	0	0	0	0	0	0	0	0	0	249	404	249	14,362	9,682	7,718	6,679	7,418	7,048		
Meeting Rm (not lib pgrms)	11	0	0	0	0	0	0	0	0	0	0	0	0	11	0	0	277	175	154	154	76		
VOLUNTEERS																							
Number	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	45	55	25	1	15		
Hours worked	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9	0	26	125	233.00	162.00	8.00	43.00		
COMPUTER STATS																							
Public Computer sessions	135	0	0	0	0	0	0	0	0	0	0	0	0	135	135	1,177	5,141	6,273	7,458	7,395	8,541		
Laptop Checkouts	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	29	98	87	114	117		
Wireless sessions	355	0	0	0	0	0	0	0	0	0	0	0	95	355	95	2,492	6,353	6,630	7,711	7,807	7,147		
Total website page views	1,657	0	0	0	0	0	0	0	0	0	0	0	1,522	1,657	1,522	1,522	30,272	35,689	38,599	37,431	30,904		
Facebook likes	1,077	0	0	0	0	0	0	0	0	0	0	0	1,024	1,024	1,024	1,020	959	833	736	650	578		

