



# CLINTONVILLE PUBLIC LIBRARY

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

March 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 February 10, 2022
6. Approval of February Financial and Special Accounts Reports
7. Approval of March 2022 bills
8. Discussion of Librarian's Report
9. Set Next Meeting Day and Time
10. Adjourn

MH/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

## Library Board Minutes for February 10, 2022

1. Roll call was taken at 4:00. Present were Mari Hintz, Mike Hankins, Donna Lederer, Polly Goodell, and Jamie Hein. Troy Kuhn arrived after roll call. Jeanine Supanich and Jeanne Witt were excused.
2. Mari H motioned to approve agenda; seconded by Donna.
3. Caz Muske attended to meet the library board and see how we function.
4. Ralph Williams gave a report on behalf of the Friends of the Library. Although they have not met recently the fall membership drive has raised \$3,490 and the book cart in the library entrance has raised \$460.80. Ralph asked for any suggestions, such as a project or program we might use it for. He also picked up many boxes of books donated by the schools, which we are being sold.
5. Donna motioned to approve the minutes of the January 13th meeting; seconded by Mari. All in favor.
6. January Financials: After adding the additional cost of \$1,374.24 (for water and electricity) the total operating expenses were updated to \$28,925.08. Mari motioned to accept the statement; seconded by Polly. All in favor. Discussion on a target for Harriet McCauley donation. Jamie will follow up.
7. February bills were discussed. Benefits were higher this time. Mari motioned to accept bills as presented in the amount of \$35,871.23. Donna seconded; all were in favor.
8. Librarians Report: Jamie presented a letter of commendation from Gov. Evers on Library Legislative Day. Carpeting will be done this fall. The library has received a grant for \$1,000 for research and discussion of East Asian culture.
9. State annual report is due March 1st. Donna motioned, seconded by Troy to approve the report as written. All in favor. Provided 24-hour WIFI should be evaluated. Troy will help with that.
10. Statement of Public Library System Effectiveness: Troy motioned, Mari seconded approval of OWLS leadership in meeting the needs of our library. Motion unanimously approved.
11. Next meeting will be on March 10th.
12. Donna motioned to adjourn; seconded by Mari.

**CLINTONVILLE PUBLIC LIBRARY  
FINANCIAL STATEMENT  
FEBRUARY 2022**

3/4/2022

<b>EXPENDITURES</b>								to date	February
ACCOUNT	ACCT	DESCRIPTION	FEBRUARY	YTD	BUDGET	BALANCE	2022	2021	
							% SPENT	% SPENT	
204-55110-41-	1100	SALARIES - STAFF	15,368.02	29,398.69	208,277.00	178,878.31	<b>14%</b>	10%	
204-55110-41-	1110	JANITOR SALARIES	1,271.29	2,314.73	17,652.00	15,337.27	<b>13%</b>	11%	
204-55110-41-	1500	EMPLOYEE BENEFITS	4,096.24	11,714.20	64,060.00	52,345.80	<b>18%</b>	6%	
<b>TOTAL SALARIES</b>			<b>20,735.55</b>	<b>43,427.62</b>	<b>289,989.00</b>	<b>246,561.38</b>	<b>15%</b>	11%	
204-55110-41-	2100	COMPUTER EXPENSES	0.00	46.31	21,500.00	21,453.69	<b>0%</b>	2%	
204-55110-41-	2250	TELEPHONE SERVICE	213.98	237.98	2,700.00	2,462.02	<b>9%</b>	24%	
204-55110-41-	2260	GAS	801.95	1,658.93	3,500.00	1,841.07	<b>47%</b>	28%	
204-55110-41-	2270	WATER AND ELECTRICITY	1,374.24	1,374.24	9,250.00	7,875.76	<b>15%</b>	8%	
204-55110-41-	3110	POSTAGE	0.00	12.95	700.00	687.05	<b>2%</b>	0%	
204-55110-41-	3112	COPIES	263.97	341.19	1,700.00	1,358.81	<b>20%</b>	11%	
204-55110-41-	3122	STAFF DEVELOPMENT	0.00	25.00	1,500.00	1,475.00	<b>2%</b>	2%	
204-55110-41-	3123	MAINTENANCE SUPPLIES	0.00	52.83	1,600.00	1,547.17	<b>3%</b>	2%	
204-55110-41-	3150	OFFICE SUPPLIES	80.00	470.23	3,200.00	2,729.77	<b>15%</b>	3%	
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	0.00	0.00	750.00	750.00	<b>0%</b>	7%	
204-55110-41-	3261	PUBLISHING	0.00	0.00	0.00	0.00	<b>0%</b>	0%	
204-55110-41-	3269	BOOKS - ADULT	1,047.94	2,858.81	15,500.00	12,641.19	<b>18%</b>	8%	
204-55110-41-	3270	BOOKS - JUVENILE	2,931.38	3,488.75	15,750.00	12,261.25	<b>22%</b>	3%	
204-55110-41-	3272	eBOOKS	1,924.80	1,924.80	5,000.00	3,075.20	<b>38%</b>	38%	
204-55110-41-	3280	CHILDREN'S PROGRAMS	17.12	119.71	3,200.00	3,080.29	<b>4%</b>	2%	
204-55110-41-	3285	FINE ARTS & AV - ADULT	178.79	443.63	4,000.00	3,556.37	<b>11%</b>	9%	
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	134.68	432.36	3,698.00	3,265.64	<b>12%</b>	4%	
204-55110-41-	3310	EXPENSE ALLOWANCE	106.77	106.77	750.00	643.23	<b>14%</b>	0%	
204-55110-41-	3490	OTHER OPERATING EXPENSES	36.17	54.07	1,500.00	1,445.93	<b>4%</b>	19%	
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	0.00	322.00	64,500.00	64,178.00	<b>0%</b>	27%	
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	0.00	3,500.00	3,500.00	<b>0%</b>	99%	
<b>SUBTOTAL</b>			<b>9,111.79</b>	<b>13,970.56</b>	<b>163,798.00</b>	<b>149,827.44</b>	<b>9%</b>	11%	
<b>TOTAL OPERATING EXPENSES</b>			<b>29,847.34</b>	<b>57,398.18</b>	<b>453,787.00</b>	<b>396,388.82</b>	<b>13%</b>	11%	
CAPITAL FUND									
401-57610-41-	8102	COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	<b>0%</b>	0%	
401-57610-41-	8103	OFFICE FURNITURE & EQUIPMEN	0.00	0.00	0.00	0.00	<b>0%</b>	0%	
401-57610-41-	8200	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	<b>0%</b>	0%	
<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	0%	
<b>TOTAL EXPENDITURES</b>			<b>29,847.34</b>	<b>57,398.18</b>	<b>453,787.00</b>	<b>396,388.82</b>	<b>13%</b>	11%	
<b>REVENUE</b>								to date	to date
ACCOUNT	ACCT	DESCRIPTION	FEBRUARY	YTD	BUDGET	BALANCE	2022	2021	
							% REC'D	% REC'D	
204-41104-41		SURPLUS APPLIED	0.00	0.00	63,500.00	(63,500.00)	<b>0%</b>	0%	
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	221,169.00	(221,169.00)	<b>0%</b>	0%	
204-43790-41		OWLS SUPPORT	0.00	0.00	161,868.00	(161,868.00)	<b>0%</b>	0%	
204-46710-41		LIBRARY FINES	124.26	390.48	250.00	140.48	<b>156%</b>	3%	
204-46711-41		COPY MACHINE REVENUE	254.83	459.66	3,000.00	(2,540.34)	<b>15%</b>	0%	
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	<b>0%</b>	0%	
204-48900-41		MISCELLANEOUS REVENUE	0.00	0.00	4,000.00	(4,000.00)	<b>0%</b>	0%	
<b>SUBTOTAL</b>			<b>379.09</b>	<b>850.14</b>	<b>453,787.00</b>	<b>(452,936.86)</b>	<b>0%</b>	0%	
<b>TOTAL REVENUE</b>			<b>379.09</b>	<b>850.14</b>	<b>453,787.00</b>	<b>(452,936.86)</b>	<b>0%</b>	0%	

CLINTONVILLE PUBLIC LIBRARY  
SPECIAL ACCOUNTS REPORT  
AS OF FEBRUARY 28, 2022

204-41-ACCOUNT DESCRIPTION	FEBRUARY	CURRENT BALANCE	INTEREST YTD	12/31/2021 BALANCE
<b>204 FUND CARRYOVER FROM PREVIOUS YEAR</b>		208,158.00		208,158.00
<b>EXCESS BUDGET REVENUE</b>		0.00		0.00
<b>TOTAL 204 FUND BALANCE</b>		<b>208,158.00</b>		<b>208,158.00</b>

805-41-ACCOUNT DESCRIPTION	FEBRUARY	CURRENT BALANCE	INTEREST YTD	12/31/2021 BALANCE
<b>CDS</b>				
3394 Gift & Memorial CD due 8/18/22 Bank First 0.35%				
Miller	0.00	1,409.46	0.00	1,409.46
Gift & Memorial	0.00	13,264.72	0.00	13,264.72
<b>Gift &amp; Memorial CD Balance</b>	<b>0.00</b>	<b>14,674.18</b>		<b>14,674.18</b>
6501021924 Mantin Savings CD due 5/19/22 Bank First 0.35%	0.00	12,169.85	0.00	12,169.85
71755 Combined CD due 8/01/22 at Bank First 0.30%				
Thompson	0.00	11,875.08	0.00	11,875.08
Schultz	0.00	31,206.40	0.00	31,206.40
Mantin	0.00	12,144.99	0.00	12,144.99
OES	0.00	12,041.67	0.00	12,041.67
<b>Combined CD Balance</b>	<b>0.00</b>	<b>67,268.14</b>		<b>67,268.14</b>
<b>BILLINGS ESTATE DONATION</b>				
8062461-67162 CD due 8/19/22 Bank First 0.30%	0.00	217,513.99	0.00	217,185.53
6501013581 Billings CD due 8/23/22 Bank First 0.30%	0.00	200,870.64	0.00	200,567.32
<b>Total Billings Estate Donation</b>	<b>0.00</b>	<b>418,384.63</b>		<b>417,752.85</b>

SAVINGS ACCOUNT (Mantin Funds) at Fox Communities	FEBRUARY	CURRENT BALANCE	INTEREST YTD	12/31/2021 BALANCE
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>514,753.11</b>		<b>514,121.33</b>
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GIFT & MEMORIAL ACCOUNT	FEBRUARY	CURRENT BALANCE	INTEREST YTD	12/31/2021 BALANCE
BALANCE - JANUARY 1		28,660.69		28,660.69
805- 805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	1,000.00		0.00
SUBTOTAL		29,660.69		28,660.69
805- 55110-41-3492 EXPENDITURES**	0.00	0.00		0.00
<b>SUBTOTAL</b>		<b>29,660.69</b>		<b>28,660.69</b>

<b>TOTAL 805 FUND BALANCE</b>		<b>544,413.80</b>		<b>542,782.02</b>
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GIFT & MEMORIAL ACCOUNT DETAIL	FEBRUARY
805-48500-41 *DONATIONS/CONTRIBUTIONS	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
<b>TOTAL DONATIONS</b>	<b>0.00</b>

805- 55110-41-3492 **EXPENDITURES	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
<b>TOTAL EXPENDITURES</b>	<b>0.00</b>

<b>TOTAL 204 &amp; 805 LIBRARY FUND BALANCE</b>	<b>752,571.80</b>	<b>750,940.02</b>
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CLINTONVILLE PUBLIC LIBRARY  
MONTHLY REPORTS  
MARCH 2022

**DIRECTOR'S REPORT:**

Library Legislative Day

I attended Library Legislative Day on February 8 in Madison. The main talking point this year was thanking the legislators for increased funding to public library systems such as OWLS. I met with Senator Robert Cowles aide and I met with Representative Gary Tauchen.

WISL Meeting

I met with the Wisconsin Small Libraries (WISL) section of the Wisconsin Library Association on February 25 virtually. As Secretary, I took notes for the meeting. The meeting consisted of reviewing leadership duties, developing a 2022 calendar for WISL, and planning out events at the Wisconsin Association of Public Libraries conference in May.

Carpeting Moving Quotes

I worked with Boulevard Relocation Services and Yerges Moving & Storage for getting quotes to help us with moving shelving and furniture during the carpet removal and installation.

East Asia in Wisconsin Grant

I met with Richard Block and he selected two titles for book club discussions using funding from the East Asia in Wisconsin Grant. The titles are "The Tea Girl of Hummingbird Lane" by Lisa See, which will be discussed on April 5, and "Made in China" by Amelia Pang, which will be discussed in May.

City Leadership Meeting

I attended a City Leadership meeting on February 28 at the Utilities building on 12th Street. Emily Grosskreutz, Executive Director of the Clintonville Chamber of Commerce, attended the meeting and provided information on what the Chamber is doing and how it can help bring organizations together for the good of the community.

**YOUTH SERVICES LIBRARIAN'S REPORT:**

Read Across America

Four classes came over from Longfellow Elementary to attend in pre-reserved time slots. Including additional, unrelated patron attendees: the total count was 89. Between the cake, treat bags, and other costs, the total bill was around \$105 dollars. The 'Pin WI on America' game had an even more positive response than I'd hoped. We may have to bring that back in the future!

Craft Kits

The craft for the month was cactus valentines. 24 kits went out.

Schools

- February 3rd, 17th, and March 3rd visits to St. Rose totaled 90 attendees. Over the course of the month, there were 10 different visits to the library from St. Martin's classes: totaling 282 student attendees.

- I've been in contact with Mandy Hill over at Clintonville Schools. Pending approval from the District, she will regularly bring summer school classes over for library visits in the summer. Stay tuned!

## Summer

Some of the planned summer events so far include:

- Sandy Land: A life-sized, water-themed version of Candy Land. It will occupy the Meeting Room for at least 2 weeks and patrons can make reservations to visit. (If it's not booked we'll accept walk-ins) If it proves popular during the first weeks, I plan to bring it back for the closing week.
- Randy Peterson Performance: Children's musician Randy Peterson will be here on the 24th of June to put on a 1:30 concert. He is super flexible and will do either In-Person or Virtual concerts depending on our situation at that point.

## Read-Alongs

As we head into spring, I'm hoping to have in-person read-alouds in the kids area starting in April. Nothing too formal, but an established time where I'll read a book aloud for whoever is there. I'm trying to follow what has proven to work well with visiting classes when I read to them.

## **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 have been continuing to plan and work on activities for WAPL (WI Public Library Conference) as part of my duties as the Youth Services Section board member. I have also been assigned to the YSS marketing committee.

The new adult craft kit has also been prepared and is ready for March. The March craft is can Koozies. We will be having our first in-person crafting since Covid and will be using our new CriCut machine to create designs to put on Koozies. We have 36 Koozies available. Whatever we have leftover after our crafting day, we will make it into take-home kits. We had 24 take-home kits for the month of February and they all went out.

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

## **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 2022 MONTHLY ACTIVITIES REPORT													month	to date										7
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021	2022	2021	2020	2019	2018	2017	2016	2015			
	24	24	0	0	0	0	0	0	0	0	0	0	Feb	Feb	32	63	301	302	303	304	302			
Days open													16	48										
<b>DOOR COUNT</b>																								
Door count	2,855	3,176	0	0	0	0	0	0	0	0	0	0	29	6,031	29	18,082	80,656	78,764	79,106	84,369	84,469			
Avg per day open	119	132											2	126	1	287	268	261	261	278	280			
<b>CIRCULATION</b>																								
Circs	3,004	3,003	0	0	0	0	0	0	0	0	0	0	1,352	6,007	2,492	22,410	61,388	68,751	73,866	79,700	78,394			
Renewals	680	744	0	0	0	0	0	0	0	0	0	0	401	1,424	807	7,526	19,020	20,472	20,325	20,331	19,543			
Subtotal Circulation	3,684	3,747	0	0	0	0	0	0	0	0	0	0	1,753	7,431	3,299	29,936	80,408	89,223	94,191	100,031	97,937			
Avg circ per day open	154	156											110	155	103	475	267	295	313	329	324			
Overdrive-Audiobook Uses	436	367	0	0	0	0	0	0	0	0	0	0	322	803	357	3,555	3,171	2,361	1,914	1,641	1,439			
Overdrive-Ebook Uses	436	362	0	0	0	0	0	0	0	0	0	0	324	798	329	4,355	3,124	2,861	3,136	3,100	2,893			
Overdrive-Magazine Uses	26	0	0	0	0	0	0	0	0	0	0	0	31	26	22	339	378	n/a	n/a	n/a	n/a			
Hoopla	144	133	0	0	0	0	0	0	0	0	0	0	120	277	121	1,660	1,432	1,124	697	n/a	n/a			
Total Circulation	4,726	4,609	0	0	0	0	0	0	0	0	0	0	2,550	9,335	4,128	40,244	88,513	95,569	99,938	104,864	102,269			
<b>INTERLIBRARY LOAN</b>																								
Total loaned	2,457	2,550	0	0	0	0	0	0	0	0	0	0	1,944	5,007	3,889	14,565	32,480	33,304	35,627	34,944	29,908			
Total borrowed	950	1,006	0	0	0	0	0	0	0	0	0	0	1,091	1,956	2,139	8,494	17,913	19,708	21,559	22,876	22,268			
Net	1,507	1,544											853	3,051	1,750	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>														
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			
<b>PROGRAMMING</b>																								
Adult programs in library	3	4	0	0	0	0	0	0	0	0	0	0	6	7	11	27	37	25	37	56	30			
Attendance	183	282	0	0	0	0	0	0	0	0	0	0	1,155	465	1,719	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	2	0	0	0	0	0	0	0	0	0	0	1	4	3	146	383	308	245	248	265			
Attendance	52	61	0	0	0	0	0	0	0	0	0	0	15	113	27	10,528	6,803	5,914	5,378	5,742	5,594			
Juvenile outreach programs	2	2	0	0	0	0	0	0	0	0	0	0	0	4	0	22	121	70	65	86	84			
Attendance	169	342	0	0	0	0	0	0	0	0	0	0	0	511	0	324	1,988	1,393	985	1,290	1,187			
Total programs	7	8	0	0	0	0	0	0	0	0	0	0	7	15	14	241	635	441	359	409	393			
Total attendance	404	685	0	0	0	0	0	0	0	0	0	0	1,170	1,089	1,746	14,362	9,682	7,718	6,679	7,418	7,048			
Meeting Rm (not lib pgrms)	11	16	0	0	0	0	0	0	0	0	0	0	0	27	0	16	277	175	154	154	76			
<b>VOLUNTEERS</b>																								
Number	1	2	0	0	0	0	0	0	0	0	0	0	1	3	1	3	45	55	25	1	15			
Hours worked	9.00	4.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	13	8	26	125	233.00	162.00	8.00	43.00			
<b>COMPUTER STATS</b>																								
Public Computer sessions	135	154	0	0	0	0	0	0	0	0	0	0	13	289	13	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	407	0	0	0	0	0	0	0	0	0	0	116	762	211	2,492	6,353	6,630	7,711	7,807	7,147			
Total website page views	1,657	1,662	0	0	0	0	0	0	0	0	0	0	1,561	3,319	3,083	3,223	30,272	35,689	38,599	37,431	30,904			
Facebook likes	1,077	1,106	0	0	0	0	0	0	0	0	0	0	1,038	1,106	1,038	1,020	959	833	736	650	578			

