



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY APRIL 14, 2022

April 8, 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 March 10, 2022
6. Approval of March Financial and Special Accounts Reports
7. Approval of April 2022 bills
8. Discussion of Librarian's Report
9. Welcome Incoming and Thank Outgoing Board Member(s)
10. Discussion/Possible Action on Emergencies/Disasters Policy
11. Discussion/Possible Action on Technology Plan
12. Discussion/Possible Action on Carpet Installation
13. Discussion/Possible Action on Carpet Movers
14. Set Next Meeting Day and Time
15. 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

April 8

Welcome Incoming and Thank Outgoing Board Members

This meeting will be Mike Hankin's last as a member and President of the Library Board. He was appointed to the Library Board in April of 2016 as the council representative. The following year, he became President of the board. Thank you Mike for your years of service not only to the Library Board, but to the Clintonville community as well, and best wishes to you in the future!

Discussion/Possible Action on Emergencies/Disasters Policy (pages 11-13)

In your packet is an updated version of the Library's Emergencies/Disasters Policy. The major changes are the inclement weather additions that are more in line with the city's personnel policy and the active shooter section. I had Police Chief Freitag review this policy and he didn't see anything that needed changing. This is something that I went over with staff at our last meeting, and we will be reviewing it each year. I am looking for approval of the changes to the policy.

Discussion/Possible Action on Technology Plan (pages 14-18)

In your packet is an updated Technology plan for the Library. The changes made include updates on our current state of technology, changing the years for adding electrical outlets, designing a new library website with WordPress, removing establishing technology competencies for staff, changing the wording for the microfilm machine and scanner, removing exploring the feasibility of RFID, and changing the years evaluating the usefulness of desktop computers. I am looking for approval of the changes to the technology plan.

Discussion/Possible Action on Carpet Installation (pages 19-21)

In your packet are quotes from Torborg's, D. Mitchell Interiors, Floors Unlimited, and Gene's Floor Coverings for replacing and installing new carpet tiles. The Library staff recommends going with Torborg's for the carpet installation.

Discussion/Possible Action on Carpet Movers (pages 22-24)

There are two quotes in your packet from Boulevard Relocation Services and Yerges Van Liners, Inc. This group would move the shelves, materials, and other furniture around so that the old carpet can be removed and the new carpet installed. I would recommend the board approve the Boulevard Relocation Services bid.

Set Next Meeting Day and Time

I will be attending the Wisconsin Association of Public Libraries Conference from May 11-13 and thus we will need to move our next meeting to another date.

Library Board minutes March 10, 2022

1. Present were Donna L, Jeanne W, Jeanine S, Mari H, and Polly G. Absent were Mike H. and Troy K.
2. Jeanne motioned and Mari second on the approval of the Agenda, motion passed
3. No citizens were present
4. No representative from Friends of the Library, and no new news
5. Approval of minutes from February 10 was motioned by Mari and Polly second. Motion passed
6. Gas budget was less this year so the % ytd was higher Benefits from 2021 should be listed as 16% Jeanine motioned and Jeanne second to approve. Roll was taken and the motion passed.
7. It was informed that MR stood for misc. revenue such as reimbursement costs. Discussion about the unpacking of books on Facebook and how it was good. Limited timing has made it not as easy to do those postings. It was suggested to make a list of new movies that come in along with new video games to showcase what the library has that is new. Jeanne motioned to pay \$29,771.89 and Polly second. Roll was taken and the motion passed
8. As of February 28 masks were no longer needed. March 2 Read across America had Longfellow students playing games and cake was given out. March 22 will be the start of in person story times. Adult crafting in person began March 10.
9. Next meeting is set for April 14, 2022 at 4:00
10. Jeanine motion and Mari second for adjournment. Motion passed

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
MARCH 2022

4/8/2022

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	MARCH	YTD	BUDGET	BALANCE	to date 2022 % SPENT	March 2021 % SPENT
204-55110-41-	1100	SALARIES - STAFF	15,479.05	44,877.74	208,277.00	163,399.26	22%	15%
204-55110-41-	1110	JANITOR SALARIES	1,274.37	3,589.10	17,652.00	14,062.90	20%	17%
204-55110-41-	1500	EMPLOYEE BENEFITS	5,043.80	17,014.46	64,060.00	47,045.54	27%	23%
TOTAL SALARIES			21,797.22	65,481.30	289,989.00	224,507.70	23%	17%
204-55110-41-	2100	COMPUTER EXPENSES	16,792.00	16,838.31	21,500.00	4,661.69	78%	2%
204-55110-41-	2250	TELEPHONE SERVICE	215.03	453.01	2,700.00	2,246.99	17%	35%
204-55110-41-	2260	GAS	942.34	2,601.27	3,500.00	898.73	74%	41%
204-55110-41-	2270	WATER AND ELECTRICITY	1,201.32	2,575.56	9,250.00	6,674.44	28%	18%
204-55110-41-	3110	POSTAGE	47.43	60.38	700.00	639.62	9%	0%
204-55110-41-	3112	COPIES	155.17	496.36	1,700.00	1,203.64	29%	19%
204-55110-41-	3122	STAFF DEVELOPMENT	0.00	25.00	1,500.00	1,475.00	2%	2%
204-55110-41-	3123	MAINTENANCE SUPPLIES	0.00	52.83	1,600.00	1,547.17	3%	4%
204-55110-41-	3150	OFFICE SUPPLIES	600.98	1,071.21	3,200.00	2,128.79	33%	4%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	39.97	39.97	750.00	710.03	5%	7%
204-55110-41-	3261	PUBLISHING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41-	3269	BOOKS - ADULT	3,070.18	5,928.99	15,500.00	9,571.01	38%	13%
204-55110-41-	3270	BOOKS - JUVENILE	1,214.63	4,703.38	15,750.00	11,046.62	30%	8%
204-55110-41-	3272	eBOOKS	246.49	2,171.29	5,000.00	2,828.71	43%	42%
204-55110-41-	3280	CHILDREN'S PROGRAMS	132.15	251.86	3,200.00	2,948.14	8%	14%
204-55110-41-	3285	FINE ARTS & AV - ADULT	901.29	1,344.92	4,000.00	2,655.08	34%	13%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	214.97	647.33	3,698.00	3,050.67	18%	6%
204-55110-41-	3310	EXPENSE ALLOWANCE	56.82	163.59	750.00	586.41	22%	0%
204-55110-41-	3490	OTHER OPERATING EXPENSES	190.74	244.81	1,500.00	1,255.19	16%	30%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	1,120.41	1,442.41	64,500.00	63,057.59	2%	27%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	0.00	3,500.00	3,500.00	0%	103%
SUBTOTAL			27,141.92	41,112.48	163,798.00	122,685.52	25%	16%
TOTAL OPERATING EXPENSES			48,939.14	106,593.78	453,787.00	347,193.22	23%	17%
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			48,939.14	106,593.78	453,787.00	347,193.22	23%	11%

REVENUE

ACCOUNT	ACCT	DESCRIPTION	MARCH	YTD	BUDGET	BALANCE	to date 2022 %REC'D	to date 2021 %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	53.43	443.91	250.00	193.91	178%	5%
204-46711-41		COPY MACHINE REVENUE	325.66	785.32	3,000.00	(2,214.68)	26%	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			379.09	1,229.23	453,787.00	(452,557.77)	0%	0%
TOTAL REVENUE			379.09	1,229.23	453,787.00	(452,557.77)	0%	0%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF MARCH 31, 2022**

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

805-41-ACCOUNT DESCRIPTION	MARCH	CURRENT BALANCE	INTEREST YTD	12/31/2021 BALANCE
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CDS

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
Gift & Memorial CD Balance	0.00	14,674.18		14,674.18

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
Combined CD Balance	0.00	67,268.14		67,268.14

BILLINGS ESTATE DONATION

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**

Total Billings Estate Donation 0.00 **418,384.63** **417,752.85**

SAVINGS ACCOUNT (Mantin Funds) at Fox Communities

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

SAVINGS ACCOUNT BALANCE 2,256.31 **2,256.31**

BANK BALANCE SUBTOTAL 514,753.11 **514,121.33**

GIFT & MEMORIAL ACCOUNT

BALANCE - JANUARY 1

28,660.69 28,660.69

805-48500-41 DONATIONS/CONTRIBUTIONS*

0.00 1,100.00 0.00

805- SUBTOTAL

29,760.69 28,660.69

55110-41-3492 EXPENDITURES**

0.00 0.00 0.00

SUBTOTAL 29,760.69 **28,660.69**

TOTAL 805 FUND BALANCE 544,513.80 **542,782.02**

GIFT & MEMORIAL ACCOUNT DETAIL

805-48500-41 *DONATIONS/CONTRIBUTIONS

Women of the Moose

MARCH
100.00

0.00

0.00

0.00

0.00

0.00

0.00

TOTAL DONATIONS 100.00

805-

55110-41-3492 **EXPENDITURES

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

TOTAL EXPENDITURES 0.00

TOTAL 204 & 805 LIBRARY FUND BALANCE 752,671.80 **750,940.02**

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
APRIL 2022

DIRECTOR'S REPORT:

OWLS Director and City Administrator Meeting

On March 16, I met with Bradley Shipps, OWLS Director, and Caz Muske, Clintonville City Administrator. The purpose of the meeting was to help educate Caz on what the Library provides to the community, how we are funded, and what she can provide to the Library in her role. I gave a tour of the library, Bradley talked about county funding, and I gave an overview of the services the library provides.

AAC Meeting

I attended the OWLSnet Automation Advisory Committee (AAC) meeting on March 18 via GoToMeeting. We discussed Appleton Public Library's move to their temporary location, OWLS System Development Plan options, increasing the checkout limit to 150 items, new teacher card procedure, and loan periods for language learning materials. The only action item was accepting an updated teacher card procedure.

Women of the Moose Donation

Clintonville women of the Moose Chapter 2269 Membership Chairman Brenda Mehlberg presented a check for \$100 on March 23 for children's programs.

Front Desk Move

Ashley and the front desk staff have been evaluating the space and storage of the front desk and determined that two sections were not needed. On March 29, Krueger's Electric assisted Jamie and Ashley in removing two sections of the desk and moving the two parts together. This has made more room outside of the staff desk area, which we are hoping can be used for reconfiguring our shelves and other space after the carpet is installed.

City Leadership Meeting

The monthly City Leadership meeting was held at the Library on April 4. We talked about the budget process and different personnel policy issues. I provided an overview of library services and programs to the city leadership and encouraged all of them to sign up for library cards.

OWLS Directors Meeting

The Directors of OWLS libraries met on April 5 to discuss delivery issues, the Hoot Con and WAPL Conferences, and county funding.

Webinars

I attended two webinars that were demos of catalog apps that would allow patrons to access the Library's catalog via an app on their mobile device. This is a project that OWLS is looking into this year to see what option will work best for us. Additionally, I attended a webinar on WordPress for creating websites. This year hopefully, the Library's website will be moving from the Drupal platform to WordPress.

YOUTH SERVICES LIBRARIAN'S REPORT:

Kids' Area:

- After many months, the kitchen and Legos are back out for kids to play with! Just as an extra precaution: the puppets and any cloth/felt toys have remained in storage. Everything out there is easily cleaned with Lysol or another disinfectant. I bought some all-natural spray cleaner and do a quick clean at the beginning and/or end of the day.

- These (and several tables) are out but can be easily moved so that the far folding wall can be closed back up for another program or meeting room reservation.

- Creating a more open play area has been positively received. Several parents and teachers have made enthusiastic comments about the toys and expanded Craft Zone.

- As this has taken up space where, originally, the Teen Room was: response from local tweens and teens has been mixed

Programming:

- Storytime returned on March 22; and will continue to be Tuesdays at 10:05. 19 attended the first one on March 22nd; only 4 came on the 29th. This week saw 16.

- Classes from St. Martins will continue to make library trips until next Friday, the 15th. Over the past month, there have been 12 total class visits with 223 participating students

- Since the last report 4 visits to St Rose have occurred: totaling 111 students.

- 18 of the March Mini Craft kits went out.

- The first Saturday in May is national Free Comic Book Day

Summer Reading:

- On April 5th the online module opened for pre-registration. It was supposed to automatically open on the 4th but there was a technical issue. Someone let me know and I was able to fix it without too much delay.

- Musician Randy Peterson will be performing here on June 24th. Currently working to finalize plans with a magician and puppet show for the following month.

- The week of May 16th the K-4 Longfellow classes will be coming in to hear about the summer reading program and check the status of their cards.

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 type of reference request.

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 Children's Book Award committee is back in full swing. We had our first meeting this month and are making some great headway with our selections.

The new adult craft has been prepared and is ready for April. The March craft was can Koozies. We had 3 patrons show up in person. In an effort to encourage in-person attendance at our next meeting, we only made 3 crafting kits available after the in-person event. They all went out.

Our April Craft is Japanese Cherry Blossom decorated Eggs. Again, we will make a few take-home kits after the program but are hopeful that more people will show up this month.

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

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- Hoot Con, April 21 & 22, at Mosquito Hill in New London
- Wisconsin Association of Public Libraries Conference, May 11-13, at the Ingleside Hotel in Pewaukee

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- Women of the Moose donated \$100 for children's programs

CLINTONVILLE PUBLIC LIBRARY 2022 MONTHLY ACTIVITIES REPORT													month 2021	to date 2022									9
	Jan 24	Feb 24	Mar 27	Apr 0	May 0	Jun 0	Jul 0	Aug 0	Sep 0	Oct 0	Nov 0	Dec 0	Mar 19	75	51	63	301	302	303	304	302		
Days open																							
DOOR COUNT																							
Door count	2,855	3,176	3,712	0	0	0	0	0	0	0	0	0	98	9,743	127	18,082	80,656	78,764	79,106	84,369	84,469		
Avg per day open	119	132	137										5	130	2	287	268	261	261	278	280		
CIRCULATION																							
Circs	3,004	3,003	3,950	0	0	0	0	0	0	0	0	0	1,524	9,957	4,016	22,410	61,388	68,751	73,866	79,700	78,394		
Renewals	680	744	903	0	0	0	0	0	0	0	0	0	598	2,327	1,405	7,526	19,020	20,472	20,325	20,331	19,543		
Subtotal Circulation	3,684	3,747	4,853	0	0	0	0	0	0	0	0	0	2,122	12,284	5,421	29,936	80,408	89,223	94,191	100,031	97,937		
Avg circ per day open	154	156	180										112	164	106	475	267	295	313	329	324		
Overdrive-Audiobook Uses	436	367	436	0	0	0	0	0	0	0	0	0	420	1,239	679	3,555	3,171	2,361	1,914	1,641	1,439		
Overdrive-Ebook Uses	436	362	385	0	0	0	0	0	0	0	0	0	289	1,183	653	4,355	3,124	2,861	3,136	3,100	2,893		
Overdrive-Magazine Uses	26	33	47	0	0	0	0	0	0	0	0	0	30	106	53	339	378	n/a	n/a	n/a	n/a		
Hoopla	144	133	129	0	0	0	0	0	0	0	0	0	110	406	351	1,660	1,432	1,124	697	n/a	n/a		
Total Circulation	4,726	4,642	5,850	0	0	0	0	0	0	0	0	0	2,971	15,218	7,157	40,244	88,513	95,569	99,938	104,864	102,269		
INTERLIBRARY LOAN																							
Total loaned	2,457	2,550	2,826	0	0	0	0	0	0	0	0	0	2,073	7,833	5,962	14,565	32,480	33,304	35,627	34,944	29,908		
Total borrowed	950	1,006	1,221	0	0	0	0	0	0	0	0	0	1,161	3,177	3,300	8,494	17,913	19,708	21,559	22,876	22,268		
Net	1,507	1,544	1,605										912	4,656	2,662	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%											2,952	2,814	2,952	2,941	3,577	3,807	3,975	3,973	4,326		
Juvenile	1,214	31%											1,348	1,214	1,348	1,349	1,743	1,873	1,935	1,961	2,032		
Total borrowers	4,078												4,352	4,078	4,352	4,342	5,370	5,710	5,942	5,963	6,390		
Resident	2,287	56%											2,398	2,287	2,398	2,395	2,851	2,968	3,067	3,080	3,218		
Nonresident	1,800	44%											1,954	1,800	1,954	1,947	2,519	2,742	2,875	2,883	3,172		
PROGRAMMING																							
Adult programs in library	3	4	5	0	0	0	0	0	0	0	0	0	6	12	17	27	37	25	37	56	30		
Attendance	183	282	177	0	0	0	0	0	0	0	0	0	1,137	642	2,856	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	2	0	0	0	0	0	0	0	0	0	2	6	5	146	383	308	245	248	265		
Attendance	52	61	41	0	0	0	0	0	0	0	0	0	20	154	47	10,528	6,803	5,914	5,378	5,742	5,594		
Juvenile outreach programs	2	2	2	0	0	0	0	0	0	0	0	0	0	6	0	22	121	70	65	86	84		
Attendance	169	342	364	0	0	0	0	0	0	0	0	0	0	875	0	324	1,988	1,393	985	1,290	1,187		
Total programs	7	8	9	0	0	0	0	0	0	0	0	0	8	24	22	241	635	441	359	409	393		
Total attendance	404	685	582	0	0	0	0	0	0	0	0	0	1,157	1,671	2,903	14,362	9,682	7,718	6,679	7,418	7,048		
Meeting Rm (not lib pgrms)	11	16	16	0	0	0	0	0	0	0	0	0	0	43	0	32	277	175	154	154	76		
VOLUNTEERS																							
Number	1	2	2	0	0	0	0	0	0	0	0	0	1	5	2	5	45	55	25	1	15		
Hours worked	9.00	4.25	3.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.25	17	13	26	125	233.00	162.00	8.00	43.00		
COMPUTER STATS																							
Public Computer sessions	135	154	199	0	0	0	0	0	0	0	0	0	47	488	60	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	453	0	0	0	0	0	0	0	0	0	261	1,215	472	2,492	6,353	6,630	7,711	7,807	7,147		
Total website page views	1,657	1,662	1,790	0	0	0	0	0	0	0	0	0	1,903	5,109	4,966	5,355	30,272	35,689	38,599	37,431	30,904		
Facebook likes	1,077	1,106	1,120	0	0	0	0	0	0	0	0	0	1,043	1,120	1,043	1,020	959	833	736	650	578		

[illegible]

CLINTONVILLE PUBLIC LIBRARY
EMERGENCIES/DISASTERS POLICY

Date of Approval: January 16, 2002, February 19, 2003, May 19, 2011

Revised & Approved: ~~19 May 2011~~

Inclement Weather-

The Library may close (or postpone opening) when weather conditions exist making it highly dangerous or unwise for travel. The primary factor of any decision made will be the safety of the staff and library patrons. However, maximum effort will be made to maintain regular library operating hours.

The Clintonville Police Department will be called upon for advice concerning impending road conditions. If hazardous road conditions occur, the director (or senior staff member) ~~may will~~ call a board member, preferably the Library Board president, to advise him/her of the situation.

If a decision is made to close or postpone, WFCL/WJMQ Radio Station, NBC-TV CH 26, WBAY-TV CH 2, WFRV CH 5, and WLUK-TV CH 11 will be notified if possible to make the necessary announcements. Notice will also be put on the library's website and Facebook page if possible. If the decision to close is made during the hours of 8:00 a.m. - 4:30 p.m. the City Administrator will also be notified. ~~Hourly staff member unable to work on the assigned day will not be paid for hours missed. If the Library remains open, and if a staff member chooses not to work during their scheduled hours due to hazardous travel conditions, the employee may use vacation or personal time in lieu of forfeiting pay, or can make up any or all of the time if it can be accomplished in the same week. If the Library closes, the Director (or senior staff member) will notify scheduled employees of the hazardous travel conditions and direct them to stay home. The closure will be treated as a paid holiday for all employees eligible for holiday pay.~~

Health Emergencies-

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured person comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The Rescue Squad (or 911) should be called immediately in the event of any serious problem. Staff members should never attempt to transport an injured person. No medication, including aspirin, should ever be dispensed to the public.

Power Failure-

The library will be closed during a power failure and patrons already in the building will be asked to leave. Staff will continue to work with the available light and normal routine may resume when the power is restored.

Tornadoes-

When a tornado has been sighted within the community, the city siren will sound the warning. The library staff will then advise the library's patrons of the situation and ask them to proceed to the lower level. Patrons or staff unable to walk down the basement steps may seek shelter in the staff restroom. A radio and flashlight should accompany the group. Normal routine may resume when the all clear sign is given.

Fire-

Staff should familiarize themselves with the type, location and application of the fire extinguishers in the building. If the building's fire alarms should sound, staff should investigate the situation to find out what is happening and where. Staff and patrons should evacuate the building immediately. If there is an indication of fire, the building should be evacuated and the Fire Department phoned. No one should re-enter the building until the all clear has been given by the Fire Department.

Bomb threats-

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music, and any other sounds, which may indicate the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

When the caller hangs up, hang up the phone. After hanging up the phone, do a call trace by picking up the phone and dialing *57. Listen for a message stating that you have successfully activated Call Trace. Hang up and note the date and time. Call the Clintonville Police Department at 823-3117 to report the incident and notify them that you activated a call trace. Clear the building. The police will handle the actual bomb search.

Active Shooter-

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. In a library setting, patrons may look to staff to assist them and ensure their safety.

If staff is alerted to an active shooter event (by noise, alarm, or camera), that person should attempt to communicate the immediate vicinity of the occurrence.

If you are in the path of an active shooter, act immediately. The main priority in an event is to prevent harm to victims.

- Run
 - Activate duress alarm, call law enforcement—give as much information as possible
 - Evacuate using a planned escape route
 - Leave belongings behind, keep hands visible while exiting the building
- Hide
 - Locate a safe place, out of the shooter's view
 - Lock door, block or barricade entry

- Silence phone, remain quiet
 - Evacuate, if the opportunity arises
- Fight
 - Improvise weapons
 - Act aggressively, commit to action
 - Attempt to incapacitate shooter

The majority of active shooter events last less than fifteen minutes. Police/first responders on the scene will focus their attention on containing and disarming the threat. Additional teams will then assist with medical attention, secondary evacuation, and questioning and interviewing witnesses.

Do not vacate the scene or area of an event until instructed to do so by local authorities.

This technology plan developed by Jamison Hein, Director of the Clintonville Public Library, with direction from staff, past and present, of the Outagamie Waupaca Library System (OWLS) and Clintonville Public Library. The plan will be reviewed by library staff, system staff, and the Clintonville Public Library Board of Trustees on an annual basis and revised as objectives are accomplished and new goal areas are identified.

Vision Statement

The Clintonville Public Library connects people with the past, present, and future. The mission of the Library is promoted through the strategic use of information technology. In addition to providing 24/7 Internet access to the library's collection and various databases through the online catalog, InfoSoup, technology is being used to increase the efficiency of the staff, to facilitate resource sharing, and to make training more accessible and affordable. The library will regularly explore, and implement if feasible, new technologies that improve the services offered by the library or the efficiency with which services are offered, including but not limited to, creating content on the web, providing opportunities for patron and staff interaction, and collecting the community's heritage.

Background

The Clintonville Public Library has been committed to the integration of technology into its services since 1990, when it became a member of the Outagamie Waupaca Library System's Shared Automation Network (OWLSnet).

The library opened to the public at its current location, 75 Hemlock Street, on January 6, 1992. Since that time there has been continual growth in the number of workstations available to the staff and public, as well as additional enhancements to the system.

Current state of technology

At the present time the Library has sixteen computers for public use including four catalog workstations, seven Internet workstations including one in the Wisconsin Room reserved for genealogy research, two laptops, two off-line computers and two iPads in the Children's Area with educational games, and another off-line computer in the Adult Area with word processing on it. The Library also has eight staff workstations, which include three at the circulation desk, two reference workstations behind the circulation desk, one technical services workstation in the staff workroom, and one workstation in each of the library's two administrative offices. Three full size printers and six receipt printers are currently connected to the library's computer network. All the public computers and the staff computers are networked to the printer at the circulation desk. The Library's bandwidth was increased in June 2014 from 5.0 mbps to 10.0 mbps. Color copying and printing as well as scanning and email features were added to the copy machine in early 2015. LSTA funds were awarded to the Library in April of 2015 for a

digitization project and the Waupaca County Makerboxes. An electronic sign was purchased and built in 2016 on the corner of Hemlock and 9th Street. The 3D printer in New London's Makerbox visited the Clintonville Library in 2016 and was demonstrated to the public on its capabilities. The Sierra in the Wild laptop purchased in 2015 and used in 2016 that allows us to checkout materials remotely at St. Rose Parochial school and other places outside of the library. Evan Bend, OWLS Library Services Manager, developed a new website with input from library staff in 2016 and put online in 2017. OWLS and Library staff created an obituary database in 2015 and added to the Library's website in 2017. Library staff and volunteers help with adding obituaries to the database. In February 2017, the Library added Hoopla as a digital service that provides access to eBooks, audiobooks, music, graphic novels, movies, and TV shows. On October 2, 2018, Wisconsin Document Imaging installed a new copy machine that has wireless printing capabilities via an app. In 2019, we added Wonderbooks (books that have a read or listen along player attached) and Launchpad tablets to the collection. The Launchpads were initially only available for use in the Library, but they became quite popular for families to check out in 2020. During the pandemic, we utilized Picktime for scheduling curbside, computer, and browsing appointments and Beanstack for tracking reading activity for the summer reading program. OWLS switched Integrated Library Systems (ILS) in August, 2020, from Innovative Interfaces Sierra to The Library Corporation CARL. This included a desktop version called CARLX and a browser version called CARL Connect. Additionally, OWLS switched from the Encore discovery layer to the CARL catalog. OWLS added a print management service called Papercut for member libraries. With the switch to CARL, we changed our self-check software to Envisionware OneStop via a CARES grant in 2021. To help with limited access to the Library building, we installed an outdoor wireless access point that allows patrons to access the Library's WiFi in the parking lot. In 2022, we installed a new security camera system and microfilm machine.

Goals and Objectives:

Goal A: To secure technological resources to enable the library to provide optimal services.

1. Maintain a plan and budget to replace, upgrade, and add hardware and software as necessary and feasible. Ongoing
2. Work with OWLS to seek appropriate technology and telecommunications grants and discounts available to libraries, including but not limited to E-rate, TEACH Wisconsin, and digitization projects. Ongoing
3. Maintain participation in the OWLSnet shared automation network. Ongoing
4. Maintain the Library's Local Area Network. Ongoing

5. Provide wireless Internet access throughout the library. Ongoing
6. Investigate ways to save energy in the library by working with other organizations, including but not limited to, area school classes and Focus on Energy. Ongoing
7. Evaluate the need for additional electrical outlets to provide additional places for people to use laptops and other mobile devices. ~~2022-2024~~2019-2021

Goal B: To maintain a library presence 24/7 on the web.

1. Maintain the library's website keeping its contents up-to-date. Ongoing
2. Provide access to online full text databases through OWLSnet and participation in the statewide project, Badgerlink, administered by the Wisconsin Department of Public Instruction. Ongoing
3. Work with volunteers and staff to continue to develop and maintain an index to obituaries in the local newspaper, which is available online. Ongoing
4. Investigate the feasibility of digitizing more local history resources and making them available online in the InfoSoup Memory Project either through volunteer help or working with the Clintonville Area Historical Society. Ongoing

~~5. Work with OWLS to investigate the development of social media sites and services and expand the library's presence on the web. Ongoing~~

~~5-6. Design a new library website using WordPress for an enhanced user experience and improved communications. 2022-2023~~

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Goal C: To assist and support staff and patrons in the use of technology and the resources provided by the library.

1. Designate the library director or a staff member to regularly attend the meetings of the OWLSnet Administrative Advisory Committee (AAC) in order to discuss technical and administrative operation of the network; and to cooperate in standardizing policies, procedures, and practices among network libraries. Ongoing
2. Continually assess and seek to provide the training needed by staff to effectively participate in technology-based programs and services. This will include, but not be limited to, programs offered by OWLS and the library's annual in-service day. Ongoing

~~3. Work with OWLS to investigate the feasibility of establishing required technology competencies for staff and including them in job descriptions. 2019-2021~~

~~4-3. Work with OWLS to provide staff training in the required technology competencies. Ongoing~~

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~~5.4.~~ Regularly assess ways to offer patron training in the use of the library's online catalog, the available databases, and downloadable ebooks, audiobooks, and videos in group settings or one to one situations. Ongoing

~~6.5.~~ Promote online tutorials available to the public on using the online catalog and databases. Ongoing

~~7.6.~~ Publicize the ~~digital microform reader printer scanner~~ microfilm machine and flat-bed scanner and teach interested community members how to use it. Ongoing

~~8.7.~~ Programming to introduce new technology to patrons. Ongoing

Goal D: Engage in continuous study, evaluation, and planning in regard to technology.

1. Work with OWLS to explore the value, timing, and cost of implementing new services locally, as they become available through the shared automation network. Ongoing
2. Regularly assess the number of workstations needed for staff and patron use. Ongoing
3. Inventory and assess the software used in the library, including operating system software. Ongoing

~~4. Work with OWLS to explore the feasibility of RFID technology for circulation and security in the future. 2019-2021~~

~~5.4.~~ Explore feasibility of replacing current desktops with other technology, i.e. tablets replacing desktops. ~~2022-2024~~ 2019-2021

~~6.5.~~ Annually review the library's Internet Policy with input from the library staff, OWLS staff, and trustees. Ongoing

~~7.6.~~ Annually review and revise the Technology Plan with input from library staff, OWLS staff, and trustees. Ongoing

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TORBORGS CLINTONVILLE LUMBER
 10 5TH STREET
 CLINTONVILLE, WI 54929
 PH: (715) 823-3113
 Fax: (715) 823-5890

ESTIMATE

Date: Thursday, April 7, 2022	Estimate Done By: Bob Gross (715) 853-2356
Bid To: CLINTONVILLE PUBLIC LIBRARY	Project: CLINTONVILLE PUBLIC LIBRARY 75 HEMLOCK STREET CLINTONVILLE, WI 54929 (715) 823-4563

Quantity	Description	Unit Price	Item Total
	ALL WORK COORDINATED BETWEEN INSTALLER, LIBRARY DIRECTOR, ASSISTANT DIRECTOR, AND MOVING COMPANY.		
1.00 EA	MOVING THE FURNITURE AND RETURNING IT TO DESIRED CONFIGURATION IN THE OFFICE AREA	\$495.00 EA	\$495.00
1.00 EA	TEAR OUT AND DISPOSAL OF ALL OLD CARPETING, VINYL COVE BASE, ETC. INCLUDING DUMPSTER	\$5,695.00 EA	\$5,695.00
1.00 EA	FLOOR PREP (SCARIFY OLD GLUE AND SKIM COAT) TO ACCEPT NEW ADHESIVE & FLOORING	\$5,595.00 EA	\$5,595.00
20.00 EA	ARDEX GPS GENERAL PATCH & SKIMCOAT 25# BAG	\$39.95 EA	\$799.00
55.98 SY	ALADDIN COMMERCIAL 24X24 CARPET TILE, STYLE - WALK THE WALK, COLOR - OBSIDIAN 989 (6.22 SY/CTN) INCLUDING INSTALLATION	\$72.55 SY	\$4,061.35
1248.00 SY	PENTZ COMMERCIAL 24X24 CARPET TILE, STYLE - SKY ROCKET 3171, OCEAN TROPIC 3145, OCEAN TROPIC FULL PANEL 3145 (8 SY/CTN) INCLUDING INSTALLATION	\$27.45 SY	\$34,257.60
12.00 EA	4 GAL PAIL PRESSURE SENSITIVE ADHESIVE	\$146.95 EA	\$1,763.40
10.00 EA	COMMERCIAL ALUMINUM PINLESS INSERT TRANSITION TRACK (12' LENGTH) INCLUDING INSTALLATION	\$12.35 EA	\$123.50
10.00 EA	1 1/2" COMMERCIAL VINYL INSERT T-MOLDING (12' LENGTH) COLOR - TBD INCLUDING INSTALLATION	\$8.85 EA	\$88.50
1200.00 LF	4"x1/8"x4' VINYL COVE BASE ; COLOR - TBD INCLUDING INSTALLATION	\$2.40 LF	\$2,880.00
25.00 EA	COVE BASE ADHESIVE 30 OZ.	\$8.99 EA	\$224.75
		ESTIMATE TOTAL	\$55,983.10

PRICES GOOD FOR 30 DAYS.

Please examine carefully. Not responsible for clerical errors.
 Prices subject to market fluctuations. Availability of material subject to inventory conditions.

D. MITCHELL INTERIORS INC

55 South Main Street

Clintonville, Wisconsin 54929

Phone (715) 823-2114 Fax (715) 823-1361

DATE: 3/21/2022

ATTENTION:

TO: Clintonville Public Library
75 Hombeck St.
Clintonville, WI 54929

SUBJECT:

Flooring Bid

James Hein 715-823-7132
Library Director

Carpet - Shaw Illuminate S4942
(2 styles) color: 00310 Lustrous
or

② Glom S4941
00310 - Lustrous

Size:
257cms x
Syn =
1285 sq. ft.

* 100% Nylon

* 18" x 36" Carpet Tile

* Synthetic Ecowork Backing

* Traffic Rating: Heavy

* 18 oz / yd

* 1/10 Gauge

* 3 - 50% Extra Excess Carpet

Bid ① & ② styles

Carpet Tiles + Glue + Labor 1285 x \$36.00 \$46,260.00

Removal Old + Disposal \$5000.00

Cove Base 1080 x \$250.00 \$2700.00

Total Bid: \$53,960.00

Thank You,
Andrew Mitchell

revised flooring bid

Tim Coffey <floorsun@outlook.com>

Tue 3/29/2022 12:34 PM

To: Jamison Hein <jhein@clintonvillelibrary.org>

3/29/22

Jamison,

This is our revised bid based on your spec's, and selections. \$ 49,213.00 complete.

Again there is an anticipated price increase coming in May so this price quote is only good for 30 days.

If you have any Q. please feel free to contact me!

Tim Coffey

Floors Unlimited/Carpet One

715-524-2381

Gene's Floor Coverings
 944 S. Waukechon Street
 Shawano, WI 54166 US
 715-524-4574
 genesfc25@hotmail.com
 www.genesfloorcoverings.com



ADDRESS

JAMIE HEIN
 CLINTONVILLE LIBRARY
 75 HEMLOCK ST.
 CLINTONVILLE, WE 54929

SHIP TO

JAMIE HEIN
 CLINTONVILLE LIBRARY
 75 HEMLOCK ST.
 CLINTONVILLE, WE 54929

Estimate 1971

DATE 03/04/2022

DESCRIPTION	QTY	RATE	AMOUNT
MAGNIFY COLORBURST SKY ROCKET, OCEAN TROPIC, FULL PANEL	9,864	2.95	29,098.80T
REMOVE GLUED DOWN CARPET AND DISPOSE	9,506	0.60	5,703.60
REMOVE EXISTING GLUE	9,506	0.65	6,178.90
CARPET TILE INSTALLATION LABOR	9,506	1.75	16,635.50
CARPET TILE- SELF STICKING TABS,	8	152.14	1,217.12T
VINYL BASE 4" COLOR??	600	0.91	546.00T
REMOVE & DISPOSE EXISTING VINYL BASE AND INSTALL NEW	600	1.50	900.00
VINYL BASE GLUE	6	8.84	53.04T
RUBBER T-MOLDING & TRACK	12	2.40	28.80T
ROOM MUST BE EMPTY. WE DON'T MOVE CONTENTS.			

PLEASE SIGN AND RETURN WITH 75% DOWN
 PAYMENT FOR ACCEPTANCE OF PROPOSAL.
 BALANCE PAID ON COMPLETION.

SUBTOTAL 60,361.76
 TAX 1,701.91

TOTAL \$62,063.67

Accepted By

Accepted Date

Please remember this is only an estimate, which is based on our experience and what can be seen. All work to be completed in a workman like manner. Any alterations or deviation from the specification listed above, which involve extra costs, will be executed upon approval of client, and charged on a time and material basis over and above the estimate.

This estimate is good for 30 days.

2/15/2022

Jamison Hein
Clintonville Pub Library

Dear Jamison Hein,

I appreciated the opportunity to meet with you to discuss your needs as they relate to your upcoming library recarpeting project. Based on my recent visit to your facility, please find attached my quote to complete your move.

BRS-Mayflower has roots dating back to 1903 and has been an agent for Mayflower for over 75 years. Today BRS is the largest commercial moving company in Northeast Wisconsin, and has handled numerous office, school, library and industrial moves, from the very small to the very large. We built our reputation on customer service and pride ourselves in providing the service and personnel to do the job in a businesslike manner.

If you have any questions, or would like to schedule this project, please call me at 468-2020.

Thank you for your time and consideration. We look forward to serving you in the future.

Sincerely,

Boulevard Relocation Services

Christopher R. Monroe
Director-Corporate and Commercial Accounts
cmonroe@brsmoving.com

INVESTMENT INFORMATION

Payment Terms

With credit approval, terms are net 30 days. Without credit approval, payment is due upon conclusion of the move. A company check is acceptable. Visa, Mastercard are also accepted, a 3.5% finance charge will be added for credit card payments.

Total Cost

\$19,084.00

Options:

Valuation

BRS provides a standard Valuation of your goods at no charge, of \$.60 per pound per article. Additional Valuation can be purchased at an additional cost (see consultant for details).

Scope of Work

Prepared For: **Clintonville Pub Library**

Prepared By: **Christopher R. Monroe**

- Stage books and shelving for recapeting of library and put back when space is available. Price is based on the following phasing:
 - Day 1: BRS to stage books, shelving and furniture for left side (standing behind circ desk looking at collection)
 - Day 2: Carpet contractors recapret area cleared on Day 1
 - Day 3: BRS to put back shelving furniture staged on Day 1, stage books, shelving and furniture for right side(standing behind circ desk looking at collection) and begin putting back books onto shelving on left side.
 - Day 4: Carpet contractors recarpet area cleared on Day 3
 - Day 5: BRS to put back shelving, books and furniture staged on Day 3
- If this schedule changes, BRS can requote based on actual schedule.
- Price is based on work taking place during normal business hours near the end of 2022. – Pending of availability of crew and equipment and desired time for work to take place.
- Price does NOT include BRS relocating any items from the Back Work Room, Offices, Childrens librarian office and meeting rooms – Carpet Contractor to relocate, stage and put back these areas.
- Clintonville Public Library will arrange and pay for an electrician to disconnect and reconnect the power running to the circulation desk.

YERGES VAN LINERS, INC.
P. O. BOX 339
1230 WHITEWATER AVE.
FORT ATKINSON, WI 53538-0339
920-563-5000

February 21, 2022

Clintonville Public Library
Atten: Jamie Hein
75 Hemlock St.
Clintonville, WI 54929

Dear Jamie:

Thank you for contacting us about the carpeting project for your library later this year. Yerges Van Liners assures you of quality service and a smooth transition during this event.

Based on Kevin's survey of the library and his discussion with you as to what needs to be done, we are quoting you a price of \$25,565.20-\$28,040.20. Kevin is estimating this to take 12 days.

We would require a deposit of one half down prior to the move. Remaining charges will be billed after completion of the move and are payable in 10 days.

Please let us know if you have any questions.

Sincerely,



Kori Becker
Moving Consultant