CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY APRIL 13, 2023

April 6, 2023

Peggy Zaemisch	Troy Kuhn
Jeanne Writt	Jeanine Supanich
Mari Hintz	Polly Goodell
Donna Lederer	

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 9, 2023
6. Approval of March Financial and Special Accounts Reports
7. Approval of April 2023 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Technology Plan
10. Discussion/Possible Action on Youth Services Librarian Job Description
11. Set Next Meeting Day and Time
12. Adjourn   JS/jh

Posted: Clintonville City Hall, Clintonville Public Library, Community Center

Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Clintonville Public Library at 715-823-4563

www.clintonvillelibrary.org
e-mail: cpl@clintonvillelibrary.org

CLINTONVILLE PUBLIC LIBRARY
AGENDA INFORMATION
April 6

Discussion/Possible Action on Technology Plan (pgs. 13-17)
In your packet is the Library's Technology Plan. This plan is evaluated on an annual basis. The major change was that in 2022 we worked with OWLS to redesign the Library's website. At this point, I'm looking for any feedback and approval of the updated plan.

Discussion/Possible Action on Youth Services Librarian Job Description (pgs. 18-19)
In your packet is an updated Youth Services Librarian job description. I'm looking for any feedback on the updates and approval for the updated job description.

Clintonville Public Library
Board Meeting
March 9, 2023

1. Meeting was called to order at 4:05. Roll call was taken. Present: Mari Hintz, Jeanine Supanich, Peggy Zaemisch, and Polly Goodell. Excused: Jeanne Writt, Troy Kuhn,and Donna Lederer.
2. Mari motioned to approve the agenda; seconded by Peggy.
3. No citizens present.
4. No Friends of the Library report.
5. Peggy motioned to approve minutes from February 9th meeting; seconded by Mari.
6. Peggy motioned to approve February Financial and Special Accounts Reports; seconded by Polly. Roll call vote with all in favor
7. Mari motioned to approve March bills in the amount of $34,986.01 ; seconded by Polly. Roll call vote with all in favor.
8. Library Report: Jamie is sharing our library for a meeting with staff of Senator Ballweg regarding the need of library system aid. Ashley and Emily are encouraged to label shelves in new subcategory organization. Jamie will continue to make contact with Federal Security in regard to video camera needs.
9. Discussion on the need of Hot Water Pumps for the heating system. Jamie presented a Quote from Automated Comfort Controls our HVAC maintenance contractor. Polly motioned to accept the quote of $12,750. Mari seconded. Roll call vote with all in favor. This money will come from our Fund Balance Account .
10. Next Meeting will be April 13, 2023.
11. Mari motioned to adjourn; seconded by Polly.

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	MARCH	YTD	BUDGET	BALANCE	to date 2023 % SPENT	February 2022 % SPENT
204-55110-41-	1100	SALARIES - STAFF	24,190.09	55,680.30	215,289.83	159,609.53	**26%**	14%
204-55110-41-	1110	JANITOR SALARIES	2,034.63	4,396.04	19,233.47	14,837.43	**23%**	13%
204-55110-41-	1500	EMPLOYEE BENEFITS	6,863.19	22,884.51	78,503.64	55,619.13	**29%**	18%
		TOTAL SALARIES	**33,087.91**	**82,960.85**	**313,026.94**	**230,066.09**	**27%**	**15%**
204-55110-41-	2100	INFORMATION TECHNOLOGY	0.00	60.36	16,500.00	16,439.64	**0%**	0%
204-55110-41-	2250	TELEPHONE SERVICE	235.30	493.90	2,600.00	2,106.10	**19%**	9%
204-55110-41-	2260	GAS	986.51	2,784.96	4,200.00	1,415.04	**66%**	47%
204-55110-41-	2270	WATER AND ELECTRICITY	1,257.58	2,291.40	9,300.00	7,008.60	**25%**	15%
204-55110-41-	3110	POSTAGE	91.72	253.29	700.00	446.71	**36%**	2%
204-55110-41-	3112	COPIES	393.15	664.27	1,700.00	1,035.73	**39%**	20%
204-55110-41-	3122	STAFF DEVELOPMENT	473.00	594.00	1,500.00	906.00	**40%**	2%
204-55110-41-	3123	MAINTENANCE SUPPLIES	62.93	302.30	1,600.00	1,297.70	**19%**	3%
204-55110-41-	3150	OFFICE SUPPLIES	282.35	852.47	3,000.00	2,147.53	**28%**	15%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	20.99	44.97	150.00	105.03	**30%**	0%
204-55110-41-	3261	MARKETING	0.00	0.00	0.00	0.00	**0%**	0%
204-55110-41-	3269	BOOKS - ADULT	2,166.10	6,672.99	12,500.00	5,827.01	**53%**	18%
204-55110-41-	3270	BOOKS - JUVENILE	509.84	2,592.94	12,500.00	9,907.06	**21%**	22%
204-55110-41-	3272	eCONTENT	493.97	2,453.70	5,000.00	2,546.30	**49%**	38%
204-55110-41-	3280	PROGRAMS	660.85	1,639.52	3,000.00	1,360.48	**55%**	4%
204-55110-41-	3285	FINE ARTS & AV - ADULT	287.69	581.29	3,500.00	2,918.71	**17%**	11%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	91.27	517.68	3,000.00	2,482.32	**17%**	12%
204-55110-41-	3310	TRAVEL & TRAINING EXPENSES	189.00	384.36	1,000.00	615.64	**38%**	14%
204-55110-41-	3490	OTHER OPERATING EXPENSES	63.92	554.20	1,500.00	945.80	**37%**	4%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	2,691.72	6,653.26	4,000.00	(2,653.26)	**166%**	0%
204-55110-41-	5110	INSURANCE ON BUILDINGS	3,966.89	3,966.89	3,845.00	(121.89)	**103%**	0%
		SUBTOTAL	**14,924.78**	**34,358.75**	**91,095.00**	**56,736.25**	**38%**	**9%**
		TOTAL OPERATING EXPENSES	**48,012.69**	**117,319.60**	**404,121.94**	**286,802.34**	**29%**	**13%**

CAPITAL FUND

ACCOUNT	ACCT	DESCRIPTION	MARCH	YTD	BUDGET	BALANCE	% SPENT	% SPENT
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	**48,012.69**	**117,319.60**	**404,121.94**	**286,802.34**	**29%**	**13%**

REVENUE

ACCOUNT	ACCT	DESCRIPTION	MARCH	YTD	BUDGET	BALANCE	to date 2023 %REC'D	to date 2022 %REC'D
204-41104-41		SURPLUS APPLIED	0.00	0.00	14,513.94	(14,513.94)	**0%**	0%
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	225,500.00	(225,500.00)	**0%**	0%
204-43790-41		OWLS SUPPORT	0.00	0.00	156,358.00	(156,358.00)	**0%**	0%
204-46710-41		LIBRARY FEES	257.55	422.54	750.00	(327.46)	**56%**	156%
204-46711-41		COPY MACHINE REVENUE	349.43	821.57	3,000.00	(2,178.43)	**27%**	15%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	**0%**	0%
204-48900-41		MISCELLANEOUS REVENUE	91.78	1,628.77	4,000.00	(2,371.23)	**0%**	0%
		SUBTOTAL	**698.76**	**2,872.88**	**404,121.94**	**(401,249.06)**	**1%**	**0%**
		TOTAL REVENUE	**698.76**	**2,872.88**	**404,121.94**	**(401,249.06)**	**1%**	**0%**

CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF MARCH 31, 2023

204-41-ACCOUNT DESCRIPTION		MARCH	CURRENT BALANCE	INTEREST YTD	12/31/2022 BALANCE
204 FUND CARRYOVER FROM PREVIOUS YEAR			211,360.00		211,360.00
EXCESS BUDGET REVENUE			-91,634.93		0.00
TOTAL 204 FUND BALANCE			**119,725.07**		**211,360.00**

805-41-ACCOUNT DESCRIPTION		MARCH	CURRENT BALANCE	INTEREST YTD	12/31/2022 BALANCE
CDS					
6501036060 Gift & Memorial CD due 5/24/2024 Bank First 2.00%					
	Miller	0.00	1,413.65	0.00	1,413.65
	Gift & Memorial	0.00	13,303.96	0.00	13,303.96
	Gift & Memorial CD Balance	0.00	**14,717.61**		**14,717.61**
6501036066 Mantin Savings CD due 5/24/2024 Bank First 2.00%		0.00	**12,156.72**	0.00	**12,156.72**
6501036057 Combined CD due 5/24/2024 at Bank First 2.00%					
	Thompson	0.00	12,435.66	0.00	12,435.66
	Schultz	0.00	32,679.62	0.00	32,679.62
	Mantin	0.00	12,718.25	0.00	12,718.25
	OES	0.00	12,610.18	0.00	12,610.18
	Combined CD Balance	0.00	**70,443.71**		**70,443.71**
BILLINGS ESTATE DONATION					
6501036072 CD due 5/24/2024 Bank First 2.00%		0.00	217,459.46	0.00	**217,459.46**
6501036069 Billings CD due 5/24/2024 Bank First 2.00%		0.00	200,820.28	0.00	**200,820.28**
	Total Billings Estate Donation	0.00	**418,279.74**		**418,279.74**
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		**517,854.09**		**517,854.09**
GIFT & MEMORIAL ACCOUNT					
BALANCE - JANUARY 1			28,660.69		29,031.94
805-48500-41 DONATIONS/CONTRIBUTIONS*		100.00	300.00		0.00
805- SUBTOTAL			28,960.69		29,031.94
55110-41-3492 EXPENDITURES**		187.82	1,000.12		0.00
	SUBTOTAL		**27,960.57**		**29,031.94**
	TOTAL 805 FUND BALANCE		**545,814.66**		**546,886.03**

GIFT & MEMORIAL ACCOUNT DETAIL

805-48500-41 *DONATIONS/CONTRIBUTIONS	MARCH
Women of the Moose	100.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
TOTAL DONATIONS	100.00

805-

55110-41-3492 **EXPENDITURES	
Apple Books/Memorial Books	187.82
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
TOTAL EXPENDITURES	187.82

TOTAL 204 & 805 LIBRARY FUND BALANCE		**665,539.73**	**758,246.03**

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Infosoup App
The Infosoup app is now available to download onto devices via the Apple App Store and Google Play Store. OWLS Web & Marketing Coordinator Chad Glamann provided resources for advertising it including table tents, bookmarks, Facebook & Web images, and an informational video.

Affordable Connectivity Program
The Winnefox Library System is coordinating a program to help residents sign up for the Affordable Connectivity Program (ACP) which provides a discount on internet services to low-income residents. This will start this July and run until June 2024. Winnefox will be hiring temporary staff to help residents sign up for the ACP, teach staff at libraries in assisting residents in signing up, and coordinate area-wide outreach, communication, and marketing.

School Library Collaboration
Jamie and Ashley met with Mandy Hill, Clintonville District IMC Coordinator, to discuss the ways the school and public library could collaborate now and into the future. From our discussion, public library staff will need to reach out and visit the public schools more since the elementary will not be across the street from us. Additionally, Mandy suggested having public library staff available at registration and open house times for creating or renewing library cards.

AAC Meeting
I attended the OWLSnet Automation Advisory Committee meeting on March 17 at the Little Chute Public Library. The company that makes our automation software, TLC, was in attendance to give an overview of updates coming soon. Other discussion items included the Information Security & Network connection policies, community fiber projects, and selectors for the Wisconsin Public Library Consortium.

WAPL Conference
I will be attending the Wisconsin Association of Public Libraries Conference on April 27 and 28 in Oshkosh and I was approved for an OWLS continuing education scholarship to help pay for it. The amount of the scholarship is $200.

Hot Water Pumps
Jared from Automated Comfort Controls stopped by on Friday, March 31, to measure for the replacement pumps. It will be about a 5-6 month wait for the pumps to come in.

Youth Services position
Delanie has resigned from her position as Youth Services Librarian with her last day being April 14. Advertising for the open position will be up by the time of our meeting.

DELANIE SHARPE, YOUTH SERVICES LIBRARIAN'S REPORT:

Read Across America

This year's Read Across America party fell close to the last meeting, so Jamie said it was alright to put the turnout on this month's report. A total of 48 people (29 kids and 19 adults) came to Randy Peterson's concert. Also, the leftover cupcakes went to the Clintonville Police Department, City Hall, and ThedaCare ER.

Spring Break

Programs are running the week of April 3rd-6th to coincide with Spring Break. Movie showings, our most requested program is happening all week; in addition to our first-ever Teen movie night. ANIMonthly also falls during this week and is getting extra special snacks to mark the occasion.

Programming Stats

Page Turners & Popcorn

Date	Attendance
3/13/23	3
3/20/23	4
3/27/23	0
4/3/23	Spring Break

Storytime

Date	Theme	Kids	Adults
3/723	Unicorns	9	8
3/14/23	Irish	2	1
3/21/23	Potatoes	3	2
3/28/23	Spring	8	4

LEGO Nights

Date	Theme	Kids

3/7/23	Pyramids	11
3/14/23	Windmill	12
3/21/23	Spaceship	15
3/28/23	Free Build	16
4/4/23	Robots	12

Game Night

Date	Participants
2/2/23	No Game Night (Read Across America)
3/9/23	7
3/16/23	11
3/23/23	9
3/30/23	13

Departure

On Monday, April 3rd I gave Jamie my formal 2 weeks' notice. As Jamie knows I have been looking for other opportunities for a while now and have been offered another position. I am grateful for my time here and appreciate all of the valuable experiences gained. Thankfully, I don't have to move; so if CPL should ever need a sub, I am happy to fill in.

To help ease the transition I'm working with Jamie and Ashley to update any information our vendors, summer performers, and other contacts have on file. Instructions for Squirtle's care and other regular duties are being made for library staff.

School Visits and Forms w/ Chad

Despite multiple attempts, I was not able to make a functioning appointment booking platform for our future class visits. As of now, Chad at OWLS is putting a form on our Teachers portion of the website that will go to Jamie. The Google Calendar I made while trying will also be transferred to Jamie. It doesn't have working appointment slots BUT it does send a notification every day about upcoming visits.

St. Martins Class visits

Date	Grade	# of Students
3/1/23	3rd	21
	4th	18
3/10/23	Kinder.	10
	1st	19
	2nd	17
3/17/23	3rd	19
	4th	18
3/24/23	Kinder.	16
	1st	17
	2nd	18
3/31/23	3rd	Canceled
	4th	16

The public school visits experienced a few weeks of delay because of the weather. Thankfully, the last of them were rescheduled to the first two weeks of March. There were 374 students who visited the Library in March.

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

Now that the non-fiction project is complete, I have had time to watch some new webinars about new materials coming out this year.

I have had numerous reference requests via e-mail and phone this month, mostly for obituaries. I have also done some in-person assistance with family history research via the library's Ancestry online subscription.

I continue to help with ordering materials, as well as cataloging and processing materials.

Adult crafting for March was nail polish marbleized bookmarks. We had 8 people in attendance. The April craft is chicken wire frames.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:
- Wisconsin Association of Public Libraries Conference Conference in Oshkosh from April 27-28

GIFTS AND MEMORIALS:
The following individuals and organizations donated funds to the Library:
- None to report.

CLINTONVILLE PUBLIC LIBRARY													month	to date								
2023 MONTHLY ACTIVITIES REPORT													2022	**2023**	2022	2021	2020	2019	2018	2017	2016	2015
	Jan	Feb	**Mar**	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Feb									
Days open	25	23	**27**	0	0	0	0	0	0	0	0	0	24	**75**	48	250	63	301	302	303	304	302
DOOR COUNT																						
Door count	4,439	4,057	**4,613**	0	0	0	0	0	0	0	0	0	3,176	**13,109**	6,031	17,094	18,082	80,656	78,764	79,106	84,369	84,469
Avg per day open	178	176	**171**										132	**175**	126	68	287	268	261	261	278	280
CIRCULATION																						
Circs	3,578	3,539	**4,280**	0	0	0	0	0	0	0	0	0	3,003	**11,397**	6,007	26,127	22,410	61,388	68,751	73,866	79,700	78,394
Renewals	601	553	**672**	0	0	0	0	0	0	0	0	0	744	**1,826**	1,424	6,623	7,526	19,020	20,472	20,325	20,331	19,543
Subtotal Circulation	4,179	4,092	**4,952**	0	0	0	0	0	0	0	0	0	3,747	**13,223**	7,431	32,750	29,936	80,408	89,223	94,191	100,031	97,937
Avg circ per day open	167	178	**183**										156	**176**	155	131	475	267	295	313	329	324
Overdrive-Audiobook Uses	453	372	**407**	0	0	0	0	0	0	0	0	0	367	**1,232**	803	4,002	3,555	3,171	2,361	1,914	1,641	1,439
Overdrive-Ebook Uses	373	366	**350**	0	0	0	0	0	0	0	0	0	362	**1,089**	798	3,742	4,355	3,124	2,861	3,136	3,100	2,893
Overdrive-Magazine Uses	57	47	**78**	0	0	0	0	0	0	0	0	0	0	**182**	26	166	339	378	n/a	n/a	n/a	n/a
Hoopla	156	213	**175**	0	0	0	0	0	0	0	0	0	133	**544**	277	1,313	1,660	1,432	1,124	697	n/a	n/a
Total Circulation	5,218	5,090	**5,962**	0	0	0	0	0	0	0	0	0	4,609	**16,270**	9,335	41,973	40,244	88,513	95,569	99,938	104,864	102,269
INTERLIBRARY LOAN																						
Total loaned	2,371	2,447	**2,901**	0	0	0	0	0	0	0	0	0	2,550	**7,719**	5,007	24,414	14,565	32,480	33,304	35,627	34,944	29,908
Total borrowed	1,032	861	**1,170**	0	0	0	0	0	0	0	0	0	1,006	**3,063**	1,956	9,911	8,494	17,913	19,708	21,559	22,876	22,268
Net	1,339	1,586	**1,731**										1,544	**4,656**	3,051	14,503	6,071	14,567	13,596	14,068	12,068	7,640
REGISTERED BORROWERS		**1st Q**	**%**		2nd Q	%		3rd Q	%		4th Q	%										
Adult		**2,964**	**68%**											**2,964**	2,941	2,988	2,941	3,577	3,807		3,973	4,326
Juvenile		**1,334**	**32%**											**1,334**	1,349	1,358	1,349	1,743	1,873		1,961	2,032
Total borrowers		**4,337**												**4,337**	4,342	4,397	4,342	5,370	5,710		5,963	6,390
Resident		**2,400**	**55%**											**2,400**	2,395	2,441	2,395	2,851	2,968		3,080	3,218
Nonresident		**1,937**	**45%**											**1,937**	1,947	1,956	1,947	2,519	2,742		2,883	3,172
PROGRAMMING																						
Adult programs in library	3	1	**2**	0	0	0	0	0	0	0	0	0	4	**6**	7	55	27	37	25	37	56	30
Attendance	78	8	**15**	0	0	0	0	0	0	0	0	0	282	**101**	465	8,820	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	1	16	5	0	0	0	0
Attendance	0	0	**0**	0	0	0	0	0	0	0	0	0	0	**0**	0	46	218	166	0	0	0	0
Teen programs in library	1	1	**1**	0	0	0	0	0	0	0	0	0	0	**3**	0	0	30	89	38	12	19	14
Attendance	23	31	**40**	0	0	0	0	0	0	0	0	0	0	**94**	0	0	1,303	529	282	61	107	86
Juvenile programs in library	2	4	**3**	0	0	0	0	0	0	0	0	0	2	**9**	4	27	146	383	308	245	248	265
Attendance	94	109	**110**	0	0	0	0	0	0	0	0	0	61	**313**	113	1,028	10,528	6,803	5,914	5,378	5,742	5,594
Juvenile outreach programs	1	2	**2**	0	0	0	0	0	0	0	0	0	2	**5**	4	2	22	121	70	65	86	84
Attendance	175	432	**524**	0	0	0	0	0	0	0	0	0	342	**1,131**	511	303	324	1,988	1,393	985	1,290	1,187
Total programs	7	8	**8**	0	0	0	0	0	0	0	0	0	8	**23**	15	85	241	635	441	359	409	393
Total attendance	370	580	**689**	0	0	0	0	0	0	0	0	0	685	**1,639**	1,089	10,197	14,362	9,682	7,718	6,679	7,418	7,048
Meeting Rm (not lib pgrms)	14	11	**20**	0	0	0	0	0	0	0	0	0	16	**45**	27	0	47	277	175	154	154	76
VOLUNTEERS																						
Number	2	2	**3**	0	0	0	0	0	0	0	0	0	2	**7**	3	16	7	45	55	25	1	15
Hours worked	5.75	7.75	**9.25**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.25	**23**	13	54	26	125	233.00	162.00	8.00	43.00
COMPUTER STATS																						
Public Computer sessions	173	155	**225**	0	0	0	0	0	0	0	0	0	154	**553**	289	1,043	1,177	5,141	6,273	7,458	7,395	8,541
Laptop Checkouts	0	1	**0**	0	0	0	0	0	0	0	0	0	0	**1**	1	0	2	29	98	87	114	117
Wireless sessions	503	480	**595**	0	0	0	0	0	0	0	0	0	407	**1,578**	762	4,072	2,492	6,353	6,630	7,711	7,807	7,147
Total website page views	1,544	1,720	**1,498**	0	0	0	0	0	0	0	0	0	1,662	**4,762**	3,319	22,123	4,880	30,272	35,689	38,599	37,431	30,904
Facebook likes	1,228	1,230	**1,244**	0	0	0	0	0	0	0	0	0	1,106	**1,244**	1,106	1,067	1,020	959	833	736	650	578

Hoopla Statistics 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Registered patrons	8	0	0	0	0	0	0	0	0	0	0	0	340
Audiobooks borrowed	95	0	0	0	0	0	0	0	0	0	0	0	95
BingePass	2	0	0	0	0	0	0	0	0	0	0	0	2
Comics borrowed	1	0	0	0	0	0	0	0	0	0	0	0	1
eBooks borrowed	44	0	0	0	0	0	0	0	0	0	0	0	44
Movies borrowed	8	0	0	0	0	0	0	0	0	0	0	0	8
Music borrowed	1	0	0	0	0	0	0	0	0	0	0	0	1
TV episodes borrowed	5	0	0	0	0	0	0	0	0	0	0	0	5
Total borrows	156	0	0	0	0	0	0	0	0	0	0	0	156
Total cost per month	$350.57	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$350.57
													12

ADMINISTRATIVE POLICY
2018-2023 Technology Plan of the Clintonville Public Library   Page 14
Prior Dates of Review and Approval: 19 May 1999, 31 July 2001, 17 July 2002, 18 June 2003, 19 May 2004, 15 June 2005, 17 May 2006, 20 June 2007, 16 April 2008, 18 June 2009, 16 June 2011, 26 July 2012, 21 January 2016
Date of Review and Approval: November 8, 2018

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

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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 BiblioCore. 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 and moved the Library's website from Drupal to WordPress.

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

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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. **2023-2025**~~2022-2024~~

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. Investigate the development of social media sites and services and expand the library's presence on the web. Ongoing

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

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 provide staff training in the required technology competencies. Ongoing

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

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

6. Publicize the microfilm machine and flat-bed scanner and teach interested community members how to use it. Ongoing

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. Explore feasibility of replacing current desktops with other technology, i.e. tablets replacing desktops. **2023-2025**~~2022-2024~~

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

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

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City of Clintonville

Position Description

Title: Youth Services Librarian
Department: Library
Date:
FLSA Status: Non-Exempt

General Description:
Under administrative supervision, the Youth Services Librarian plans, organizes, and conducts a wide variety of library services and programs and directs the activities of children's and young adult services.

~~Reportage:~~
The Youth Services Librarian reports to the Library Director and supervises the Library Pages. The position assumes operational responsibilities for the library in the absence of the Director and Technical Services Librarian.

Examples of General Work Duties and Responsibilities:
1. Plans, promotes, and executes~~organizes and conducts~~ library services and programs for all ages.
2. Advises the library director in regard to policies and procedures in area of responsibility; writes reports and recommendations; implements decisions.
3. Works with the Technical Services Librarian to d~~D~~evelops~~~~ subject areas in the library materials collection, selects materials for purchase, and maintains the collection.
~~3.~~4. Plans, promotes, and executes Summer Library Program for children through adults.
~~4.~~5. Assists in library technology planning, implementation, and management.
~~5.~~6. Helps interview applicants for hire and makes recommendations to the Library Director.
~~6.~~7. Supervises and trains Library Pages~~support staff~~.
~~7.~~8. Develops and participates in community outreach activities and presentations to local schools, organizations, and businesses.
~~8.~~9. Promotes library services through flyers, news releases, digital media, and other types of publicity.
~~9.~~10.   Maintains and improves the Library's website and social media.
~~10.~~11.   Seeks grants to support new programs and services; develops grant proposals and implements grant programs.
~~11.~~12.   Provides reader's advisory, reference, and other patron assistance services.
~~12.~~13.   Provides backup assistance at the circulation desk as needed.
~~13.~~14.   Assists in the development of and carries out Library policies and procedures.
~~14.~~15.   Compiles statistical information on area of service.
~~15.~~16.   Collaborates with colleagues to insure coordinated and effective daily operations and coordinated library programs and services
~~16.~~17.   Tracks expenditures for programs and materials.
~~17.~~18.   Stays abreast of trends and best practices in librarianship and library technology and participates in continuing education as appropriate.

18.19. Performs other related work.

Knowledge, Skills, and Abilities:
1.   Ability to maintain effective verbal and written communication with staff, patrons, and vendors through in-person and digital communications.
1.2.Ability to effectively present information and respond to questions from patrons and staff.
2.3.Ability to gather statistics, analyze information and write reports.
3.4.Ability to maintain confidentiality of library patron information.
4.5.Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes.
5.6.Ability to perform classification, reference work, and material selection.
6.7.Ability to plan, organize, and carry out library programming and community engagement activities.
7.8.Ability to plan, organize, train, supervise, and evaluate the work of library employees.
8.9.Ability to use computer software and adapt to changes in technology.
9.10.   Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
10.11. Advanced knowledge and understanding of literature for children and young adults and basic library principles, procedures, technology, goals and philosophy of service.
11.12. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
12.13. Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
13.14. Working knowledge of English grammar and spelling.

Minimum Training, Education, and Experience Required and Preferred:
1.   A Bachelor's Degree is required. A Master of Library Science from an American Library Association accredited institution is preferred.
2.   Management and supervisory responsibility or two years of progressively more responsible library management experience preferred.
3.   Library course work in selection, organization of materials, programming, and children's & young adult materials preferred.
4.   Knowledge of computers, mobile devices, Google Calendar, Microsoft Office, Windows, library media streaming platforms, and electronic information resources including the Internet and Internet browsers.
5.   Ability to speak Spanish a plus.