



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY AUGUST 10, 2023

August 4, 2023

Brandon Braden
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 July 20, 2023
6. Approval of July Financial and Special Accounts Reports
7. Approval of August 2023 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Circulation Policy
10. Discussion/Possible Action on Unattended Children Policy
11. Discussion/Possible Action on the 2024 Budget
12. Set Next Meeting Day and Time
13. 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

August 4

Discussion/Possible Action on Circulation Policy (Pages 15-16)

In your packet is an updated copy of the library's circulation policy. The changes made are the removal of the \$3 fee for a replacement card, DVDs/Videogames checking out for 14 days, maximum number of items increased from 75 to 150, and the removal of allowing a patron to check out without their library card once a year. Checkout time and max number of checkouts was a system wide change. Since library cards only last a year, it seemed that charging for a replacement card was not patron-friendly. Lastly, since we can look up patrons quite easily and ask for information to confirm identity, it doesn't seem unreasonable to allow patrons to do this more than once. Additionally, the only way to find out that a patron had already done this would be to look them up. I'm looking for approval of the changes to the policy.

Discussion/Possible Action on Unattended Children Policy (Pages 17)

The Library staff wanted to have us review this policy and I decided to make a change in requiring children who are being caregivers for younger children/siblings, that they need to be at least 12 years old. I'm looking for approval of the change to the policy.

Discussion/Possible Action on the 2024 Budget

I will be meeting with City Administrator Caz Muske on Tuesday, August 8, to discuss the library's 2024 budget. At this point, we are looking to give staff a 3% salary increase, but keep expenditures flat. I will send out what I have done so far after my meeting with Caz on Tuesday.

**Clintonville Public Library
Board Meeting
July 20,2023**

1. Meeting was called to order with roll call. All members were present.
2. Donna motioned to approve the agenda, Branden seconded.
3. No citizens were present.
4. Ralph Williams represented the Friends of the Library. He explained that they meet 4 times a year. Recently they donated four computer tables at the cost of \$4,542. The book sale on the 7th/8th of July took in. \$718. For the next two years Richard Block will serve as President, Lois Graper as Vice. The Annual meeting date has not been set yet, but they want to feature Violet Noelle, a 16 year old who just published her first novel. Thanks to the Friends of the Library will be posted on website.
5. Hannah Dallman was introduced to the board as the new Youth Services Librarian. She has worked part-time at the library for a year prior to her new position. Hannah is committed to working with schools through meeting with Mandy Hill, She also intends to revamp offerings
6. Brandon motioned to approve minutes from June 8,2023; seconded by Donna.
7. Mari motioned to approve June Financial and Special Accounts Reports. Seconded by Branden. Roll call vote with all in favor.
8. Jeanne motioned to approve July 2023 bills in the amount of \$27,541.04; seconded by Troy. All in favor with roll call.
9. Librarians Report described the many new programs bringing in children . Movies, crafts, presentations and a Summer Reading Program with prizes are offered. Troy is working on the Trucker University program. A decision will be made in 2-3 weeks
10. Kristen Laufenberger from OWLS gave a presentation on Intellectual Freedom. Troy shared CPS Media Center documents with Jamie. Jamie will address all questions regarding this issue.
11. Registration is open online for Trustee Training Week. Monday, August 21-23.
12. Jamie will continue to work with Chad on a new library logo.
13. Next meeting will be 8/10/23
14. Mari motioned to adjourn seconded by Jeanne.

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
JULY 2023

EXPENDITURES							to date 2023	July 2022
ACCOUNT	ACCT	DESCRIPTION	JULY	YTD	BUDGET	BALANCE	% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	14,094.01	113,353.20	215,289.83	101,936.63	53%	55%
204-55110-41- 1110		JANITOR SALARIES	1,233.40	9,553.82	19,233.47	9,679.65	50%	52%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,542.08	43,443.24	78,503.64	35,060.40	55%	64%
TOTAL SALARIES			19,869.49	166,350.26	313,026.94	146,676.68	53%	57%
204-55110-41- 2100		INFORMATION TECHNOLOGY	0.00	16,538.21	16,500.00	(38.21)	100%	83%
204-55110-41- 2250		TELEPHONE SERVICE	253.13	1,448.72	2,600.00	1,151.28	56%	49%
204-55110-41- 2260		GAS	25.80	4,335.63	4,200.00	(135.63)	103%	110%
204-55110-41- 2270		WATER AND ELECTRICITY	978.68	6,249.69	9,300.00	3,050.31	67%	62%
204-55110-41- 3110		POSTAGE	14.55	627.37	700.00	72.63	90%	77%
204-55110-41- 3112		COPIES	307.18	1,923.78	1,700.00	(223.78)	113%	76%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	594.00	1,500.00	906.00	40%	40%
204-55110-41- 3123		MAINTENANCE SUPPLIES	0.00	571.48	1,600.00	1,028.52	36%	18%
204-55110-41- 3150		OFFICE SUPPLIES	43.50	1,567.72	3,000.00	1,432.28	52%	67%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICALS	0.00	446.97	150.00	(296.97)	298%	56%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41- 3269		BOOKS - ADULT	653.43	9,766.71	12,500.00	2,733.29	78%	77%
204-55110-41- 3270		BOOKS - JUVENILE	624.79	11,617.82	12,500.00	882.18	93%	73%
204-55110-41- 3272		eCONTENT	394.61	4,043.08	5,000.00	956.92	81%	66%
204-55110-41- 3280		PROGRAMS	139.06	2,909.89	3,000.00	90.11	97%	26%
204-55110-41- 3285		FINE ARTS & AV - ADULT	555.51	1,883.56	3,500.00	1,616.44	54%	69%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	49.14	908.11	3,000.00	2,091.89	30%	82%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	91.63	718.71	1,000.00	281.29	72%	91%
204-55110-41- 3490		OTHER OPERATING EXPENSES	187.36	1,230.65	1,500.00	269.35	82%	60%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANCE	668.00	9,480.50	4,000.00	(5,480.50)	237%	3%
204-55110-41- 5110		INSURANCE ON BUILDINGS	0.00	3,966.89	3,845.00	(121.89)	103%	103%
SUBTOTAL			4,986.37	80,829.49	91,095.00	10,265.51	89%	45%
TOTAL OPERATING EXPENSES			24,855.86	247,179.75	404,121.94	156,942.19	61%	52%
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			24,855.86	247,179.75	404,121.94	156,942.19	61%	52%
REVENUE							to date 2023	to date 2022
ACCOUNT	ACCT	DESCRIPTION	JULY	YTD	BUDGET	BALANCE	%REC'D	%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	87,829.50	156,358.00	(68,528.50)	56%	57%
204-46710-41		LIBRARY FEES	163.70	1,019.68	750.00	269.68	136%	324%
204-46711-41		COPY MACHINE REVENUE	299.24	2,700.55	3,000.00	(299.45)	90%	55%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	5,444.00	8,241.36	4,000.00	4,241.36	206%	0%
SUBTOTAL			5,906.94	99,791.09	404,121.94	(304,330.85)	25%	21%
TOTAL REVENUE			5,906.94	99,791.09	404,121.94	(304,330.85)	25%	21%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF JULY 31, 2023**

204-41-ACCOUNT DESCRIPTION	JULY	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	JULY	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*	0.00	1,300.00		0.00
805- SUBTOTAL		29,960.69		29,031.94
55110-41-3492 EXPENDITURES**	0.00	2,618.02		0.00
SUBTOTAL		27,342.67		29,031.94

TOTAL 805 FUND BALANCE	545,196.76	546,886.03
-------------------------------	-------------------	-------------------

GIFT & MEMORIAL ACCOUNT DETAIL

805-48500-41 *DONATIONS/CONTRIBUTIONS	JULY	
Township of Matteson	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
TOTAL DONATIONS	0.00	

805-

55110-41-3492 **EXPENDITURES		
Baker & Taylor	349.18	
Gale Cengage	188.20	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
TOTAL EXPENDITURES	537.38	

TOTAL 204 & 805 LIBRARY FUND BALANCE	664,921.83	758,246.03
---	-------------------	-------------------

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
AUGUST 2023

This is to certify that the expenditures listed in this document are duly authorized for payment at a regular meeting of the Board of Trustees held on August 10, 2023

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - July	128.75
204-46710-42	LIBRARY FEES - August to date	1.00
204-46711-42	COPY MACHINE REVENUE - July	158.05
204-46711-42	COPY MACHINE REVENUE - August to date	92.42
204-48900-41	MISCELLANEOUS REVENUE	
	Friends of the Library	5,444.00
204-48900-41	TOTAL MISCELLANEOUS REVENUE	5,444.00
	204 ACCOUNTS SUBTOTAL	5,824.22
401-57610-41-	CAPITAL FUND	0.00

TOTAL REVENUE 5,824.22

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	July salaries	14,094.01 *
1100 SALARIES-STAFF	TOTAL	14,094.01
1110 SALARIES-MAINTENANCE		
Maintenance staff	July salaries	1,233.40 *
1110 SALARIES-MAINTENANCE	TOTAL	1,233.40
1500 EMPLOYEE BENEFITS		
Total staff	July benefits	4,542.08 *
1500 EMPLOYEE BENEFITS	TOTAL	4,542.08
2100 COMPUTER EXPENSES		
Civic Systems LLC	Semi-Annual Software Support	361.63
Integrated Solutions	Content on City website	32.97
2100 COMPUTER EXPENSES	TOTAL	394.60
2250 TELEPHONE		
Frontier	July bill	229.22 *
2250 TELEPHONE	TOTAL	229.22
2260 GAS		
2260 GAS	TOTAL	0.00
2270 WATER & ELECTRICITY		
Clintonville Utilities	July bill	957.06 *
2270 WATER & ELECTRICITY	TOTAL	957.06
3110 POSTAGE		
Baker & Taylor	Shipping	1.41
Baker & Taylor	shipping	6.20
Baker & Taylor	shipping	1.21
Baker & Taylor	shipping	5.77
Baker & Taylor	shipping	3.13
3110 POSTAGE	TOTAL	17.72
3112 COPIES		
Wisconsin Document Imaging	Copier Use	80.00

3112 COPIES		TOTAL	80.00
3122 STAFF DEVELOPMENT			
3122 STAFF DEVELOPMENT		TOTAL	0.00
3123 MAINTENANCE SUPPLIES			
Parks & Rec	Garbage Bags		24.88
3123 MAINTENANCE SUPPLIES		TOTAL	24.88
3150 OFFICE SUPPLIES			
Amazon	Planner		11.86
ELM USA Inc.	Disc Cleaner machine usage		25.00
3150 OFFICE SUPPLIES		TOTAL	36.86

3260 SUBSCRIPTIONS & PERIODICALS				
3260 SUBSCRIPTIONS & PERIODICALS		TOTAL	0.00	
3261 MARKETING				
3261 MARKETING		TOTAL	0.00	
3269 BOOKS-ADULT				
Baker & Taylor	adult books		15.12	
Baker & Taylor	adult books		506.55	
Baker & Taylor	adult books		77.15	
Baker & Taylor	adult books		384.49	
Baker & Taylor	adult books		16.23	
3269 BOOKS-ADULT		TOTAL	999.54	
3270 BOOKS-JUVENILE				
Baker & Taylor	children's books		94.05	
Baker & Taylor	children's books		20.68	
Baker & Taylor	children's books		20.53	
Baker & Taylor	children's books		288.46	
3270 BOOKS-JUVENILE		TOTAL	423.72	
3272 eCONTENT				
Midwest Tape	Hoopla		437.32	
3272 eCONTENT		TOTAL	437.32	
3280 PROGRAMS				
Amazon	Program Supplies		28.30	
Amazon	Program Supplies		44.97	
Amazon	Program Supplies		157.53	
Tadych's Marketplace Foods	Tortoise Food		6.80	
3280 CHILDREN'S PROGRAMS		TOTAL	237.60	
3285 A/V MATERIALS-ADULT				
Amazon	movies		150.01	
Amazon	movies		79.87	
Amazon	movies		78.66	
Amazon	movies		21.98	
Amazon	movies		26.95	
Amazon	credit		-0.70	
3285 A/V MATERIALS-ADULT		TOTAL	356.77	
3286 A/V MATERIALS-JUVENILE				
Amazon	movies		41.64	
3286 A/V MATERIALS-JUVENILE		TOTAL	41.64	
3310 TRAVEL & TRAINING EXPENSES				
3310 TRAVEL & TRAINING EXPENSES		TOTAL	0.00	
3490 OTHER EXPENSES				
Harter's	Garbage Service		21.92	
3490 OTHER EXPENSES		TOTAL	21.92	
3560 BUILDING REPAIR/MAINTENANCE				
K-Log, Inc.	Computer Tables		5,416.86	MR
3560 BUILDING REPAIR/MAINTENANCE		TOTAL	5,416.86	
5110 INSURANCE ON BUILDINGS				
5110 INSURANCE ON BUILDINGS		TOTAL	0.00	
204-55110-41 ACCOUNTS TOTAL			29,545.20	
GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)				
Baker & Taylor	Books		92.54	

Baker & Taylor	Books	23.39	
Baker & Taylor	Books	192.53	
Baker & Taylor	Children's Books	32.28	
Baker & Taylor	Children's Books	8.44	
Gale Cengage	Large Print books	89.22	
Gale Cengage	Large Print books	51.73	
Gale Cengage	Large Print books	23.25	
Gale Cengage	Large Print books	24.00	
GIFT & MEMORIAL ACCOUNT		TOTAL	537.38
COMPUTERS & EQUIPMENT (401-57610-41-8102)			
COMPUTERS & EQUIPMENT		TOTAL	0.00
OFFICE FURNITURE & EQUIPMENT (401-57610-41-8103)			
OFFICE FURNITURE & EQUIPMENT		TOTAL	0.00
CAPITAL IMPROVEMENTS (401-57610-41-8200)			
CAPITAL IMPROVEMENTS		TOTAL	0.00
*prepaid	**additional bill		
	***adjusted amount		
	MR=Miscellaneous Revenue		
	GRAND TOTAL		30,082.58

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
AUGUST 2023

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

AAC Meeting

I attended the Automation Advisory Committee meeting on July 21. The major topics of discussion included the OWLSnet Borrowers' Card Policy, the Resource Sharing List of Exceptions, circulating consumables, and waiving bills.

Summer Reading Program

There's only a few weeks left of the Summer Reading Program, with the last day being August 18. After seven weeks, there have been 934 reading tickets turned in for kids, 480 guesses for the jar guess, and 284 kids completed the weekly word finds. The tickets counted don't have the number of tickets turned in for teens or adults. Those will be counted at the end of the program.

For the month of July, there have been 86 kids attending Crafternoons with Emily.

In July, the Library started offering a knitting and crocheting class on Thursdays. It is hosted by a former library employee, Trisha Huber-Adams. She has had 11 kids and 13 adults attend in July.

The last few programs for the Summer are a Tween/Teen craft on Tuesday, August 8, a movie showing of "Vivo" on Tuesday, August 15, and our final program the NEW Zoo's Zoomobile on Wednesday, August 16.

Pump Installation

Automated Comfort Controls installed the new Hot Water Pumps for our boiler system on July 19.

Little Chute Staff Visit

The interim Director and another staff member from Little Chute Public Library visited Clintonville on July 27. They were looking at our organization of children's picture books and nonfiction.

New Library Technician

Lois Graper accepted the Library Technician position that Hannah left when she became our new Youth Services Librarian. Lois has been a Library Page for us since May of 2022.

HANNAH DAHLMAN, YOUTH SERVICES LIBRARIAN'S REPORT:

July was a fun month! We hosted the Dog Days of Summer, where Officer Rollins and his K-9 Thor did a demonstration outside; it was fun and informative and we had a total of 40 people attend (16 kids/24 adults), many of whom I believe were new patrons to the library. Our July movie was 'Mario', we had 4 adults and 17 kids/teens attend. We also hosted a special movie afternoon of 'D&D: Honor Among Thieves' and had a D&D game night afterwards. We only had one adult patron attend.

The summer reading program continues to have a strong turnout. Kids really enjoy spinning the wheel, picking out prizes and doing the word scavenger hunt every week!

I attended a virtual training with Chad Glamann at OWLS. He walked me through how to utilize the library's website so I can add items and events, as well as edit content. He also sent me several resources to utilize going forward, should I need more guidance on website editing.

I have reached out to school personnel, local day cares, and Compassionate Connections in the hopes that we can collaborate in the future and I can maintain and build relationships in the community to increase our attendance numbers and services.

Storytime continues to be a big hit and draws a large crowd every week. I held a special storytime for the summer school 4k/5k students as I had an interested teacher reach out wanting to bring in her class. I got a chance to show the kids and teachers around the library, talk about the summer reading program, and read books about colors. I also taught the class our 'hello/goodbye' songs with sign language. I also got the chance to have storytime outside on the 11th, we had the chance to play some outdoor games after I read the stories, and I put together a nature colors scavenger hunt for the kids as well. So much fun!

I am starting to plan for Fall/Back to School time and am working on several fun ideas that I hope will be successful!

Programming Stats

Storytime

Date	Theme	Kids	Adults
7/6/2023	4k/5k students-Colors	22	5
7/11/2023	Colors-outside	21	12
7/18/2023	ABC's	19	13
7/25/2023	Fish	22	14

LEGO Nights

Date	Theme	Kids
------	-------	------

7/3/2023	Free Build	0
7/10/2023	Free Build	0
7/17/2023	Free Build	3
7/24/2023	Free Build	3
7/31/2023	Free Build	4

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

This month I started to analyze some of the sub-genres in NF. There are a few categories that don't have enough books in them to justify their having their own sub-category, so we have taken a couple of sub-categories away and put the items into the general main category heading.

I have continued to provide reference services through e-mail and in person for patrons who need assistance with obituaries and finding information in the Wisconsin room.

Adult crafting this month was Soap Making. We had 5 people in attendance. The August craft will be diffuser necklaces.

As always, I continue to catalog and process 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 2023 MONTHLY ACTIVITIES REPORT													month 2022	to date 2023	2022	2021	2020	2019	2018	2017	2016	2015	13
	Jan 25	Feb 23	Mar 27	Apr 25	May 25	Jun 26	Jul 25	Aug 0	Sep 0	Oct 0	Nov 0	Dec 0	Jul 25	176	174	250	63	301	302	303	304	302	
Days open																							
DOOR COUNT																							
Door count	4,439	4,057	4,613	4,064	4,390	4,839	4,576	0	0	0	0	0	3,432	30,978	24,448	17,094	18,082	80,656	78,764	79,106	84,369	84,469	
Avg per day open	178	176	171	163	176	186	183						137	176	141	68	287	268	261	261	278	280	
CIRCULATION																							
Circs	3,578	3,539	4,280	3,117	2,718	4,096	3,792	0	0	0	0	0	3,455	25,120	23,875	26,127	22,410	61,388	68,751	73,866	79,700	78,394	
Renewals	601	553	672	774	666	525	718	0	0	0	0	0	649	4,509	5,069	6,623	7,526	19,020	20,472	20,325	20,331	19,543	
Subtotal Circulation	4,179	4,092	4,952	3,891	3,384	4,621	4,510	0	0	0	0	0	4,104	29,629	28,944	32,750	29,936	80,408	89,223	94,191	100,031	97,937	
Avg circ per day open	167	178	183	156	135	178	180						164	168	166	131	475	267	295	313	329	324	
Overdrive-Audiobook Uses	453	372	407	375	393	393	350	0	0	0	0	0	393	2,743	2,927	4,002	3,555	3,171	2,361	1,914	1,641	1,439	
Overdrive-Ebook Uses	373	366	350	349	331	334	302	0	0	0	0	0	318	2,405	2,486	3,742	4,355	3,124	2,861	3,136	3,100	2,893	
Overdrive-Magazine Uses	57	47	78	87	66	66	83	0	0	0	0	0	34	484	256	166	339	378	n/a	n/a	n/a	n/a	
Hoopla	156	213	175	155	173	158	178	0	0	0	0	0	132	1,208	923	1,313	1,660	1,432	1,124	697	n/a	n/a	
Total Circulation	5,218	5,090	5,962	4,857	4,347	5,572	5,423	0	0	0	0	0	4,981	36,469	35,536	41,973	40,244	88,513	95,569	99,938	104,864	102,269	
INTERLIBRARY LOAN																							
Total loaned	2,371	2,447	2,901	2,410	2,403	2,427	2,500	0	0	0	0	0	2,387	17,459	17,802	24,414	14,565	32,480	33,304	35,627	34,944	29,908	
Total borrowed	1,032	861	1,170	986	852	827	819	0	0	0	0	0	888	6,547	6,669	9,911	8,494	17,913	19,708	21,559	22,876	22,268	
Net	1,339	1,586	1,731	1,424	1,551	1,600	1,681						1,499	10,912	11,133	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%			2,821	68%							2,852	2,821	2,852	2,988	2,941	3,577	3,807		3,973	4,326	
Juvenile	1,334	32%			1,309	32%							1,261	1,309	1,261	1,358	1,349	1,743	1,873		1,961	2,032	
Total borrowers	4,337				4,167								4,160	4,167	4,160	4,397	4,342	5,370	5,710		5,963	6,390	
Resident	2,400	55%			2,235	54%							2,336	2,235	2,336	2,441	2,395	2,851	2,968		3,080	3,218	
Nonresident	1,937	45%			1,932	46%							1,824	1,932	1,824	1,956	1,947	2,519	2,742		2,883	3,172	
PROGRAMMING																							
Adult programs in library	3	1	2	3	2	2	2	0	0	0	0	0	3	15	28	55	27	37	25	37	56	30	
Attendance	78	8	15	20	15	13	9	0	0	0	0	0	283	158	2,171	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	1	1	2	2	0	0	0	0	0	0	9	0	0	30	89	38	12	19	14	
Attendance	23	31	40	23	34	15	6	0	0	0	0	0	0	172	0	0	1,303	529	282	61	107	86	
Juvenile programs in library	2	4	3	3	2	5	6	0	0	0	0	0	4	25	14	27	146	383	308	245	248	265	
Attendance	94	109	110	115	122	321	314	0	0	0	0	0	193	1,185	539	1,028	10,528	6,803	5,914	5,378	5,742	5,594	
Juvenile outreach programs	1	2	2	1	1	1	0	0	0	0	0	0	0	8	30	2	22	121	70	65	86	84	
Attendance	175	432	524	121	334	268	0	0	0	0	0	0	0	1,854	1,546	303	324	1,988	1,393	985	1,290	1,187	
Total programs	7	8	8	8	6	10	10	0	0	0	0	0	7	57	72	85	241	635	441	359	409	393	
Total attendance	370	580	689	279	505	617	329	0	0	0	0	0	476	3,369	4,256	10,197	14,362	9,682	7,718	6,679	7,418	7,048	
Meeting Rm (not lib pgrms)	14	11	20	12	11	16	10	0	0	0	0	0	14	94	108	0	94	277	175	154	154	76	
VOLUNTEERS																							
Number	2	2	3	3	2	2	2	0	0	0	0	0	2	16	14	16	16	45	55	25	1	15	
Hours worked	5.75	7.75	9.25	16.50	3.00	3.50	3.75	0.00	0.00	0.00	0.00	0.00	4.00	50	48	54	26	125	233.00	162.00	8.00	43.00	
COMPUTER STATS																							
Public Computer sessions	173	155	225	191	157	149	184	0	0	0	0	0	193	1,234	1,204	1,043	1,177	5,141	6,273	7,458	7,395	8,541	
Laptop Checkouts	0	1	0	0	3	1	0	0	0	0	0	0	1	5	4	0	2	29	98	87	114	117	
Wireless sessions	503	480	595	595	672	679	642	0	0	0	0	0	460	4,166	3,074	4,072	2,492	6,353	6,630	7,711	7,807	7,147	
Total website page views	1,544	1,720	1,498	1,887	1,695	1,446	1,292	0	0	0	0	0	1,527	11,082	11,518	22,123	11,065	30,272	35,689	38,599	37,431	30,904	
Facebook likes	1,228	1,230	1,244	1,252	1,258	1,267	1,278	0	0	0	0	0	1,150	1,278	1,150	1,067	1,020	959	833	736	650	578	

[illegible]

Circulation Policy

Anyone can get a library card. Library cards are free of charge. ~~A replacement fee of \$3 will be charged for a lost or damaged card.~~

Verification

Photo ID and proof of current address are required to obtain a library card.

Photo identification may include, but not limited to, a driver's license, state ID, tribal ID or student ID. Proof of address may include, but not limited to, mortgage/rental papers, utility bill or printed checks.

Juvenile Cards

Parents or legal guardians must be present when children (18 years and younger) apply for a card. The parent or legal guardian's identification serves as proof of address for the child.

Community Cards

Community cards are available for patrons in a temporary living situation and have a lower checkout limit.

Renewing a Card

All library cards expire after 1 year.

Lost Cards

The Library must be contacted immediately if a card is lost or stolen.

Borrowing Privileges

Loan periods and limits on checkout are:

Format	Loan Period
DVDs, Videogames	14 7 days
Music CDs, Periodicals	14 days
Books, Audiobooks, Software	28 days
Equipment	Up to 7 days
Pamphlets	Do Not Circulate
Periodicals-Current Issue	Do Not Circulate

Cardholders may have a maximum of ~~150~~ 75 items out at one time although some formats may have smaller limits.

Library borrowing and computer privileges are withheld when more than \$5 is owed on the account.

Renewals

Items may be renewed three times if there is no reserve on the item. Renewals can be made in person with a current library card, by phone or on-line through the Infosoup catalog.

Holds

Materials that are not currently available may be requested in-person, by phone, or online through the Infosoup catalog. Patrons will be notified when the material is available by phone, e-mail or text. The library card which was used to place the hold, must be produced in order to pick-up the hold at the library.

Library Card Unavailable

Checking out without a library card is permissible if the patron can provide a picture ID (~~allowable one time per year~~).

Fines

CLINTONVILLE PUBLIC LIBRARY

CIRCULATION POLICY

Date of Board Approval: August 12, 2021

Page | 2

All Clintonville accounts and materials do not accrue fines. *

*Caveats:

- Materials belonging to other libraries will still have overdue fines assessed.
- All items that are damaged will still be charged for repair or replacement.
- All items that are long overdue will be assumed lost, and a bill will be sent for replacement.

Damages

The patron must pay for the replacement cost of damaged items. Identical replacement items may be pre-approved at the discretion of the Library Director.

Damages are:

Replace Media Case	\$2.50
Missing barcode	\$2.50
Other Miscellaneous Damages	Discretion of the Library Director

Lost Items

The list price will be charged for all lost items.

Refunds will be issued if a paid item is returned, dependent on condition of item.

Clintonville Public Library Unattended Children Policy

Revised: September 9, 2021; Approved: October 11, 2018

The Clintonville Public Library encourages children and families to use its facilities. However, responsibility for children using the library rests with the caregiver/guardian, not with library personnel. While staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

Children 8 years of age and over who are able to maintain proper library behavior may use the library unattended; otherwise, they need to be accompanied by an adult or caregiver. Children must be 12 years old to be considered a caregiver to younger children. Any child requiring repeated intervention by library staff or who are violating the Rules of Conduct policy may be asked to leave and library staff may contact the caregivers, guardians, or police.

The Library assumes no liability with regard to unattended children. Parents, guardians and caregivers acknowledge the risk of leaving a child unattended in the Library and release the Library from all claims that they may have.

Library staff will make a reasonable effort to assure that children leave the Library comfortably and safely at closing time. At least two staff members will remain in the Library if a minor child is in the building after closing. If any children remain at the Library 15 minutes after closing, staff will contact the Clintonville Police Department and they will assume responsibility for the child.