



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY JULY 11, 2024

July 5, 2024

Brandon Braden
Jeanne Witt
Penny Leder
Mike Hankins

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 June 13, 2024
6. Approval of June Financial and Special Accounts Reports
7. Approval of July 2024 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Materials Selection/Collection Development Policy
10. Info - Trustee Training Week Webinars
11. Set Next Meeting Day and Time
12. Adjourn

JS/jh

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

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

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

July 5

Discussion/Possible Action on Materials Selection/Collection Development Policy (pages 15-17)

In your packet is an updated Materials Selection/Collection Development Policy with changes from our discussion last month. I'm looking for feedback on any other changes and/or approval of the changes.

Info - Trustee Training Week Webinars (page 18)

In your packet is a list of webinars from August 19-23 on different topics of interest for Library Trustees. The webinars are at Noon on each day.

Clintonville Public Library
Board Meeting
6/13/24

1. Called to order at 4:00 by Library Board President Jeanine Supanich. Present; Jeanne Writt, Mike Hankins, Troy Kuhn, Jeanine Supanich, and Brandon Braden. Absent and excused; Penny Leder and Polly Goodel. Also present was Bradley Shipps and Kristin Laufenberg from OWLS.
2. Troy motioned to approve the agenda, seconded by Jeanne. Unanimous approval.
3. No citizens present for citizen forum
4. No update from Friends of the Library
5. Jeanne motioned to approve the minutes from May 9, 2024, seconded by Mike. Unanimous approval.
6. Jeanne motioned to approve the May Financials and Special Accounts report, seconded by Mike. Unanimous roll.
7. Troy motioned to approve the May bills for \$28,675.54, seconded by Jeanne. Unanimous roll.
8. Discussion had to inform the Library Board that the check valve was determined to not be the problem with the A/C unit noise and that the HVAC contractor was going to insulate the pipes to reduce noise.
9. Educational presentation conducted by Bradley Shipps from OWLS on how county funding works for the library.
10. Mike motioned to approve the Capital Improvement Plan as presented, seconded by Jeanne. Unanimous roll.
11. Thorough discussion held on the Materials Selection and Collection Development Policy. What defines the “service area” under Part G was heavily discussed. Revisions will be coming back for review at the July meeting.
12. Informative discussion had on Library Board member term appointments.
13. Jamie gave the Library Board a quick rundown of the Summer Library Program brochure and pointed out that we had advertised the Summer Library Program using the Clintonville Park & Rec booklet that was published earlier in the year.
14. Next meeting date and time was set for July 11th at 4PM.
15. Mike motioned to adjourn the meeting, seconded by Jeanne. Unanimous approval.

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
JUNE 2024**

EXPENDITURES							to date	June
ACCOUNT	ACCT	DESCRIPTION	JUNE	YTD	BUDGET	BALANCE	2024	2023
							% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	15,572.34	100,561.54	205,991.00	105,429.46	49%	46%
204-55110-41- 1110		JANITOR SALARIES	720.07	7,966.92	19,891.00	11,924.08	40%	43%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,854.44	34,292.16	94,080.00	59,787.84	36%	49%
TOTAL SALARIES			21,146.85	142,820.62	319,962.00	177,141.38	45%	47%
204-55110-41- 2100		INFORMATION TECHNOLOGY	77.42	17,590.66	17,000.00	(590.66)	103%	100%
204-55110-41- 2250		TELEPHONE SERVICE	151.52	1,400.42	2,600.00	1,199.58	54%	46%
204-55110-41- 2260		GAS	43.90	3,263.52	4,700.00	1,436.48	69%	103%
204-55110-41- 2270		WATER AND ELECTRICITY	718.04	5,219.39	10,000.00	4,780.61	52%	57%
204-55110-41- 3110		POSTAGE	13.50	459.98	700.00	240.02	66%	88%
204-55110-41- 3112		COPIES	406.51	1,264.52	2,500.00	1,235.48	51%	95%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	288.06	1,500.00	1,211.94	19%	40%
204-55110-41- 3123		MAINTENANCE SUPPLIES	29.40	505.10	1,500.00	994.90	34%	36%
204-55110-41- 3150		OFFICE SUPPLIES	385.75	1,436.87	3,000.00	1,563.13	48%	51%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICAL	414.00	463.97	150.00	(313.97)	309%	298%
204-55110-41- 3261		MARKETING	200.00	200.00	0.00	(200.00)	0%	0%
204-55110-41- 3269		BOOKS - ADULT	915.13	5,607.25	10,697.00	5,089.75	52%	73%
204-55110-41- 3270		BOOKS - JUVENILE	894.06	5,159.62	10,688.00	5,528.38	48%	88%
204-55110-41- 3272		eCONTENT	512.48	4,385.90	7,000.00	2,614.10	63%	73%
204-55110-41- 3280		PROGRAMS	666.57	3,808.00	3,000.00	(808.00)	127%	92%
204-55110-41- 3285		FINE ARTS & AV - ADULT	230.18	1,444.55	3,500.00	2,055.45	41%	38%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	144.67	1,260.35	3,000.00	1,739.65	42%	29%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	0.00	623.20	1,500.00	876.80	42%	63%
204-55110-41- 3490		OTHER OPERATING EXPENSES	306.58	1,007.31	1,000.00	(7.31)	101%	70%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	0.00	5,778.70	4,000.00	(1,778.70)	144%	220%
204-55110-41- 5110		INSURANCE ON BUILDINGS	-120.58	3,543.74	3,676.00	132.26	96%	103%
204-55110-41- 5130		INSURANCE-GEN. LIABILITY	291.50	1,346.80	1,860.00	513.20	72%	0%
SUBTOTAL			6,280.63	64,711.11	93,571.00	27,513.09	69%	83%
TOTAL OPERATING EXPENSES			27,427.48	207,531.73	413,533.00	206,001.27	50%	55%
CAPITAL FUND								
401-57610-41- 8102		COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
401-57610-41- 8103		OFFICE FURNITURE & EQUIPME	0.00	0.00	0.00	0.00	0%	0%
401-57610-41- 8200		CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0%	0%
SUBTOTAL			0.00	0.00	0.00	0.00	0%	0%
TOTAL EXPENDITURES			27,427.48	207,531.73	413,533.00	206,001.27	50%	55%
REVENUE							to date	to date
ACCOUNT	ACCT	DESCRIPTION	JUNE	YTD	BUDGET	BALANCE	2024	2023
							%REC'D	%REC'D
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	232,265.00	(232,265.00)	0%	0%
204-43790-41		OWLS SUPPORT	0.00	96,068.47	164,277.00	(68,208.53)	58%	56%
204-46710-41		LIBRARY FEES	174.47	842.59	750.00	92.59	112%	114%
204-46711-41		COPY MACHINE REVENUE	264.97	2,072.15	4,000.00	(1,927.85)	52%	80%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	0.00	3,143.87	6,800.00	(3,656.13)	46%	70%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	5,441.00	(5,441.00)	0%	0%
SUBTOTAL			439.44	102,127.08	413,533.00	(311,405.92)	25%	23%
TOTAL REVENUE			439.44	102,127.08	413,533.00	(311,405.92)	25%	23%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF JUNE 30, 2024**

204-41-ACCOUNT DESCRIPTION	JUNE	CURRENT BALANCE	INTEREST YTD	12/31/2023 BALANCE
204 FUND CARRYOVER FROM PREVIOUS YEAR		119,725.07		119,725.07
EXCESS BUDGET REVENUE		29,907.00		0.00
TOTAL 204 FUND BALANCE		89,818.07		119,725.07

805-41-ACCOUNT DESCRIPTION	JUNE	CURRENT BALANCE	INTEREST YTD	12/31/2023 BALANCE
CDS				
6501084081 Gift & Memorial CD due 12/24/2024 Bank First 5.02%				
Miller	0.00	1,469.47	55.82	1,413.65
Gift & Memorial	0.00	13,819.56	515.60	13,303.96
Gift & Memorial CD Balance	0.00	15,289.03		14,717.61
6501084096 Mantin Savings CD due 12/24/2024 Bank First 5.02%	0.00	12,628.71	471.99	12,156.72
6501084066 Combined CD due 12/24/2024 at Bank First 5.02%				
Thompson	0.00	12,918.44	482.78	12,435.66
Schultz	0.00	33,948.53	1,268.91	32,679.62
Mantin	0.00	13,211.97	493.72	12,718.25
OES	0.00	13,099.80	489.62	12,610.18
Combined CD Balance	0.00	73,178.74		70,443.71
BILLINGS ESTATE DONATION				
6501084075 CD due 12/24/2024 Bank First 5.02%	0.00	225,902.45	8,442.99	217,459.46
6501084072 Billings CD due 12/24/2024 Bank First 5.02%	0.00	208,617.24	7,796.96	200,820.28
Total Billings Estate Donation	0.00	434,519.69		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		537,872.48		517,854.09

GIFT & MEMORIAL ACCOUNT				
BALANCE - JANUARY 1		19,913.64		29,031.94
805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	925.00		1,300.00
805- SUBTOTAL		20,838.64		30,331.94
55110-41-3492 EXPENDITURES**	0.00	7,352.05		10,418.30
SUBTOTAL		13,486.59		19,913.64
TOTAL 805 FUND BALANCE		551,359.07		537,767.73

GIFT & MEMORIAL ACCOUNT DETAIL				
805-48500-41 *DONATIONS/CONTRIBUTIONS	JUNE			
Fischer and Hopkins families in memory of Craig Akey		100.00		
Scott & Cynthia Morrison		200.00		
Jeanne Klemp		50.00		
Kathy & Dan Mitchell		50.00		
Laurie & Brad Zeuske		25.00		
Sigrid & John Shaw		100.00		
Stannye Meads		50.00		
TOTAL DONATIONS		575.00		

805- EXPENDITURES				
55110-41-3492 **EXPENDITURES				
Amazon		96.34		
		0.00		
		0.00		
		0.00		
		0.00		
		0.00		
		0.00		
		0.00		
		0.00		
TOTAL EXPENDITURES		96.34		

TOTAL 204 & 805 LIBRARY FUND BALANCE 641,177.14 657,492.80

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
JULY 2024

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 July 11, 2024

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - June	49.49
204-46710-42	LIBRARY FEES - July to date	0.00
204-46711-42	COPY MACHINE REVENUE - June	277.40
204-46711-42	COPY MACHINE REVENUE - July to date	81.56
204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00
	204 ACCOUNTS SUBTOTAL	408.45
401-57610-41-	CAPITAL FUND	0.00
	TOTAL REVENUE	408.45

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	June salaries	15,572.34 *
1100 SALARIES-STAFF	TOTAL	15,572.34
1110 SALARIES-MAINTENANCE		
Maintenance staff	June salaries	720.07 *
1110 SALARIES-MAINTENANCE	TOTAL	720.07
1500 EMPLOYEE BENEFITS		
Total staff	June benefits	4,854.44 *
1500 EMPLOYEE BENEFITS	TOTAL	4,854.44
2100 COMPUTER EXPENSES		
Amazon	Computer Mice	39.50
Integrated Solutions	Content on City website	37.92
2100 COMPUTER EXPENSES	TOTAL	77.42
2250 TELEPHONE		
Spectrum	June bill	29.99 *
2250 TELEPHONE	TOTAL	29.99
2260 GAS		
We Energies	June bill	43.90 *
2260 GAS	TOTAL	43.90
2270 WATER & ELECTRICITY		
Clintonville Utilities	June bill	672.07 *
2270 WATER & ELECTRICITY	TOTAL	672.07
3110 POSTAGE		
Baker & Taylor	Shipping	4.36
Baker & Taylor	shipping	1.46
Demco	Shipping	6.00
Demco	Shipping	10.95
3110 POSTAGE	TOTAL	22.77
3112 COPIES		
James Imaging Systems	Copier Lease & Usage	67.11
Office Outfitters	Copy Paper	146.97

3112 COPIES		TOTAL	214.08
3122 STAFF DEVELOPMENT			
3122 STAFF DEVELOPMENT		TOTAL	0.00
3123 MAINTENANCE SUPPLIES			
Amazon	Swiffer Duster Refills		12.78
Amazon	Rubber Cleaning Gloves		9.99
Amazon	Batteries		6.63
Amazon	Disinfecting Wipes		12.78
Amazon	Stainless Steel Cleaner		25.25
Demco	Caster Wheel		18.99
Parks & Rec	Bathroom & Floor Cleaner		105.69
3123 MAINTENANCE SUPPLIES		TOTAL	192.11
3150 OFFICE SUPPLIES			
Amazon	Command Strips		21.18
Amazon	Contact Paper		68.72
Amazon	Thank You Cards		30.99
Amazon	Fun-Tak		9.99
Amazon	Sharpies		9.89
Amazon	Laminating Film		75.00
ELM USA Inc.	Disc Cleaner machine usage		25.00
Outagamie Waupaca Library System	Receipt Paper & Printing		84.00
3150 OFFICE SUPPLIES		TOTAL	324.77

3260 SUBSCRIPTIONS & PERIODICALS

3260 SUBSCRIPTIONS & PERIODICALS TOTAL 0.00

3261 MARKETING

3261 MARKETING TOTAL 0.00

3269 BOOKS-ADULT

Amazon	adult books	11.89
Baker & Taylor	adult books	364.60
Baker & Taylor	adult books	73.20
Gale Cengage	Large print books	92.22
Gale Cengage	Large print books	53.98
Gale Cengage	Large print books	97.50
3269 BOOKS-ADULT	TOTAL	693.39

3270 BOOKS-JUVENILE

Amazon	children's books	52.65
Amazon	children's books	76.44
Baker & Taylor	children's books	71.44
Baker & Taylor	children's books	73.10
The Child's World	children's books	504.90
The Penworthy Company LLC	children's books	244.00
3270 BOOKS-JUVENILE	TOTAL	1,022.53

3272 eCONTENT

Midwest Tape	Hoopla	490.62
3272 eCONTENT	TOTAL	490.62

3280 PROGRAMS

Amazon	Program Supplies	30.98
Amazon	Book Giveaway Prizes	199.53 MR
Amazon	Summer Reading Program Prizes	9.98 MR
Amazon	Summer Reading Program Prizes	61.96 MR
Cardmember Service	Walmart/Summer Kick-Off Party Food	293.16 MR
Tadych's Marketplace Foods	Tortoise Food	6.24
Tadych's Marketplace Foods	Cups for Kick-Off Party	6.98
Tadych's Marketplace Foods	Tortoise Food	6.24
Tadych's Marketplace Foods	Tortoise Food	6.02
Tadych's Marketplace Foods	Drink Mix for Teen Event	5.00 MR
3280 CHILDREN'S PROGRAMS	TOTAL	626.09

3285 A/V MATERIALS-ADULT

Amazon	movies	32.92
Amazon	movies	46.64
Amazon	movies	94.46
Amazon	movies	34.98
Amazon	movies	52.92
amazon	movies	42.87
Amazon	movies	42.91
Amazon	movies	59.94
Amazon	credit	-1.94
Findaway	Replacement Playaway	24.99
3285 A/V MATERIALS-ADULT	TOTAL	430.69

3286 A/V MATERIALS-JUVENILE

Amazon	movies	24.99
Amazon	movies	35.86
Amazon	movie	13.99
3286 A/V MATERIALS-JUVENILE	TOTAL	74.84

3310 TRAVEL & TRAINING EXPENSES

3310 TRAVEL & TRAINING EXPENSES TOTAL 0.00

3490 OTHER EXPENSES

Aunt Flow	Tampons	162.00
Harter's	Garbage Service	11.54
Namebadges International	Nametags	11.47
3490 OTHER EXPENSES	TOTAL	185.01
3560 BUILDING REPAIR/MAINTENANCE		
A-1 Elevator Sales & Service	Semi-Annual Service	213.00
3560 BUILDING REPAIR/MAINTENANCE	TOTAL	213.00
5110 INSURANCE ON BUILDINGS		
5110 INSURANCE ON BUILDINGS	TOTAL	0.00
5130 INSURANCE - GENERAL LIABILITY		
McClone	General Liability Insurance	291.50
5110 INSURANCE - GENERAL LIABILITY	TOTAL	291.50
	204-55110-41 ACCOUNTS TOTAL	26,751.63
GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)		
Amazon	Jumbo Plush & Puppet	54.66
Amazon	Tortoise Supplies	41.68
GIFT & MEMORIAL ACCOUNT	TOTAL	96.34
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	26,847.97

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
JULY 2024

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

OWLS Directors Meeting

I attended the OWLS Directors meeting on June 4 online. We discussed county plans, program and reference question tracking, library appointments and visits, and some general discussion. Our next meeting will be in-person on Thursday, August 29 at Hortonville.

City Leadership Meeting

The June 4 City Leadership meeting was here at the Library. We discussed 2025 Budgets, Capital Improvement Plans, the city's website, and monthly legal meetings with the city attorney.

In-Service Day

The Library was closed on Thursday, June 6 for a staff in-service day. Molly Komp, Training Librarian at OWLS, presented on working with our automation software CARL and tips and tricks to help the front desk staff. Lunch was from Jarrrito's that the Friends of the Library paid for. In the afternoon, Megan Hintz, Aging Programs Supervisor at Waupaca County presented on different resources for helping those with Dementia and their caregivers. After her presentation, all library staff spent some time hanging up decorations for the summer program theme of Adventure begins at your Library.

City Council Meeting

I attended the June 11 city council meeting to talk about this year's Summer REading Program. A pamphlet was shared in the council packet, but I also provided June-August calendars listing the events happening on each day and highlighted some of the bigger programs.

DVR Worker

I worked with an agency that helps individuals who have a difficult time finding employment provide a position and responsibilities here at the Library. This agency works with the state Division of Vocational Rehabilitation who then provides pay and a job coach. The individual we have working at the Library on Wednesdays and Fridays for months of June and July is Gabriel. His tasks include dusting and cleaning shelves, shredding paper, and cleaning DVDs.

Mario Kart Tournament

I helped run the Mario Kart Tournament with Hannah on June 27. The event went really well and there were several participants. After about 16 races, we crowned one winner with a bag of various goodies.

Library Freedom Institute 2nd Session

On June 21, I attended the second session of the Library Freedom Institute. We discussed best practices for patron privacy and library privacy policies, data lifecycle in libraries, and library vendors and their issues.

YOUTH SERVICES JUNE 2024 REPORT



Kick-Off to Summer Reading

We started summer reading off with a kick-off party outside! Thankfully the rain held off! We had 343 people attend the party, and I had a bouncy house, alpaca petting zoo, henna tattoos, crafts, bubbles, chalk, a sensory table, and free food. All of this was possible thanks to money and volunteer hours from The Friends and grants from OWLS. My husband also volunteered his time to grill the hot dogs and hamburgers. I received tons of positive feedback from our patrons about the party, and so far we've signed up 308 people for summer reading!

June Events

I organized a total of 7 special events (plus regular programming) for June. We had 23 people for our Mario Kart tournament and it was a blast watching them all play together! Deb Biechler came to read her book 'Berry Hullabaloo' at our weekly storytime which was a hit, she was so engaging. For our teen afternoon, we had so much fun creating "bad" art, one of the teens even said to me "Ms. Hannah, this was the best program you've ever done!" We had The Woodsy Dude come to teach survival skills to 13 kids, and collaborated with the local Girl Scouts to do a safari themed party for 14 girls. So much fun was had in June!



Building a shelter with the Woodsy Dude



Program Numbers

Storytimes: 26 kids, 16 adults
Lego club: 8 kids, 6 adults
Mario Kart Tourney: 19 kids, 4 adults
Kick Off Party: 208 kids, 135 adults
Crafts: 41 kids, 11 adults
Teen afternoon: 8 kids
Reader of the Week: 132 kids
Jar Guess: 238 kids
Word Find: 122 kids
Movie: 25 kids, 5 adults

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

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 for June was decoupage wine bottles. We had 2 people in attendance. July's craft is junk journals.

I have been working on cleaning up the Obituary index, which had some duplicate records imported when we migrated it to the new website software. One of the front desk staff is helping me go through the list and locating duplicate records, which I then go in and delete. We are halfway through the list.

I have started going through the adult fiction collection and adding genre stickers and updating popular author books with series information on the spines, so patrons can more easily find what they are looking for.

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

I have watched various webinars on a variety of library related topics and attended some virtual meetings for WISCAT (the ILL lending platform for WI Libraries).

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- None to report.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- The following donations were made in memory of Craig Akey:
 - Scott & Cynthia Morrison along with the Minnesota State University, Mankato Residential Life staff members: \$200
 - Jeanne Klemp: \$50
 - Kathy & Dan Mitchell: \$50
 - Laurie & Brad Zeuske: \$25
 - Sigrid & John Shaw: \$100
 - Stannye Meads: \$50

CLINTONVILLE PUBLIC LIBRARY													month	to date	month									13
2024 MONTHLY ACTIVITIES REPORT													2023	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	June											
Days open	22	25	24	26	25	24	0	0	0	0	0	0	26	146	151	285	250	63	301	302	303	304	302	
DOOR COUNT																								
Door count	4,338	5,051	4,871	4,561	5,530	5,126	0	0	0	0	0	0	4,839	29,477	26,402	41,924	17,094	18,082	80,656	78,764	79,106	84,369	84,469	
Avg per day open	197	202	203	175	221	214							186	202	175	147	68	287	268	261	261	278	280	
CIRCULATION																								
Circs	4,112	3,826	4,053	3,642	2,989	3,892	0	0	0	0	0	0	4,096	22,514	21,328	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394	
Renewals	836	721	875	880	879	793	0	0	0	0	0	0	525	4,984	3,791	8,268	6,623	7,526	19,020	20,472	20,325	20,331	19,543	
Subtotal Circulation	4,948	4,547	4,928	4,522	3,868	4,685	0	0	0	0	0	0	4,621	27,498	25,119	47,776	32,750	29,936	80,408	89,223	94,191	100,031	97,937	
Avg circ per day open	225	182	205	174	155	195							178	188	166	168	131	475	267	295	313	329	324	
Overdrive-Audiobook Uses	368	362	420	393	418	377	0	0	0	0	0	0	393	2,338	2,393	4,869	4,002	3,555	3,171	2,361	1,914	1,641	1,439	
Overdrive-Ebook Uses	374	281	320	319	326	278	0	0	0	0	0	0	334	1,898	2,103	4,182	3,742	4,355	3,124	2,861	3,136	3,100	2,893	
Overdrive-Magazine Uses	126	135	153	67	125	93	0	0	0	0	0	0	66	699	401	509	166	339	378	n/a	n/a	n/a	n/a	
Hoopla	211	181	208	263	205	204	0	0	0	0	0	0	158	1,272	1,030	1,582	1,313	1,660	1,432	1,124	697	n/a	n/a	
Total Circulation	6,027	5,506	6,029	5,564	4,942	5,637	0	0	0	0	0	0	5,572	33,705	31,046	58,918	41,973	40,244	88,513	95,569	99,938	104,864	102,269	
INTERLIBRARY LOAN																								
Total loaned	2,355	2,189	2,234	2,069	1,975	2,018	0	0	0	0	0	0	2,427	12,840	14,959	29,124	24,414	14,565	32,480	33,304	35,627	34,944	29,908	
Total borrowed	1,067	1,034	1,001	1,149	1,060	937	0	0	0	0	0	0	827	6,248	5,728	11,087	9,911	8,494	17,913	19,708	21,559	22,876	22,268	
Net	1,288	1,155	1,233	920	915	1,081							1,600	6,592	9,231	18,037	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	2,421	69%		2,487	69%								2,821	2,487	2,821	2,916	2,988	2,941	3,577	3,807		3,973	4,326	
Juvenile	1,066	31%		1,089	31%								1,309	1,089	1,309	1,308	1,358	1,349	1,743	1,873		1,961	2,032	
Total borrowers	3,528			3,613									4,167	3,613	4,167	4,263	4,397	4,342	5,370	5,710		5,963	6,390	
Resident	1,933	55%		2,055	57%								2,235	2,055	2,235	2,299	2,441	2,395	2,851	2,968		3,080	3,218	
Nonresident	1,595	45%		1,558	43%								1,932	1,558	1,932	1,964	1,956	1,947	2,519	2,742		2,883	3,172	
PROGRAMMING																								
Adult programs in library	1	2	2	2	2	2	0	0	0	0	0	0	4	11	13	49	55	27	37	25	37	56	30	
Attendance	3	15	12	10	15	7	0	0	0	0	0	0	350	62	149	4,411	8,820	1,989	196	129	255	279	181	
Adult outreach programs	0	0	1	1	0	1	0	0	0	0	0	0	0	3	0	1	1	16	5	0	0	0	0	
Attendance	0	0	8	12	0	8	0	0	0	0	0	0	0	28	0	40	46	218	166	0	0	0	0	
Teen programs in library	3	3	3	2	2	2	0	0	0	0	0	0	0	15	7	4	0	30	89	38	12	19	14	
Attendance	32	51	51	48	52	21	0	0	0	0	0	0	0	255	166	67	0	1,303	529	282	61	107	86	
Juvenile programs in library	9	10	9	10	8	9	0	0	0	0	0	0	2	55	19	31	27	146	383	308	245	248	265	
Attendance	480	902	520	886	752	1,023	0	0	0	0	0	0	84	4,563	871	1,068	1,028	10,528	6,803	5,914	5,378	5,742	5,594	
Juvenile outreach programs	1	1	1	2	3	0	0	0	0	0	0	0	0	8	8	32	2	22	121	70	65	86	84	
Attendance	29	34	34	81	644	0	0	0	0	0	0	0	0	822	1,854	2,016	303	324	1,988	1,393	985	1,290	1,187	
Total programs	14	16	16	17	15	14	0	0	0	0	0	0	6	92	47	117	85	241	635	441	359	409	393	
Total attendance	544	1,002	625	1,037	1,463	1,059	0	0	0	0	0	0	434	5,730	3,040	7,602	10,197	14,362	9,682	7,718	6,679	7,418	7,048	
Meeting Rm (not lib pgrms)	19	33	29	34	22	16	0	0	0	0	0	0	15	153	84	185	0	149	277	175	154	154	76	
VOLUNTEERS																								
Number	3	3	3	2	2	5	0	0	0	0	0	0	3	18	14	20	16	18	45	55	25	1	15	
Hours worked	13.00	10.50	10.75	11.75	5.75	26.75	0.00	0.00	0.00	0.00	0.00	0.00	12.00	79	46	56	54	26	125	233.00	162.00	8.00	43.00	
COMPUTER STATS																								
Public Computer sessions	142	196	182	175	152	157	0	0	0	0	0	0	149	1,004	1,050	1,939	1,043	1,177	5,141	6,273	7,458	7,395	8,541	
Laptop Checkouts	2	2	3	0	1	2	0	0	0	0	0	0	1	10	5	9	0	2	29	98	87	114	117	
Wireless sessions	568	611	620	576	608	517	0	0	0	0	0	0	679	3,500	3,524	5,562	4,072	2,492	6,353	6,630	7,711	7,807	7,147	
Total website page views	1,074	1,270	1,199	1,144	1,037	1,144	0	0	0	0	0	0	1,446	6,868	9,790	17,267	22,123	7,240	30,272	35,689	38,599	37,431	30,904	
Facebook likes	1,412	1,423	1,426	1,430	1,440	1,450	0	0	0	0	0	0	1,267	1,450	1,267	1,214	1,067	1,020	959	833	736	650	578	

CLINTONVILLE PUBLIC LIBRARY
MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY
Prior Date of Review and Approval: 18 July 2007, 18 March 2010
Date of Review and Approval: 13 January 2022

A. Objectives

The purpose of the Clintonville Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Clintonville Public Library Board of Trustees and are integral parts of the policy. Access to all content legally obtainable is assured to our users. This includes content that reflects a diversity of issues, whether they be political, economic, religious, social, ethnic, or sexual. Our collection reflects a diversity of content, not an equality of numbers.

The library will not promote specific beliefs or views but will provide enough suitable material to enable the public to make informed and intelligent decisions.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Clintonville Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:

- a) individual merit of each item
- b) popular appeal/demand
- c) suitability of material for the clientele
- d) existing library holdings
- e) budget

2. Reviews are a major source of information about new materials but the lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is

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in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Clintonville Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to try to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.

Library Staff considers the following criteria in choosing materials for withdrawal:

- Worn or badly damaged materials.
- Frequency of use.
- Superseded editions or obsolete items and formats.
- Availability of other titles on the subject.
- Local interest/historical significance.
- Availability online or elsewhere.
- Classic or basic work in the field.

~~Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.~~ This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

F. Potential Problems or Challenges

The Clintonville Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

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Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

G. Challenged Materials

Although materials are carefully selected, differences of opinion regarding the suitability of materials can arise. Patrons requesting ("Requestor") that material be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" form which is available in the library. The Requestor must fill out the form completely in their own words and hand it in in-person; if not, it will be dismissed. Requestors must have a non-expired library card with Clintonville as their home agency, live within a 20 miles radius of the City of Clintonville, and can only request one item at a time for review. The challenged item/questioned material will be reviewed by the Library Director, Youth Services Librarian, and Technical Services Librarian ~~Library staff~~, in its entirety within one (1) year, and once a decision has been made regarding the retention or removal of the material the Library Director will issue a response to the Requestor person in writing, explaining the decision. During the review, the challenged item will remain on library shelves and the Library will purchase additional copies for staff to review.

If the Requestor person is dissatisfied with the decision, they/he/she may appeal to the Clintonville Public Library Board of Trustees ("Library Board") within fourteen (14) calendar/regular business days after the send date of the decision. To appeal, the Requestor will need to write a letter to the Library Board detailing why they wish to appeal and deliver it to the library, either by mail or in-person. The Library Board will review the challenged item in its entirety within one (1) year. The appeal will be reviewed afterwards at the Library Board's next regularly scheduled meeting. reconsider the decision based at its next regularly scheduled meeting, allowing for fourteen (14) calendar days review time by the Library Board. The Requestor person appealing the decision shall be notified of the date, time, and the location the Library Board will hear the matter and may appear at the meeting to be heard. Should the Requestor person requesting the appeal of the appeal be unable to appear in person, they/he/she may ask the Library Board to consider the merits of the request based on a written statement.

The Library Board shall base its reconsideration on whether the decision conforms to this Policy and the matter will be heard and voted on in accordance with the Board of Trustee's Bylaws. The decision of the Library Board shall be final. Decisions on reconsidered materials will stand for ten (10) years before new requests for reconsideration of those items will be entertained.

Registration is open for this year's [Trustee Training Week](#) webinars. This year's lineup is:

- Monday, August 19 – [Everything You Want to Know About Book Challenges...and a Bit You Probably Don't](#) with Tasslyn Magnusson
 - Join your fellow Wisconsin library trustees and catch up on the news in book reconsideration policies, challenges, and weathering this unprecedented time for libraries across the country. Webinar participants will review some of the latest information and trends on book challenges and attacks on libraries and librarians and, most importantly strategies for preparing for and managing if (when) these challenges come to your library.
- Tuesday, August 20 – [Wisconsin Library Law](#) with Kris Turner
 - Reading and understanding laws and regulations can be daunting, even more so when you are a trustee or on a library board. This session will focus on demystifying the law and focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics covered include open meeting laws, statutory delegation of library board authority, basics of legal research, and more. When the session has concluded, you will be able to better locate and answer legal questions that you may face as a library board member and also know what resources are available to you to get these difficult and stressful questions answered.
 - [Wisconsin Library Law Survey](#): This survey will help Kris target his presentation.
- Wednesday, August 21 – [Making Each Other Look Good: The Library Board and the Library Director](#) with Jamie LaRue
 - In an ideal world, board and director are on the same page regarding values, vision, and goals. All too often, that relationship breaks down. Communication fails among board members; expectations of the director are not conveyed or are conveyed poorly. The director fails to notify the board of key issues or projects. How can board members and directors build a stronger and more positive communication infrastructure? While this webinar focuses mostly on board and directors, any staff member interested in the larger dynamics of this relationship may find the session illuminating.
- Thursday, August 22 – [Organization and Governance Best Practices for Boards](#) with Charity Tyler
 - A well-defined set of organizational and governance standards and best practices help boost board efficiency and performance, engage current board members, cultivate volunteers and future leaders, and create a positive board culture. Learn the difference between bylaws and operational standards and what belongs in each along with tips for a regular review of both. Learn how to evaluate your current committee structure, determine the needs of your organization, and implement change for increased engagement and improved efficiency and outcomes.
- Friday, August 23 – [Robert's Rules Refresher](#) with Thomas Pugh
 - Refresher on Robert's Rules of Order.