

# CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING  
AT CLINTONVILLE PUBLIC LIBRARY  
75 Hemlock St., Clintonville, WI 54929  
4:00 PM  
THURSDAY MARCH 13, 2025

March 7, 2025

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 February 13, 2025
6. Approval of February Financial and Special Accounts Reports
7. Approval of March 2025 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Library Technician Job Description
10. Convene into Closed Session
  - a. Adjourn into closed session pursuant to Wis. State Stats 19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility/Youth Services Librarian and Technical Services Librarian compensation/Reconvene into open session for possible action
11. Reconvene into Open session
  - a. Discussion/Possible Action on Youth Services Librarian and Technical Services Librarian compensation
12. Set Next Meeting Day and Time
13. Adjourn

JS/jh

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

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

## **CLINTONVILLE PUBLIC LIBRARY**

### **AGENDA INFORMATION**

March 7

#### **Discussion/Possible Action on Library Technician Job Description**

Ashley and I worked on changes to this job description since we have an opening and it turned into a complete change. The job description is organized differently than before and we felt it looked cleaner. We made a few small changes to this one:

- Under Preferred Qualifications #1: specify Google, Microsoft, and Facebook as applications staff need to have the ability to use.
- Under Examples of General Work Duties and Responsibilities #7: Changed public equipment to copy machine and added “using” in addition to connecting to the Internet
- Under Examples of General Work Duties and Responsibilities #11: This was longer; shortened it to just “Empties the bookdrops.”
- There were some smaller changes made as well.

I, along with other staff, will be going through updating and changing job descriptions. I’m looking for approval of the updated job description.

#### **Discussion/Possible Action on Youth Services Librarian and Technical Services Librarian compensation**

We will discuss this in a closed session.

**Clintonville Public Library**  
**Board Meeting**  
**2/13/25**

- 1) Jeanne W, Jeanine S, Troy K ,Brandon B, Penny L, and Mike H. Polly G absent. Jamison H was also present.
- 2) Jeanne approved the agenda, Mike Second Motion passed
- 3) No citizens present
- 4) F.O.L. Report: They have a new board member. Plans for newsletter and to create information for all board members duties
- 5) Brandon motioned to approve the minutes, Mike second. motion passed
- 6) Insurance costs were for the year, and liability insurance was budgeted for. Brandon motioned, Jeanne second. Roll taken. Motion passed
- 7) There were 3 payrolls on this month's bills. Insurance and HSA payout. Brandon motioned to pay the bills in the amount of \$47,276.61, second by Penny. Roll taken and the motion passed.
- 8) Librarians report Puzzle contest March 15. Two teams signed up so far.
- 9) Brandon motioned to approve the state Annual Report, Mike second. Motion passed
- 10) Jeanne motioned to approve the Statement Concerning Public Library System Effectiveness. Mike second. Motion passed
- 11) Next meeting for March 13 at 4:00
- 12) Brandon motioned to adjourn, Mike second Motion passed

**CLINTONVILLE PUBLIC LIBRARY  
FINANCIAL STATEMENT  
FEBRUARY 2025**

<b>EXPENDITURES</b>							to date	February
ACCOUNT	ACCT	DESCRIPTION	FEBRUARY	YTD	BUDGET	BALANCE	2025	2024
							% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	16,049.20	38,954.12	211,980.00	173,025.88	18%	15%
204-55110-41- 1110		JANITOR SALARIES	1,096.12	2,450.41	16,300.00	13,849.59	15%	12%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,617.24	14,186.08	94,447.00	80,260.92	15%	14%
		<b>TOTAL SALARIES</b>	<b>21,762.56</b>	<b>55,590.61</b>	<b>322,727.00</b>	<b>267,136.39</b>	<b>17%</b>	<b>14%</b>
204-55110-41- 2100		INFORMATION TECHNOLOGY	12.35	467.61	18,000.00	17,532.39	3%	8%
204-55110-41- 2250		TELEPHONE SERVICE	53.99	176.62	2,200.00	2,023.38	8%	11%
204-55110-41- 2260		GAS	688.86	1,576.71	4,700.00	3,123.29	34%	29%
204-55110-41- 2270		WATER AND ELECTRICITY	1,260.11	1,260.11	10,000.00	8,739.89	13%	25%
204-55110-41- 3110		POSTAGE	451.41	452.74	700.00	247.26	65%	25%
204-55110-41- 3112		COPIES	9.17	9.17	2,500.00	2,490.83	0%	8%
204-55110-41- 3122		STAFF DEVELOPMENT	45.00	45.00	1,000.00	955.00	5%	13%
204-55110-41- 3123		MAINTENANCE SUPPLIES	65.25	130.50	1,500.00	1,369.50	9%	7%
204-55110-41- 3150		OFFICE SUPPLIES	50.99	50.99	3,000.00	2,949.01	2%	15%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICAL	0.00	0.00	150.00	150.00	0%	33%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41- 3269		BOOKS - ADULT	783.89	968.94	12,693.00	11,724.06	8%	15%
204-55110-41- 3270		BOOKS - JUVENILE	1,009.68	1,072.59	12,692.00	11,619.41	8%	13%
204-55110-41- 3272		eCONTENT	2,329.34	2,329.34	7,800.00	5,470.66	30%	33%
204-55110-41- 3280		PROGRAMS	543.66	543.66	3,000.00	2,456.34	18%	34%
204-55110-41- 3285		FINE ARTS & AV - ADULT	164.50	164.50	3,500.00	3,335.50	5%	9%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	55.20	55.20	3,000.00	2,944.80	2%	6%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	315.94	315.94	1,000.00	684.06	32%	1%
204-55110-41- 3490		OTHER OPERATING EXPENSES	27.95	77.20	1,000.00	922.80	8%	6%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	525.28	738.28	4,000.00	3,261.72	18%	61%
204-55110-41- 5110		INSURANCE ON BUILDINGS	3,772.63	3,772.63	3,924.00	151.37	96%	99%
204-55110-41- 5130		INSURANCE-GEN. LIABILITY	718.79	718.79	1,662.00	943.21	43%	41%
		<b>SUBTOTAL</b>	<b>12,883.99</b>	<b>14,207.73</b>	<b>98,021.00</b>	<b>83,094.48</b>	<b>14%</b>	<b>21%</b>
		<b>TOTAL OPERATING EXPENSES</b>	<b>34,646.55</b>	<b>69,798.34</b>	<b>420,748.00</b>	<b>350,949.66</b>	<b>17%</b>	<b>16%</b>
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%
		<b>SUBTOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0%</b>
		<b>TOTAL EXPENDITURES</b>	<b>34,646.55</b>	<b>69,798.34</b>	<b>420,748.00</b>	<b>350,949.66</b>	<b>17%</b>	<b>16%</b>
<b>REVENUE</b>							to date	to date
ACCOUNT	ACCT	DESCRIPTION	FEBRUARY	YTD	BUDGET	BALANCE	2025	2024
							% REC'D	% REC'D
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	239,233.00	(239,233.00)	0%	0%
204-43790-41		OWLS SUPPORT	0.00	0.00	168,065.00	(168,065.00)	0%	0%
204-46710-41		LIBRARY FEES	54.82	95.10	750.00	(654.90)	13%	26%
204-46711-41		COPY MACHINE REVENUE	326.87	844.45	4,000.00	(3,155.55)	21%	19%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	27.50	27.50	8,700.00	(8,672.50)	0%	19%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0%	0%
		<b>SUBTOTAL</b>	<b>409.19</b>	<b>967.05</b>	<b>420,748.00</b>	<b>(419,780.95)</b>	<b>0%</b>	<b>1%</b>
		<b>TOTAL REVENUE</b>	<b>409.19</b>	<b>967.05</b>	<b>420,748.00</b>	<b>(419,780.95)</b>	<b>0%</b>	<b>1%</b>

**CLINTONVILLE PUBLIC LIBRARY  
SPECIAL ACCOUNTS REPORT  
AS OF FEBRUARY 28, 2025**

204-41-ACCOUNT DESCRIPTION	FEBRUARY	CURRENT BALANCE	INTEREST YTD	12/31/2024 BALANCE
<b>204 FUND CARRYOVER FROM PREVIOUS YEAR</b>		92,355.07		92,355.07
<b>EXCESS BUDGET REVENUE/FUND CARRYOVER SPENT</b>		0.00		0.00
<b>TOTAL 204 FUND BALANCE</b>		<b>92,355.07</b>		<b>92,355.07</b>

805-41-ACCOUNT DESCRIPTION	FEBRUARY	CURRENT BALANCE	INTEREST YTD	12/31/2024 BALANCE
<b>CDS</b>				
6501084081 Gift & Memorial CD due 1/3/2026 Bank First 3.02%				
Miller	0.00	1,469.47	0.00	1,469.47
Gift & Memorial	0.00	13,819.56	0.00	13,819.56
<b>Gift &amp; Memorial CD Balance</b>	<b>0.00</b>	<b>15,289.03</b>		<b>15,289.03</b>
6501084096 Mantin Savings CD due 1/3/2026 Bank First 3.02%	0.00	12,628.71	0.00	12,628.71
6501084066 Combined CD due 1/3/2026 at Bank First 3.02%				
Thompson	0.00	12,918.44	0.00	12,918.44
Schultz	0.00	33,948.53	0.00	33,948.53
Mantin	0.00	13,211.97	0.00	13,211.97
OES	0.00	13,099.80	0.00	13,099.80
<b>Combined CD Balance</b>	<b>0.00</b>	<b>73,178.74</b>		<b>73,178.74</b>

<b>BILLINGS ESTATE DONATION</b>				
6501084075 CD due 1/3/2026 Bank First 3.02%	0.00	225,902.45	0.00	225,902.45
6501084072 Billings CD due 1/3/2026 Bank First 3.02%	0.00	208,617.24	0.00	208,617.24
<b>Total Billings Estate Donation</b>	<b>0.00</b>	<b>434,519.69</b>		<b>434,519.69</b>

<b>SAVINGS ACCOUNT (Mantin Funds) at Fox Communities</b>				
120574 BALANCE - JANUARY 1		2,271.33		2,271.33
INTEREST RECEIVED	0.00	0.00	0.00	0.00
OTHER REVENUE	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	2,271.33	0.00	0.00
EXPENDITURES	0.00	0.00	0.00	0.00
<b>SAVINGS ACCOUNT BALANCE</b>		<b>2,271.33</b>		<b>2,271.33</b>
<b>BANK BALANCE SUBTOTAL</b>		<b>537,887.50</b>		<b>537,887.50</b>

<b>GIFT &amp; MEMORIAL ACCOUNT</b>				
BALANCE - JANUARY 1		22,583.02		33,390.46
805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	0.00		925.00
805- SUBTOTAL		22,583.02		34,315.46
55110-41-3492 EXPENDITURES**	0.00	295.00		11,732.44
<b>SUBTOTAL</b>		<b>22,288.02</b>		<b>22,583.02</b>
<b>TOTAL 805 FUND BALANCE</b>		<b>560,175.52</b>		<b>560,470.52</b>

<b>GIFT &amp; MEMORIAL ACCOUNT DETAIL</b>		
805-48500-41 *DONATIONS/CONTRIBUTIONS	FEBRUARY	
TOTAL DONATIONS	0.00	
805-		
55110-41-3492 **EXPENDITURES	0.00	
TOTAL EXPENDITURES	0.00	

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**TOTAL 204 & 805 LIBRARY FUND BALANCE                      652,530.59                      652,825.59**

CLINTONVILLE PUBLIC LIBRARY  
MONTHLY TRANSACTIONS  
MARCH 2025

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 March 13, 2025

**RECEIPTS**

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - February	12.85
204-46710-42	LIBRARY FEES - March to date	26.00
204-46711-42	COPY MACHINE REVENUE - February	224.31
204-46711-42	COPY MACHINE REVENUE - March to date	81.75
204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00
	<b>204 ACCOUNTS SUBTOTAL</b>	<b>344.91</b>
401-57610-41-	CAPITAL FUND	0.00
	<b>TOTAL REVENUE</b>	<b>344.91</b>

**EXPENDITURES**

204-55110-41-		
<b>1100 SALARIES-STAFF</b>		
Staff	February salaries	16,049.20 *
1100 SALARIES-STAFF	TOTAL	16,049.20
<b>1110 SALARIES-MAINTENANCE</b>		
Maintenance staff	February salaries	1,096.12 *
1110 SALARIES-MAINTENANCE	TOTAL	1,096.12
<b>1500 EMPLOYEE BENEFITS</b>		
Total staff	February benefits	4,617.24 *
1500 EMPLOYEE BENEFITS	TOTAL	4,617.24
<b>2100 COMPUTER EXPENSES</b>		
Integrated Solutions	Content on City website	40.98
2100 COMPUTER EXPENSES	TOTAL	40.98
<b>2250 TELEPHONE</b>		
Spectrum	February bill	29.99 *
2250 TELEPHONE	TOTAL	29.99
<b>2260 GAS</b>		
We Energies	February bill	688.86 *
2260 GAS	TOTAL	688.86
<b>2270 WATER &amp; ELECTRICITY</b>		
Clintonville Utilities	February bill	1,255.19 *
2270 WATER & ELECTRICITY	TOTAL	1,255.19
<b>3110 POSTAGE</b>		
Baker & Taylor	Shipping	1.14
Baker & Taylor	shipping	0.90
Cooperative Summer Library Program	shipping	25.00
Demco	Shipping	6.00
Ingram	postage - adult books	9.00
Ingram	postage - adult books	3.00
Ingram	postage - adult books	9.00
Ingram	postage - adult books	9.00
Ingram	postage - adult books	9.00
Ingram	postage - adult books	9.00
Ingram	postage - adult books	9.00

Ingram	postage - adult books	9.00
Ingram	postage - adult books	9.00
3110 POSTAGE		TOTAL 99.04
<b>3112 COPIES</b>		
James Imaging Systems	Copier Lease & Usage	151.94
3112 COPIES		TOTAL 151.94
<b>3122 STAFF DEVELOPMENT</b>		
3122 STAFF DEVELOPMENT		TOTAL 0.00
<b>3123 MAINTENANCE SUPPLIES</b>		
Amazon	Mop Heads	13.35
Parks & Rec	Garbage Bags, toilet paper, sanitizer	145.69
Parks & Rec	Ice Melt	17.08
3123 MAINTENANCE SUPPLIES		TOTAL 176.12
<b>3150 OFFICE SUPPLIES</b>		
Demco	Labels & Label Protectors	214.98
ELM USA Inc.	Disc Cleaner machine usage	25.00
Outagamie Waupaca Library System	Receipt Paper	160.00
3150 OFFICE SUPPLIES		TOTAL 399.98

**3260 SUBSCRIPTIONS & PERIODICALS**

Cardmember Service	subscription-HGTV Magazine		49.97
3260 SUBSCRIPTIONS & PERIODICALS		TOTAL	49.97

**3261 MARKETING**

3261 MARKETING		TOTAL	0.00
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**3269 BOOKS-ADULT**

Amazon	adult books		23.25
Baker & Taylor	adult books		18.00
Baker & Taylor	adult books		17.40
Gale Cengage	Large print books		92.22
Gale Cengage	Large print books		72.00
Ingram	adult books		30.80
Ingram	adult books		392.79
Ingram	adult books		68.98
Ingram	adult books		25.19
Ingram	adult books		43.16
Ingram	adult books		44.99
Ingram	adult books		115.87
Ingram	adult books		34.72
3269 BOOKS-ADULT		TOTAL	979.37

**3270 BOOKS-JUVENILE**

Baker & Taylor	children's books		95.65
Baker & Taylor	children's books		72.25
Cherry Lake Publishing	children's books		401.71
Cherry Lake Publishing	children's books		56.97
3270 BOOKS-JUVENILE		TOTAL	626.58

**3272 eCONTENT**

Midwest Tape	Hoopla		622.12
3272 eCONTENT		TOTAL	622.12

**3280 PROGRAMS**

Amazon	Program Supplies		29.48 MR
Amazon	Program Supplies		31.77 MR
Amazon	Program Supplies		50.51 MR
Amazon	Program Supplies		5.99 MR
Amazon	Program Supplies		63.36 MR
Tadych's Marketplace Foods	Tortoise Food		2.94 MR
Tadych's Marketplace Foods	Kids & Teen Program Supplies		33.01 MR
Tadych's Marketplace Foods	Tortoise Food		23.23 MR
Tadych's Marketplace Foods	Tortoise Food		2.88 MR
3280 CHILDREN'S PROGRAMS		TOTAL	243.17

**3285 A/V MATERIALS-ADULT**

Amazon	movies		104.85
Amazon	movies		40.90
Amazon	movies		12.96
Amazon	movie		15.98
amazon	games		113.49
3285 A/V MATERIALS-ADULT		TOTAL	288.18

**3286 A/V MATERIALS-JUVENILE**

Amazon	movies		87.84
3286 A/V MATERIALS-JUVENILE		TOTAL	87.84

**3310 TRAVEL & TRAINING EXPENSES**

Cardmember Service	Library Legislative Day-Meal		15.56
3310 TRAVEL & TRAINING EXPENSES		TOTAL	15.56

**3490 OTHER EXPENSES**

Amazon	Archival Boxes and Paper		202.68 MR
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Cooperative Summer Library Program	Summer Library Program Shirts & Supplies	80.00
GFL Environmental	Garbage Service	20.73
Unique Management Services, Inc.	Accounts sent to collections	19.70
3490 OTHER EXPENSES	TOTAL	323.11
<b>3560 BUILDING REPAIR/MAINTENANCE</b>		
Automated Comfort Controls	Preventative Maintenance Contract	1,123.50
3560 BUILDING REPAIR/MAINTENANCE	TOTAL	1,123.50
<b>5110 INSURANCE ON BUILDINGS</b>		
5110 INSURANCE ON BUILDINGS	TOTAL	0.00
<b>5130 INSURANCE - GENERAL LIABILITY</b>		
5130 INSURANCE - GENERAL LIABILITY	TOTAL	0.00
	<b>204-55110-41 ACCOUNTS TOTAL</b>	<b>28,948.50</b>
<b>GIFT &amp; MEMORIAL ACCOUNT (805-55110-41-3492)</b>		
GIFT & MEMORIAL ACCOUNT	TOTAL	0.00
<b>COMPUTERS &amp; EQUIPMENT (401-57610-41-8102)</b>		
COMPUTERS & EQUIPMENT	TOTAL	0.00
<b>OFFICE FURNITURE &amp; EQUIPMENT (401-57610-41-8103)</b>		
OFFICE FURNITURE & EQUIPMENT	TOTAL	0.00
<b>CAPITAL IMPROVEMENTS (401-57610-41-8200)</b>		
CAPITAL IMPROVEMENTS	TOTAL	0.00
*prepaid      **additional bill	***adjusted amount      MR=Miscellaneous Revenue	<b>GRAND TOTAL      28,948.50</b>

CLINTONVILLE PUBLIC LIBRARY  
MONTHLY REPORTS  
MARCH 2025

**JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:**



Library Legislative Day

I attended Library Legislative Day on February 11 in Madison. I met with Senator Eric Wimberger (pictured above) and Representative Elijah Behnke. Since the biennial 2025-2027 state budget is starting, this year was an ask; specifically, for a \$6 million increase for public library systems over the next two years. Both legislators were supportive of the request and we are hopeful that they will support it when it comes time to vote. This is my first time meeting both of these legislators after the new redistricting maps. I'm also hopeful that both will want to visit the Library and possibly hold listening sessions here.

Staffing Changes

Library Page Jackie Syring had her last day on February 18. Hannah, Ashley, and I conducted interviews for her replacement and I have hired Jenna Syring, Jackie's sister, to be our new Library Page. She will be starting soon. Library Technician Rebecca Pyatskowitz put in her notice as she has accepted a full-time position with Little Blessings Daycare in Shawano. Her last day is March 14 and we are currently accepting applications.

## YOUTH SERVICES FEBRUARY 2025 REPORT

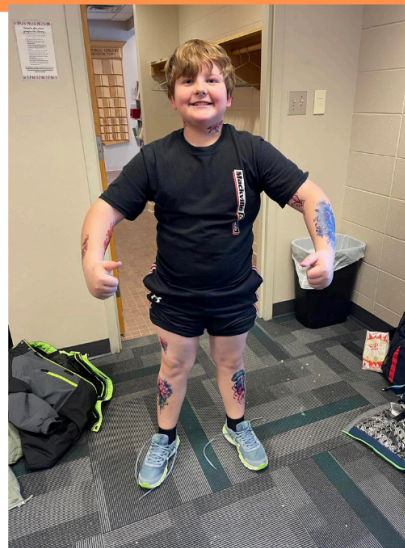


### Parentine's Day Party

I held my annual "Parentine's" Day Spa party for after school adventures on the 17th and it again was so much fun! We did face masks and cucumbers for our eyes, temporary tattoos, painted our nails, listened to relaxing music, and enjoyed some snacks. The kids had the most fun with the tattoos - picking out their favorites and helping each other apply them. I had some new faces attend the party this year, and have seen them for other programs since the party!

### Teen Homeschool Meet-Up

We played Bingo for this month's meet-up! I had several versions picked out to keep it fun and exciting. We did a 'human' bingo where everyone had to find people that fit each square - someone left handed, an only child, etc. - and of course, regular bingo. I had lots of fun prizes picked out for the kids like books, bracelets, candy, bookmarks, and fidgets. They had so much fun playing and picking out prizes. For several of the kids, it was the first time they'd ever played and they really enjoyed it!



Homeschool meet-up fun!



### Program Numbers

**Storytimes:** 72 kids, 36 adults  
**Pokemon club:** 3 kids, 1 adults  
**DIY Crafts:** 43 kids, 20 adults  
**Game Night:** 47 kids, 4 adults  
**Fictional Friend:** 193 kids, 0 adults  
**After School Adv:** 19 kids, 2 adults  
**Lego club:** 44 kids, 15 adults  
**St. Martin's visits:** 134 kids, 14 adults  
**Teen Night:** 6 teens  
**Movie:** 4 kids, 2 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 February was embroidered felt hearts. Unfortunately, no one showed up in person, so I made the craft into a take-home kit. I made 12 take-home kits and they all went. In March, we will be having a Mardi Gras Party. The craft will be DIY Mardi Gras masks. We will have Mardi Gras related treats as well.

Sign-ups for the speed puzzle contest are going well. We have 7 teams signed up so far. We have a limit of 10 teams due to space and puzzle availability.

I spent some more time relabeling and weeding in adult fiction.

I continue to have meetings with other OWLS members to discuss and review our options for library software systems. We are currently organizing our wants and needs for what such a system should have for us. Once we have this organized and our priority items to look for, we will begin reviewing possible software options.

I also continue to work on obituaries when time allows. I have also enlisted the help of one of our front desk staff, Rebecca with inputting obituaries from current newspapers.

As always, I continue to purchase, 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  
2025 MONTHLY ACTIVITIES REPORT**

	month												to date	month										13
	2024												2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Feb											
Days open	26	<b>23</b>	0	0	0	0	0	0	0	0	0	0	25	<b>49</b>	47	302	285	250	63	301	302	303	304	302
<b>DOOR COUNT</b>																								
Door count	4,175	<b>3,770</b>	0	0	0	0	0	0	0	0	0	0	5,051	<b>7,945</b>	9,389	53,021	41,924	17,094	18,082	80,656	78,764	79,106	84,369	84,469
Avg per day open	161	<b>164</b>											202	<b>162</b>	200	176	147	68	287	268	261	261	278	280
<b>CIRCULATION</b>																								
Circs	3,688	<b>3,137</b>	0	0	0	0	0	0	0	0	0	0	3,826	<b>6,825</b>	7,938	42,867	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394
Renewals	740	<b>794</b>	0	0	0	0	0	0	0	0	0	0	721	<b>1,534</b>	1,557	8,252	8,268	6,623	7,526	19,020	20,472	20,325	20,331	19,543
Subtotal Circulation	4,428	<b>3,931</b>	0	0	0	0	0	0	0	0	0	0	4,547	<b>8,359</b>	9,495	51,119	47,776	32,750	29,936	80,408	89,223	94,191	100,031	97,937
Avg circ per day open	170	<b>171</b>											182	<b>171</b>	202	169	168	131	475	267	295	313	329	324
Overdrive-Audiobook Uses	520	<b>474</b>	0	0	0	0	0	0	0	0	0	0	362	<b>994</b>	730	4,614	4,869	4,002	3,555	3,171	2,361	1,914	1,641	1,439
Overdrive-Ebook Uses	320	<b>296</b>	0	0	0	0	0	0	0	0	0	0	281	<b>616</b>	655	3,747	4,182	3,742	4,355	3,124	2,861	3,136	3,100	2,893
Overdrive-Magazine Uses	170	<b>136</b>	0	0	0	0	0	0	0	0	0	0	135	<b>306</b>	261	1,206	509	166	339	378	n/a	n/a	n/a	n/a
Hoopla	245	<b>265</b>	0	0	0	0	0	0	0	0	0	0	181	<b>510</b>	392	2,138	1,582	1,313	1,660	1,432	1,124	697	n/a	n/a
Total Circulation	5,683	<b>5,102</b>	0	0	0	0	0	0	0	0	0	0	5,506	<b>10,785</b>	11,533	62,824	58,918	41,973	40,244	88,513	95,569	99,938	104,864	102,269
<b>INTERLIBRARY LOAN</b>																								
Total loaned	2,333	<b>2,281</b>	0	0	0	0	0	0	0	0	0	0	2,189	<b>4,614</b>	4,544	29,086	29,124	24,414	14,565	32,480	33,304	35,627	34,944	29,908
Total borrowed	986	<b>799</b>	0	0	0	0	0	0	0	0	0	0	1,034	<b>1,785</b>	2,101	11,199	11,087	9,911	8,494	17,913	19,708	21,559	22,876	22,268
Net	1,347	<b>1,482</b>											1,155	<b>2,829</b>	2,443	17,887	18,037	14,503	6,071	14,567	13,596	14,068	12,068	7,640
<b>REGISTERED BORROWERS</b>																								
	<b>1st Q</b>	%	<b>2nd Q</b>		%	<b>3rd Q</b>		%	<b>4th Q</b>		%													
Adult													2,421	<b>2,585</b>	2,421	2,911	2,916	2,988	2,941	3,577	3,807		3,973	4,326
Juvenile													1,066	<b>1,150</b>	1,066	1,344	1,308	1,358	1,349	1,743	1,873		1,961	2,032
Total borrowers													3,528	<b>3,769</b>	3,528	4,301	4,263	4,397	4,342	5,370	5,710		5,963	6,390
Resident													1,933	<b>2,039</b>	1,933	2,400	2,299	2,441	2,395	2,851	2,968		3,080	3,218
Nonresident													1,595	<b>1,730</b>	1,595	1,901	1,964	1,956	1,947	2,519	2,742		2,883	3,172
<b>PROGRAMMING</b>																								
Adult programs in library	2	<b>2</b>	0	0	0	0	0	0	0	0	0	0	2	<b>4</b>	3	27	49	55	27	37	25	37	56	30
Attendance	12	<b>3</b>	0	0	0	0	0	0	0	0	0	0	15	<b>15</b>	18	234	4,411	8,820	1,989	196	129	255	279	181
Adult outreach programs	1	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	<b>1</b>	0	0	1	1	16	5	0	0	0	0
Attendance	15	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	<b>15</b>	0	0	40	46	218	166	0	0	0	0
Teen programs in library	3	<b>3</b>	0	0	0	0	0	0	0	0	0	0	3	<b>6</b>	6	22	4	0	30	89	38	12	19	14
Attendance	36	<b>69</b>	0	0	0	0	0	0	0	0	0	0	51	<b>105</b>	83	331	67	0	1,303	529	282	61	107	86
Juvenile programs in library	9	<b>8</b>	0	0	0	0	0	0	0	0	0	0	10	<b>17</b>	19	56	31	27	146	383	308	245	248	265
Attendance	415	<b>564</b>	0	0	0	0	0	0	0	0	0	0	902	<b>979</b>	1,382	3,298	1,068	1,028	10,528	6,803	5,914	5,378	5,742	5,594
Juvenile outreach programs	1	<b>2</b>	0	0	0	0	0	0	0	0	0	0	1	<b>3</b>	2	13	32	2	22	121	70	65	86	84
Attendance	32	<b>38</b>	0	0	0	0	0	0	0	0	0	0	34	<b>70</b>	63	2,263	2,016	303	324	1,988	1,393	985	1,290	1,187
Total programs	16	<b>15</b>	0	0	0	0	0	0	0	0	0	0	16	<b>31</b>	30	118	117	85	241	635	441	359	409	393
Total attendance	510	<b>674</b>	0	0	0	0	0	0	0	0	0	0	1,002	<b>1,184</b>	1,546	6,126	7,602	10,197	14,362	9,682	7,718	6,679	7,418	7,048
Meeting Rm (not lib pgrms)	23	<b>15</b>	0	0	0	0	0	0	0	0	0	0	33	<b>38</b>	52	190	185	0	48	277	175	154	154	76
<b>VOLUNTEERS</b>																								
Number	2	<b>2</b>	0	0	0	0	0	0	0	0	0	0	2	<b>4</b>	4	26	20	16	4	45	55	25	1	15
Hours worked	5.50	<b>8.50</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.50	<b>14</b>	22	79	56	54	26	125	233.00	162.00	8.00	43.00
<b>COMPUTER STATS</b>																								
Public Computer sessions	271	<b>282</b>	0	0	0	0	0	0	0	0	0	0	196	<b>553</b>	338	1,936	1,939	1,043	1,177	5,141	6,273	7,458	7,395	8,541
Laptop Checkouts	1	<b>0</b>	0	0	0	0	0	0	0	0	0	0	2	<b>1</b>	4	10	9	0	2	29	98	87	114	117
Wireless sessions	557	<b>509</b>	0	0	0	0	0	0	0	0	0	0	611	<b>1,066</b>	1,179	7,370	5,562	4,072	2,492	6,353	6,630	7,711	7,807	7,147
Total website page views	1,268	<b>1,842</b>	0	0	0	0	0	0	0	0	0	0	1,270	<b>3,110</b>	2,344	16,291	17,267	22,123	3,112	30,272	35,689	38,599	37,431	30,904
Facebook likes	1,488	<b>1,501</b>	0	0	0	0	0	0	0	0	0	0	1,423	<b>1,501</b>	1,423	1,370	1,214	1,067	1,020	959	833	736	650	578



# Clintonville Public Library – City of Clintonville

## Job Description

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Position Title: Library Technician

Department/Location: Public Library

Reports to: Library Director and Technical Services Librarian

Employment Status: Part-Time Hourly

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### **Position Summary:**

Under immediate supervision, performs circulation desk procedures, patron assistance, and materials processing, and clerical and other library work as required.

**Required Qualifications:** High school diploma or equivalent, as demonstrated by prior work experience or documented accomplishments.

### **Preferred Qualifications:**

1. Ability to learn pertinent computer skills, such as Google Products, Microsoft Products, and Facebook and to effectively use them to perform assigned duties.
2. Ability to use computer software and adapt to changes in technology.
3. Ability to learn to use the OWLSnet automation system.
4. Previous customer service experience.
5. Ability to effectively present information and respond to questions from patrons.
6. Ability to maintain confidentiality of library patron information.
7. Ability to follow detailed directions.
8. Ability to operate library equipment properly, which includes knowledge of databases and search methods.
9. Ability to operate general office equipment, including fax machine, VoIP phone, and copier/printer/scanner.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
11. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
12. Working knowledge of English grammar and spelling.
13. Working knowledge of library methods and procedures.

### **Examples of General Work Duties and Responsibilities:**

1. Performs circulation desk procedures, including but not limited to, checking materials in and out, registering patrons, updating & maintaining patron records, and collecting payments.
2. Checks in deliveries of interlibrary loan materials.
3. Processes, withdraws, or repairs library materials.

4. Shelves library materials and reads shelves.
5. Sorts and routes mail.
6. Assists with library programs and displays.
7. Assists patrons with the operation of copy machine, connecting & using the Internet, utilizing software applications and accessing library services from remote locations.
8. Answers directional and reference questions and refers patrons to appropriate personnel.
9. Assists patrons with digital downloads to their e-readers, tablets, and smartphones.
10. Helps update the library's website and social media accounts.
11. Empties the bookdrops.
12. Performs light housekeeping
13. Performs other related work.

The above statement is intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of job duties that may be performed by such a person. All library staff are expected to provide support for reference, circulation, opening & closing procedures, and maintenance of the facility.