



# CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING  
AT CLINTONVILLE PUBLIC LIBRARY  
75 Hemlock St., Clintonville, WI 54929  
4:00 PM  
THURSDAY MAY 8, 2025

May 2, 2025

Brandon Braden  
Jeanne Witt  
Penny Leder  
Mike Hankins

Troy Kuhn  
Jeanine Supanich  
Polly Goodell

## Amended 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 April 10, 2025
6. Approval of April Financial and Special Accounts Reports
7. Approval of May 2025 bills
8. Discussion of Librarian's Report
9. Election of Officers
10. Discussion/Possible Action on Internet Policy
11. Discussion/Possible Action on Closing Library for Staff In-Service Day
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

[www.clintonvillelibrary.org](http://www.clintonvillelibrary.org)  
e-mail: [cpl@clintonvillelibrary.org](mailto:cpl@clintonvillelibrary.org)

## **CLINTONVILLE PUBLIC LIBRARY**

### **AGENDA INFORMATION**

May 2

#### **Election of Officers**

According to the Board's bylaws, an election of officers happens at the May meeting.

#### **Discussion/Possible Action on Internet Policy (Pages 15-16)**

In your packet is an updated Internet Policy. The changes to the policy include a statement that the Library's Privacy Policy covers patron use of the public computers and a statement about not overusing the bandwidth provided at the library. I'm looking for approval to add the updates to the policy.

#### **Discussion/Possible Action on closing Library for Staff In-Service Day**

I'm looking for approval to close the Library all day on Wednesday, June 4, for a staff in-service day. This is something we did last year and the staff appreciated having time to set up decorations and learn what needs to be done during the Summer Reading Program close to when it starts (which is Tuesday, June 10). There will be some other activities throughout the day that we are still working on getting set up.

**Clintonville Public Library**  
**Board Meeting**  
**4/10/2025**

1. Call to order. Roll call vote with all present.
2. Mike motioned to approve the agenda, seconded by Jeanne.
3. No Citizens Forum.
4. No Friends of the Library Report.
5. Mike motioned to approve the minutes from March 13, 2025, seconded by Brandon.
6. Mike motioned to approve March Financial and Special Accounts reports; seconded by Brandon. Roll call with all in favor.
7. Jeanne motioned to approve April 2025 bills in the amount of \$47,606.89; seconded by Brandon. Roll call with all in favor.
8. A new Library Page has been added to the staff. Jacqueline Hueber started on April 1st. A new Library Technician position will be filled soon. Lots of great plans for children and adults. Thanks to Richard Block for hosting John Armbuster, the author of Tailspin. Thanks also to the Friends of the Library.
9. Discussion, led by Jamie, of possible investment opportunities, Two options were provided: State of Wisconsin Local Government Investment Pool and the South Central Library System Foundation. After discussion the Board agreed more details were needed and no action was taken.
10. Next meeting will be 5/8/2025.
11. Mike motioned to adjourn, seconded by Penny.

**CLINTONVILLE PUBLIC LIBRARY  
FINANCIAL STATEMENT  
APRIL 2025**

<b>EXPENDITURES</b>							to date	April
ACCOUNT	ACCT	DESCRIPTION	APRIL	YTD	BUDGET	BALANCE	2025	2024
							% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	16,374.53	71,155.66	211,980.00	140,824.34	34%	34%
204-55110-41- 1110		JANITOR SALARIES	992.07	4,472.64	16,300.00	11,827.36	27%	29%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,843.78	23,787.36	94,447.00	70,659.64	25%	26%
<b>TOTAL SALARIES</b>			<b>22,210.38</b>	<b>99,415.66</b>	<b>322,727.00</b>	<b>223,311.34</b>	<b>31%</b>	<b>31%</b>
204-55110-41- 2100		INFORMATION TECHNOLOGY	16,273.81	16,778.46	18,000.00	1,221.54	93%	102%
204-55110-41- 2250		TELEPHONE SERVICE	53.99	383.23	2,200.00	1,816.77	17%	38%
204-55110-41- 2260		GAS	540.62	2,117.33	4,700.00	2,582.67	45%	58%
204-55110-41- 2270		WATER AND ELECTRICITY	1,077.45	3,592.75	10,000.00	6,407.25	36%	34%
204-55110-41- 3110		POSTAGE	143.04	694.82	700.00	5.18	99%	33%
204-55110-41- 3112		COPIES	175.72	336.83	2,500.00	2,163.17	13%	17%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	45.00	1,000.00	955.00	5%	13%
204-55110-41- 3123		MAINTENANCE SUPPLIES	9.89	88.49	1,500.00	1,411.51	6%	16%
204-55110-41- 3150		OFFICE SUPPLIES	143.79	594.76	3,000.00	2,405.24	20%	29%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICAL	0.00	49.97	150.00	100.03	33%	33%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41- 3269		BOOKS - ADULT	1,779.09	3,727.40	12,693.00	8,965.60	29%	34%
204-55110-41- 3270		BOOKS - JUVENILE	4,335.70	6,034.87	12,692.00	6,657.13	48%	31%
204-55110-41- 3272		eCONTENT	877.58	3,829.04	7,800.00	3,970.96	49%	47%
204-55110-41- 3280		PROGRAMS	585.13	1,371.96	3,000.00	1,628.04	46%	91%
204-55110-41- 3285		FINE ARTS & AV - ADULT	425.67	878.35	3,500.00	2,621.65	25%	24%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	15.92	158.96	3,000.00	2,841.04	5%	37%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	0.00	333.71	1,000.00	666.29	33%	42%
204-55110-41- 3490		OTHER OPERATING EXPENSES	1,299.13	1,376.33	1,000.00	(376.33)	138%	42%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	132.36	1,994.14	4,000.00	2,005.86	50%	137%
204-55110-41- 5110		INSURANCE ON BUILDINGS	0.00	3,790.26	3,924.00	133.74	97%	100%
204-55110-41- 5130		INSURANCE-GEN. LIABILITY	0.00	987.12	1,662.00	674.88	59%	57%
<b>SUBTOTAL</b>			<b>27,868.89</b>	<b>48,176.66</b>	<b>98,021.00</b>	<b>48,857.22</b>	<b>49%</b>	<b>55%</b>
<b>TOTAL OPERATING EXPENSES</b>			<b>50,079.27</b>	<b>147,592.32</b>	<b>420,748.00</b>	<b>273,155.68</b>	<b>35%</b>	<b>37%</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>50,079.27</b>	<b>147,592.32</b>	<b>420,748.00</b>	<b>273,155.68</b>	<b>35%</b>	<b>37%</b>
<b>REVENUE</b>							to date	to date
ACCOUNT	ACCT	DESCRIPTION	APRIL	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	99,851.50	99,851.50	168,065.00	(68,213.50)	59%	58%
204-46710-41		LIBRARY FEES	250.93	487.84	750.00	(262.16)	65%	69%
204-46711-41		COPY MACHINE REVENUE	399.23	1,484.67	4,000.00	(2,515.33)	37%	37%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	1,248.83	1,286.33	8,700.00	(7,413.67)	15%	43%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0%	0%
<b>SUBTOTAL</b>			<b>101,750.49</b>	<b>103,110.34</b>	<b>420,748.00</b>	<b>(317,637.66)</b>	<b>25%</b>	<b>24%</b>
<b>TOTAL REVENUE</b>			<b>101,750.49</b>	<b>103,110.34</b>	<b>420,748.00</b>	<b>(317,637.66)</b>	<b>25%</b>	<b>24%</b>

**CLINTONVILLE PUBLIC LIBRARY  
SPECIAL ACCOUNTS REPORT  
AS OF APRIL 30, 2025**

<b>204-41-ACCOUNT DESCRIPTION</b>	<b>APRIL</b>	<b>CURRENT BALANCE</b>	<b>INTEREST YTD</b>	<b>12/31/2024 BALANCE</b>
<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>

<b>805-41-ACCOUNT DESCRIPTION</b>	<b>APRIL</b>	<b>CURRENT BALANCE</b>	<b>INTEREST YTD</b>	<b>12/31/2024 BALANCE</b>
<b>CDS</b>				
6501084081 Gift & Memorial CD due 1/3/2026 Bank First 3.02%				
Miller	44.83	1,514.30	0.00	1,469.47
Gift & Memorial	418.10	14,237.66	0.00	13,819.56
<b>Gift &amp; Memorial CD Balance</b>	<b>462.93</b>	<b>15,751.96</b>		<b>15,289.03</b>
6501084096 Mantin Savings CD due 1/3/2026 Bank First 3.02%	382.38	<b>13,011.09</b>	0.00	<b>12,628.71</b>
6501084066 Combined CD due 1/3/2026 at Bank First 3.02%				
Thompson	391.30	13,309.74	0.00	12,918.44
Schultz	1,027.88	34,976.41	0.00	33,948.53
Mantin	399.94	13,611.91	0.00	13,211.97
OES	396.62	13,496.42	0.00	13,099.80
<b>Combined CD Balance</b>	<b>2,215.74</b>	<b>75,394.48</b>		<b>73,178.74</b>

<b>BILLINGS ESTATE DONATION</b>				
6501084075 CD due 1/3/2026 Bank First 3.02%	6,839.98	232,742.43	0.00	<b>225,902.45</b>
6501084072 Billings CD due 1/3/2026 Bank First 3.02%	6,316.60	214,933.84	0.00	<b>208,617.24</b>
<b>Total Billings Estate Donation</b>	<b>13,156.58</b>	<b>447,676.27</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>554,105.13</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	150.00		925.00
805- SUBTOTAL		22,733.02		34,315.46
55110-41-3492 EXPENDITURES**	0.00	628.48		11,732.44
<b>SUBTOTAL</b>		<b>22,104.54</b>		<b>22,583.02</b>
<b>TOTAL 805 FUND BALANCE</b>		<b>576,209.67</b>		<b>560,470.52</b>

<b>GIFT &amp; MEMORIAL ACCOUNT DETAIL</b>		
805-48500-41 *DONATIONS/CONTRIBUTIONS	APRIL	
Women of the Moose	100.00	
<b>TOTAL DONATIONS</b>	<b>100.00</b>	

805-		
55110-41-3492 **EXPENDITURES		
Center Point Large Print	149.05	
<b>TOTAL EXPENDITURES</b>	<b>149.05</b>	

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<b>TOTAL 204 &amp; 805 LIBRARY FUND BALANCE</b>	<b>668,564.74</b>	<b>652,825.59</b>
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CLINTONVILLE PUBLIC LIBRARY  
MONTHLY TRANSACTIONS  
MAY 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 May 8, 2025

**RECEIPTS**

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	12.00
204-46710-42	LIBRARY FEES - April	211.94
204-46710-42	LIBRARY FEES - May to date	0.00
204-46711-42	COPY MACHINE REVENUE - April	304.59
204-46711-42	COPY MACHINE REVENUE - May to date	0.00
204-48900-41	MISCELLANEOUS REVENUE	
	Friends of the Library	1,248.13
204-48900-41	TOTAL MISCELLANEOUS REVENUE	1,248.13
	<b>204 ACCOUNTS SUBTOTAL</b>	<b>1,776.66</b>
401-57610-41-	CAPITAL FUND	0.00

**TOTAL REVENUE 1,776.66**

**EXPENDITURES**

204-55110-41-		
<b>1100 SALARIES-STAFF</b>		
Staff	April salaries	16,374.53 *
1100 SALARIES-STAFF	TOTAL	16,374.53
<b>1110 SALARIES-MAINTENANCE</b>		
Maintenance staff	April salaries	992.07 *
1110 SALARIES-MAINTENANCE	TOTAL	992.07
<b>1500 EMPLOYEE BENEFITS</b>		
Total staff	April benefits	4,843.78 *
1500 EMPLOYEE BENEFITS	TOTAL	4,843.78
<b>2100 COMPUTER EXPENSES</b>		
Integrated Solutions	Content on City website	40.98
2100 COMPUTER EXPENSES	TOTAL	40.98
<b>2250 TELEPHONE</b>		
Spectrum	April bill	40.00 *
2250 TELEPHONE	TOTAL	40.00
<b>2260 GAS</b>		
2260 GAS	TOTAL	0.00
<b>2270 WATER &amp; ELECTRICITY</b>		
2270 WATER & ELECTRICITY	TOTAL	0.00
<b>3110 POSTAGE</b>		
Apple Books	postage - children's books	79.26
Baker & Taylor	Shipping	2.88
Baker & Taylor	shipping	5.21
Baker & Taylor	shipping	3.18
Baker & Taylor	shipping	2.15
3110 POSTAGE	TOTAL	92.68
<b>3112 COPIES</b>		
James Imaging Systems	Copier Lease & Usage	170.20
3112 COPIES	TOTAL	170.20

**3122 STAFF DEVELOPMENT**

3122 STAFF DEVELOPMENT	TOTAL	0.00
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**3123 MAINTENANCE SUPPLIES**

Amazon	Mop Head	13.46
3123 MAINTENANCE SUPPLIES	TOTAL	13.46

**3150 OFFICE SUPPLIES**

Amazon	Ban aids & Wet-Erase Markers	13.30
ELM USA Inc.	Disc Cleaner machine usage	25.00
3150 OFFICE SUPPLIES	TOTAL	38.30

**3260 SUBSCRIPTIONS & PERIODICALS**

3260 SUBSCRIPTIONS & PERIODICALS	TOTAL	0.00
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**3261 MARKETING**

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

Amazon	adult books	171.19
Amazon	adult books	15.29
Amazon	adult books	24.30
Amazon	adult books	24.50
Apple Books	adult books	69.27
Baker & Taylor	adult books	83.59
Baker & Taylor	adult books	74.78
Baker & Taylor	adult books	164.74
Baker & Taylor	adult books	104.98
3269 BOOKS-ADULT	TOTAL	732.64

**3270 BOOKS-JUVENILE**

Amazon	children's books	204.22
Amazon	children's books	446.21
Amazon	children's books	7.14
Apple Books	children's books	1,791.30
Baker & Taylor	children's books	153.39
Baker & Taylor	children's books	109.95
3270 BOOKS-JUVENILE	TOTAL	2,712.21

**3272 eCONTENT**

Midwest Tape	Hoopla	690.40
3272 eCONTENT	TOTAL	690.40

**3280 PROGRAMS**

Amazon	Program Supplies	34.64 MR
Amazon	Program Supplies	5.99 MR
Amazon	Program Supplies	97.84
Amazon	Summer Prizes+Glue	261.80 MR
Amazon	Summer Prizes	302.11 MR
Amazon	Program Supplies	55.76 MR
Amazon	Program Supplies	110.52 MR
Amazon	Program Supplies	33.20 MR
Amazon	Program Supplies	9.69 MR
Cardmember Service	Kwik Trip/gift certificates	40.00 MR
Tadych's Marketplace Foods	Tortoise Food	0.99 MR
Tadych's Marketplace Foods	Tortoise Food	2.98 MR
Tadych's Marketplace Foods	Tortoise Food	2.98 MR
Tadych's Marketplace Foods	Program Supplies	22.94 MR
Tadych's Marketplace Foods	Tortoise Food	2.98 MR
3280 CHILDREN'S PROGRAMS	TOTAL	984.42

**3285 A/V MATERIALS-ADULT**

Amazon	movies	62.86
Amazon	movies	26.98
Amazon	movies	48.98
Amazon	movies	136.99
3285 A/V MATERIALS-ADULT	TOTAL	275.81

**3286 A/V MATERIALS-JUVENILE**

Amazon	movies	19.95
Amazon	movies	44.92
Amazon	movie	27.99
3286 A/V MATERIALS-JUVENILE	TOTAL	92.86

**3310 TRAVEL & TRAINING EXPENSES**

3310 TRAVEL & TRAINING EXPENSES	TOTAL	0.00
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<b>3490 OTHER EXPENSES</b>			
Cardmember Service	Nametags		21.27
Hortonville Public Library	lost/damaged item-patron reimbursed		10.00 MR
Kaukauna Public Library	lost/damaged item-patron reimbursed		9.99 MR
Sturm Memorial Library	lost/damaged item-patron reimbursed		14.00 MR
Waupaca Area Public Library	lost/damaged item-patron reimbursed		15.00 MR
WI Dept. of Justice	Background Check		7.00
3490 OTHER EXPENSES		TOTAL	77.26
<b>3560 BUILDING REPAIR/MAINTENANCE</b>			
3560 BUILDING REPAIR/MAINTENANCE		TOTAL	0.00
<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>28,171.60</b>
<b>GIFT &amp; MEMORIAL ACCOUNT (805-55110-41-3492)</b>			
Center Point Large Print	Large Print books		149.05
GIFT & MEMORIAL ACCOUNT		TOTAL	149.05
<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		
<b>GRAND TOTAL</b>			<b>28,320.65</b>
***adjusted amount		MR=Miscellaneous Revenue	

CLINTONVILLE PUBLIC LIBRARY  
MONTHLY REPORTS  
MAY 2025

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

National Library Week

National Library Week was April 6-12 with the theme "Drawn to the Library." Library staff used this theme to ask why patrons come to the library, and we received 45 responses. Those who put their name and number were entered into a drawing for a prize basket. Here are a few of the responses we received:

- I'm drawn to the library...
  - to get cool hunting books
  - to do crafts
  - because I love Squirtle
  - Story hour
  - because Ms. Hannah plays games with us and the books are awesome
  - for the computer, your cozy atmosphere, The Wisconsin Magazine, Squirtle the Turtle, good books, good music, good programs

Friends of the Library Meeting

I attended the Friends of the Library meeting on April 14. Topics of discussion included updates on the speed puzzle contest, USB drives, John Armbruster presentation, Read Across America party, purchasing a sound system, and various announcements. Richard wrote a check for \$1,248.13 for the library to cover expenses for programs and supplies.

Interviews & Staffing Changes

Kaylee Martin started on April 21 as the replacement Library Technician for Rebecca Pyatskowit. Library Technician Mahala Becker will be moving at the end of May/beginning of June and we are working on finding her replacement. Ashley and I have been conducting interviews.

## YOUTH SERVICES APRIL 2025 REPORT



### CCBC Choices Workshop

I attended the Children's Cooperative Book Center Choices Workshop for 2025 at the newly renovated Menasha library. I love attending these workshops and hearing all about the best children's and young adult books coming out or recently released. It's so helpful to not only hear the experts do book talks, but they also bring each of the books along with them, so I get the chance to browse them before I decide to purchase them for the library. And it's always a wonderful opportunity to see different libraries and meet other library professionals!

### Storytime Fun!

Storytimes are one of my favorite activities I implement as a librarian. I do weekly Tuesday storytimes at the library, and it's been such fun getting to know all the sweet kiddos and their families. It's so rewarding deciding on themes every week and finding the perfect engaging books, crafts, and songs to go along with the themes. I also do a monthly storytime at Dellwood daycare, where all of the 2-3 year olds come together for 20 minutes with me. I look forward to it every month and enjoy when I see those little faces come into the library!



Teen night  
karaoke  
fun!



### Program Numbers

**Storytimes:** 76 kids, 34 adults  
**DIY Crafts:** 23 kids, 9 adults  
**Game Night:** 32 kids, 1 adults  
**Fictional Friend:** 187 kids, 0 adults  
**After School Advs:** 4 kids, 0 adults  
**Lego club:** 25 kids, 5 adults  
**St. Martin's visits:** 134 kids, 14 adults  
**Teen Night:** 7 teens

## **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 April was woodblock bunnies and chicks for spring. Changing to Thursday night helped attendance. I had 11 people. May's craft will be paint by numbers.

Jamie and I have had a busy couple of months in regard to interviewing for front desk positions. Our newest staff member recently started and we have been working on training her in her duties.

I continue to have meetings with other OWLS members to discuss and review our options for library software systems. We are currently reviewing other library online catalogs that are based in the systems we are looking at. We are waiting for the vendors to get back to us with our information requests so we can start reviewing those and determining what will or will not work for us.

Hannah and I also attended the CCBC (Children's Cooperative Book Center) Choices Workshop on April 24th at the Menasha Library. We got to see all the CCBC recommended books for children and listen to some great book talks about some of the favorites of the CCBC Staff.

I also continue to work on obituaries when time allows.

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:

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

CLINTONVILLE PUBLIC LIBRARY													month	to date	month										13
2025 MONTHLY ACTIVITIES REPORT													2024	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Apr												
Days open	26	23	26	26	0	0	0	0	0	0	0	0	26	101	97	302	285	250	63	301	302	303	304	302	
DOOR COUNT																									
Door count	4,175	3,770	4,356	3,890	0	0	0	0	0	0	0	0	4,561	16,191	18,821	53,021	41,924	17,094	18,082	80,656	78,764	79,106	84,369	84,469	
Avg per day open	161	164	168	150									175	160	194	176	147	68	287	268	261	261	278	280	
CIRCULATION																									
Circs	3,688	3,137	3,927	3,117	0	0	0	0	0	0	0	0	3,642	13,869	15,633	42,867	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394	
Renewals	740	794	885	865	0	0	0	0	0	0	0	0	880	3,284	3,312	8,252	8,268	6,623	7,526	19,020	20,472	20,325	20,331	19,543	
Subtotal Circulation	4,428	3,931	4,812	3,982	0	0	0	0	0	0	0	0	4,522	17,153	18,945	51,119	47,776	32,750	29,936	80,408	89,223	94,191	100,031	97,937	
Avg circ per day open	170	171	185	153									174	170	195	169	168	131	475	267	295	313	329	324	
Overdrive-Audiobook Uses	520	474	461	492	0	0	0	0	0	0	0	0	393	1,947	1,543	4,614	4,869	4,002	3,555	3,171	2,361	1,914	1,641	1,439	
Overdrive-Ebook Uses	320	296	327	285	0	0	0	0	0	0	0	0	319	1,228	1,294	3,747	4,182	3,742	4,355	3,124	2,861	3,136	3,100	2,893	
Overdrive-Magazine Uses	170	136	156	127	0	0	0	0	0	0	0	0	67	589	481	1,206	509	166	339	378	n/a	n/a	n/a	n/a	
Hoopla	245	265	260	270	0	0	0	0	0	0	0	0	263	1,040	863	2,138	1,582	1,313	1,660	1,432	1,124	697	n/a	n/a	
Total Circulation	5,683	5,102	6,016	5,156	0	0	0	0	0	0	0	0	5,564	21,957	23,126	62,824	58,918	41,973	40,244	88,513	95,569	99,938	104,864	102,269	
INTERLIBRARY LOAN																									
Total loaned	2,333	2,281	2,360	2,257	0	0	0	0	0	0	0	0	2,069	9,231	8,847	29,086	29,124	24,414	14,565	32,480	33,304	35,627	34,944	29,908	
Total borrowed	986	799	1,020	860	0	0	0	0	0	0	0	0	1,149	3,665	4,251	11,199	11,087	9,911	8,494	17,913	19,708	21,559	22,876	22,268	
Net	1,347	1,482	1,340	1,397									920	5,566	4,596	17,887	18,037	14,503	6,071	14,567	13,596	14,068	12,068	7,640	
REGISTERED BORROWERS																									
	1st Q	%			2nd Q	%			3rd Q	%															
Adult	2,241	70%											2,421	2,585	2,421	2,911	2,916	2,988	2,941	3,577	3,807		3,973	4,326	
Juvenile	914	30%											1,066	1,150	1,066	1,344	1,308	1,358	1,349	1,743	1,873		1,961	2,032	
Total borrowers	3,186												3,528	3,769	3,528	4,301	4,263	4,397	4,342	5,370	5,710		5,963	6,390	
Resident	1,737	55%											1,933	2,039	1,933	2,400	2,299	2,441	2,395	2,851	2,968		3,080	3,218	
Nonresident	1,449	45%											1,595	1,730	1,595	1,901	1,964	1,956	1,947	2,519	2,742		2,883	3,172	
PROGRAMMING																									
Adult programs in library	2	2	4	2	0	0	0	0	0	0	0	0	2	10	7	27	49	55	27	37	25	37	56	30	
Attendance	12	3	88	14	0	0	0	0	0	0	0	0	10	117	40	234	4,411	8,820	1,989	196	129	255	279	181	
Adult outreach programs	1	0	0	1	0	0	0	0	0	0	0	0	1	2	2	0	1	1	16	5	0	0	0	0	
Attendance	15	0	0	17	0	0	0	0	0	0	0	0	12	32	20	0	40	46	218	166	0	0	0	0	
Teen programs in library	3	3	2	2	0	0	0	0	0	0	0	0	2	10	11	22	4	0	30	89	38	12	19	14	
Attendance	36	69	54	40	0	0	0	0	0	0	0	0	48	199	182	331	67	0	1,303	529	282	61	107	86	
Juvenile programs in library	9	8	10	7	0	0	0	0	0	0	0	0	10	34	38	56	31	27	146	383	308	245	248	265	
Attendance	415	564	711	520	0	0	0	0	0	0	0	0	886	2,210	2,788	3,298	1,068	1,028	10,528	6,803	5,914	5,378	5,742	5,594	
Juvenile outreach programs	1	2	1	1	0	0	0	0	0	0	0	0	2	5	5	13	32	2	22	121	70	65	86	84	
Attendance	32	38	23	31	0	0	0	0	0	0	0	0	81	124	178	2,263	2,016	303	324	1,988	1,393	985	1,290	1,187	
Total programs	16	15	17	13	0	0	0	0	0	0	0	0	17	61	63	118	117	85	241	635	441	359	409	393	
Total attendance	510	674	876	622	0	0	0	0	0	0	0	0	1,037	2,682	3,208	6,126	7,602	10,197	14,362	9,682	7,718	6,679	7,418	7,048	
Meeting Rm (not lib pgrms)	23	15	14	19	0	0	0	0	0	0	0	0	34	71	115	190	185	0	82	277	175	154	154	76	
VOLUNTEERS																									
Number	2	2	7	2	0	0	0	0	0	0	0	0	2	13	11	26	20	16	13	45	55	25	1	15	
Hours worked	5.50	8.50	18.25	4.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.75	37	46	79	56	54	26	125	233.00	162.00	8.00	43.00	
COMPUTER STATS																									
Public Computer sessions	271	282	234	230	0	0	0	0	0	0	0	0	175	1,017	695	1,936	1,939	1,043	1,177	5,141	6,273	7,458	7,395	8,541	
Laptop Checkouts	1	0	0	1	0	0	0	0	0	0	0	0	0	2	7	10	9	0	2	29	98	87	114	117	
Wireless sessions	557	509	628	591	0	0	0	0	0	0	0	0	576	2,285	2,375	7,370	5,562	4,072	2,492	6,353	6,630	7,711	7,807	7,147	
Total website page views	1,268	1,842	1,677	1,704	0	0	0	0	0	0	0	0	1,144	6,491	4,687	16,291	17,267	22,123	6,367	30,272	35,689	38,599	37,431	30,904	
Facebook likes	1,488	1,501	1,520	1,529	0	0	0	0	0	0	0	0	1,430	1,529	1,430	1,370	1,214	1,067	1,020	959	833	736	650	578	

[illegible]

# CLINTONVILLE PUBLIC LIBRARY

## INTERNET POLICY

Prior Dates of Review and Approval: August 19, 1998 & September 20, 2000, January 21, 2004, June 20, 2007, August 21, 2008, July 15, 2010, December 15, 2011, October 11, 2018, December 12, 2019, October 14, 2021

Revised & Approved: May 8, 2025 ~~October 14, 2021~~

The Clintonville Public Library provides workstations for free public access to the Internet as an informational, educational and recreational resource. Use of the Internet via the Library's wireless network is also bound by this policy.

The Library assumes no responsibility for the use of the Internet by children. **Parents of minor children must accompany their children when they use the Library's Internet service. Children ages 17 and younger may use an Internet computer without a parent present only if they have an Internet Permission Slip signed by a parent or legal guardian in front of a Library staff member.**

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Use of the Internet computers is on a first come, first serve basis. The Library uses TBS MyPC computer software. The initial Internet session is for 60 minutes and will be automatically renewed to 30-minute blocks. Your time can be extended indefinitely depending on availability.

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- \$.15 for black & white
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- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering components of any network or database.
- Respecting the privacy of others by not interfering with their use.
- Making only authorized copies of copyrighted or licensed software or data.
- Not sending, receiving, or displaying, text or graphics, which may reasonably be construed by Library staff as offensive to the public.
- Not making unauthorized changes to the setup or configuration of the software or hardware.

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- Not overusing system resources such as bandwidth

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