



# CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING  
AT CLINTONVILLE PUBLIC LIBRARY  
75 Hemlock St., Clintonville, WI 54929  
4:00 PM  
THURSDAY JUNE 12, 2025

June 6, 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 May 8, 2025
6. Approval of May Financial and Special Accounts Reports
7. Approval of June 2025 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on 2026-2033 Capital Improvement Plan
10. Discussion/Possible Action on Revised Job Descriptions
11. Info - Board & Staff Roster
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**

June 6

#### **Discussion/Possible Action on 2026-2033 Capital Improvement Plan (Page 15)**

In your packet is the 2026-2033 Capital Improvement Plan. The big item is still the replacement of the boilers in 2027 for \$134,755. I'm looking for approval of the capital improvement plan.

#### **Discussion/Possible Action on Revised Job Descriptions (Pages 16-19)**

In your packet are updates to the Custodian I and Library Page job descriptions. I'm looking for approval of the changes.

#### **Info - Board & Staff Roster**

In your packet is an updated roster of the Library Board and Staff.

**Clintonville Public Library  
Board Meeting  
5/8/2025**

1. Call to order. Roll call with all members present
2. Motion to approve the agenda by Mike, seconded by Brandon.
3. No Citizens Forum.
4. Penny spoke on behalf of Friends of the Library. They are purchasing a portable sound system, wireless Karaoke and portable microphones for the library. Summer reading kickoff will be June 10th. On September 25, they will host a celebration for the 40th anniversary of Friends of the Library.
5. Jeanne motioned to approve the minutes from April 10, 2025, seconded by Penny.
6. Brandon motioned to approve April Financial and Special Accounts Reports, seconded by Jeanne. Roll call vote with all in favor.
7. Brandon motioned to approve May 2025 bills in the amount of \$28,320.65. Mike seconded; roll call with all in favor.
8. Discussion of Librarians Report. Jamie attended the Friends of the Library meeting on April 14th. Richard Block wrote a check to the library for \$1,248.13 to cover expenses for programs and supplies. Kaylee Martin started on April 21 as Library Technician. Ashley and Jamie are interviewing for another Library Technician position. Hannah attended the Cooperative Book Center Choices Workshop in Menasha, hearing about the best children's and young adult books coming out. She also hosted many events at the library. Ashley also attended the CCBC with Hannah. She continues to provide reference services, host adult crafting, work on obituaries, purchase, catalog and process materials. The Women of the Moose donated \$100 for children's programs.
9. Election of officers: Mike motioned to elect Jeanine as President, seconded by Jeanne. All in favor. Jeanine motioned to elect Jeanne for Vice President, Mike seconded. All in favor. Jeanne nominated Troy for secretary, seconded by Brandon. All in favor.
10. Discussion on Internet Policy: Troy motioned to approve changes made to the Internet Policy, seconded by Brandon. All in favor.
11. Discussion on closing the library for a Staff In-service Day. The date will be June 4th. Jeanne motioned to approve, seconded by Troy. All in favor.
12. Next meeting will be 6/12/2025.
13. Brandon motioned to adjourn, seconded by Jeanne.

**CLINTONVILLE PUBLIC LIBRARY**  
**FINANCIAL STATEMENT**  
**MAY 2025**

<b>EXPENDITURES</b>							to date	May
ACCOUNT	ACCT	DESCRIPTION	MAY	YTD	BUDGET	BALANCE	2025	2024
							% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	17,062.55	88,218.21	211,980.00	123,761.79	42%	41%
204-55110-41- 1110		JANITOR SALARIES	1,026.55	5,499.19	16,300.00	10,800.81	34%	36%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,888.13	28,676.13	94,447.00	65,770.87	30%	31%
<b>TOTAL SALARIES</b>			<b>22,977.23</b>	<b>122,393.53</b>	<b>322,727.00</b>	<b>200,333.47</b>	<b>38%</b>	<b>38%</b>
204-55110-41- 2100		INFORMATION TECHNOLOGY	51.27	16,829.73	18,000.00	1,170.27	93%	103%
204-55110-41- 2250		TELEPHONE SERVICE	24.00	407.23	2,200.00	1,792.77	19%	48%
204-55110-41- 2260		GAS	0.00	2,117.33	4,700.00	2,582.67	45%	69%
204-55110-41- 2270		WATER AND ELECTRICITY	1,112.23	4,704.98	10,000.00	5,295.02	47%	45%
204-55110-41- 3110		POSTAGE	11.46	706.28	700.00	(6.28)	101%	64%
204-55110-41- 3112		COPIES	165.30	502.13	2,500.00	1,997.87	20%	34%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	45.00	1,000.00	955.00	5%	19%
204-55110-41- 3123		MAINTENANCE SUPPLIES	246.57	335.06	1,500.00	1,164.94	22%	32%
204-55110-41- 3150		OFFICE SUPPLIES	127.38	722.14	3,000.00	2,277.86	24%	35%
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	594.84	4,322.24	12,693.00	8,370.76	34%	44%
204-55110-41- 3270		BOOKS - JUVENILE	41.71	6,076.58	12,692.00	6,615.42	48%	40%
204-55110-41- 3272		eCONTENT	0.00	3,829.04	7,800.00	3,970.96	49%	55%
204-55110-41- 3280		PROGRAMS	36.29	1,408.25	3,000.00	1,591.75	47%	105%
204-55110-41- 3285		FINE ARTS & AV - ADULT	0.00	878.35	3,500.00	2,621.65	25%	35%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	0.00	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	42.06	1,418.39	1,000.00	(418.39)	142%	70%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	631.50	2,625.64	4,000.00	1,374.36	66%	144%
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>3,084.61</b>	<b>51,261.27</b>	<b>98,021.00</b>	<b>45,772.61</b>	<b>52%</b>	<b>63%</b>
<b>TOTAL OPERATING EXPENSES</b>			<b>26,061.84</b>	<b>173,654.80</b>	<b>420,748.00</b>	<b>247,093.20</b>	<b>41%</b>	<b>44%</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>26,061.84</b>	<b>173,654.80</b>	<b>420,748.00</b>	<b>247,093.20</b>	<b>41%</b>	<b>44%</b>
<b>REVENUE</b>							to date	to date
ACCOUNT	ACCT	DESCRIPTION	MAY	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	99,851.50	168,065.00	(68,213.50)	59%	58%
204-46710-41		LIBRARY FEES	44.00	531.84	750.00	(218.16)	71%	89%
204-46711-41		COPY MACHINE REVENUE	241.99	1,726.66	4,000.00	(2,273.34)	43%	45%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	0.00	1,286.33	8,700.00	(7,413.67)	15%	46%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0%	0%
<b>SUBTOTAL</b>			<b>285.99</b>	<b>103,396.33</b>	<b>420,748.00</b>	<b>(317,351.67)</b>	<b>25%</b>	<b>25%</b>
<b>TOTAL REVENUE</b>			<b>285.99</b>	<b>103,396.33</b>	<b>420,748.00</b>	<b>(317,351.67)</b>	<b>25%</b>	<b>25%</b>

**CLINTONVILLE PUBLIC LIBRARY  
SPECIAL ACCOUNTS REPORT  
AS OF MAY 31, 2025**

<b>204-41-ACCOUNT DESCRIPTION</b>	<b>MAY</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>MAY</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	0.00	1,514.30	44.83	1,469.47
Gift & Memorial	0.00	14,237.66	418.10	13,819.56
<b>Gift &amp; Memorial CD Balance</b>	<b>0.00</b>	<b>15,751.96</b>		<b>15,289.03</b>
6501084096 Mantin Savings CD due 1/3/2026 Bank First 3.02%	0.00	13,011.09	382.38	12,628.71
6501084066 Combined CD due 1/3/2026 at Bank First 3.02%				
Thompson	0.00	13,309.74	391.30	12,918.44
Schultz	0.00	34,976.41	1,027.88	33,948.53
Mantin	0.00	13,611.91	399.94	13,211.97
OES	0.00	13,496.42	396.62	13,099.80
<b>Combined CD Balance</b>	<b>0.00</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%	0.00	232,742.43	6,839.98	225,902.45
6501084072 Billings CD due 1/3/2026 Bank First 3.02%	0.00	214,933.84	6,316.60	208,617.24
<b>Total Billings Estate Donation</b>	<b>0.00</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	815.55		11,732.44
<b>SUBTOTAL</b>		<b>21,917.47</b>		<b>22,583.02</b>
<b>TOTAL 805 FUND BALANCE</b>		<b>576,022.60</b>		<b>560,470.52</b>

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

805-		
55110-41-3492 **EXPENDITURES		
Maris Associates	187.07	
<b>TOTAL EXPENDITURES</b>	<b>187.07</b>	

<b>TOTAL 204 &amp; 805 LIBRARY FUND BALANCE</b>	<b>668,377.67</b>	<b>652,825.59</b>
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CLINTONVILLE PUBLIC LIBRARY  
MONTHLY TRANSACTIONS  
JUNE 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 June 12, 2025

**RECEIPTS**

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - May	44.00
204-46710-42	LIBRARY FEES - June to date	0.00
204-46711-42	COPY MACHINE REVENUE - May	241.99
204-46711-42	COPY MACHINE REVENUE - June to date	78.77
204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00
	<b>204 ACCOUNTS SUBTOTAL</b>	<b>364.76</b>
401-57610-41-	CAPITAL FUND	0.00
	<b>TOTAL REVENUE</b>	<b>364.76</b>

**EXPENDITURES**

204-55110-41-		
<b>1100 SALARIES-STAFF</b>		
Staff	May salaries	17,062.55 *
1100 SALARIES-STAFF	TOTAL	17,062.55
<b>1110 SALARIES-MAINTENANCE</b>		
Maintenance staff	May salaries	1,026.55 *
1110 SALARIES-MAINTENANCE	TOTAL	1,026.55
<b>1500 EMPLOYEE BENEFITS</b>		
Total staff	May benefits	4,888.13 *
1500 EMPLOYEE BENEFITS	TOTAL	4,888.13
<b>2100 COMPUTER EXPENSES</b>		
Integrated Solutions	Content on City website	40.98
2100 COMPUTER EXPENSES	TOTAL	40.98
<b>2250 TELEPHONE</b>		
Spectrum	May bill	40.00 *
2250 TELEPHONE	TOTAL	40.00
<b>2260 GAS</b>		
We Energies	April bill	496.42 *
We Energies	May bill	395.40 *
2260 GAS	TOTAL	891.82
<b>2270 WATER &amp; ELECTRICITY</b>		
Clintonville Utilities	April bill	1,112.23 *
Clintonville Utilities	May bill	776.00 *
2270 WATER & ELECTRICITY	TOTAL	1,888.23
<b>3110 POSTAGE</b>		
Baker & Taylor	Shipping	2.59
Baker & Taylor	shipping	4.13
Baker & Taylor	shipping	5.46
Baker & Taylor	shipping	1.34
Baker & Taylor	shipping	1.94
Baker & Taylor	shipping	1.58
Demco	Shipping	6.00
3110 POSTAGE	TOTAL	23.04

**3112 COPIES**

3112 COPIES	TOTAL	0.00
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**3122 STAFF DEVELOPMENT**

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

Amazon	Disinfecting Wipes	9.09
Amazon	Handsoap	55.73
Parks & Rec	Vinyl gloves	12.28
Parks & Rec	Garbage bags, sanitizer, paper towels	120.88
3123 MAINTENANCE SUPPLIES	TOTAL	197.98

**3150 OFFICE SUPPLIES**

Amazon	HDMI Cables	17.79
Demco	Book Covers	102.38
ELM USA Inc.	Disc Cleaner machine usage	25.00
Outagamie Waupaca Library System	Spine Label Rolls	80.00
3150 OFFICE SUPPLIES	TOTAL	225.17

**3260 SUBSCRIPTIONS & PERIODICALS**

BookPage	subscription		420.00 MR
3260 SUBSCRIPTIONS & PERIODICALS		TOTAL	420.00

**3261 MARKETING**

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

Amazon	adult books		14.97
Amazon	adult books		68.75
Amazon	adult books		19.99
Apple Books	adult books		17.99
Baker & Taylor	adult books		110.78
Baker & Taylor	adult books		511.12
Baker & Taylor	adult books		122.38
Baker & Taylor	adult books		126.43
Baker & Taylor	adult books		142.20
Gale Cengage	Large print books		61.48
Gale Cengage	Large print books		24.00
Gale Cengage	Large print books		51.00
Gale Cengage	Large print books		61.48
Gale Cengage	Large print books		26.99
Gale Cengage	Large print books		72.00
Maris Associates	adult books		136.66
3269 BOOKS-ADULT		TOTAL	1,568.22

**3270 BOOKS-JUVENILE**

Baker & Taylor	children's books		148.33
Baker & Taylor	children's books		413.47
Baker & Taylor	children's books		39.20
Baker & Taylor	children's books		34.57
Baker & Taylor	children's books		11.39
Baker & Taylor	children's books		67.14
Baker & Taylor	children's books		16.14
3270 BOOKS-JUVENILE		TOTAL	730.24

**3272 eCONTENT**

Midwest Tape	Hoopla		677.45
3272 eCONTENT		TOTAL	677.45

**3280 PROGRAMS**

Tadych's Marketplace Foods	Tortoise Food		2.98 MR
Tadych's Marketplace Foods	Tortoise Food		3.98 MR
Tadych's Marketplace Foods	Program Supplies		22.62 MR
3280 CHILDREN'S PROGRAMS		TOTAL	29.58

**3285 A/V MATERIALS-ADULT**

Amazon	movies		107.34
Amazon	movies		53.39
Amazon	movies		67.93
amazon	games		95.71
Amazon	credit		-27.99
3285 A/V MATERIALS-ADULT		TOTAL	296.38

**3286 A/V MATERIALS-JUVENILE**

3286 A/V MATERIALS-JUVENILE		TOTAL	0.00
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**3310 TRAVEL & TRAINING EXPENSES**

3310 TRAVEL & TRAINING EXPENSES		TOTAL	0.00
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**3490 OTHER EXPENSES**

Cardmember Service	Nametags		12.51
GFL Environmental	Garbage Service		37.20
GFL Environmental	Garbage Service		37.20



Unique Management Services, Inc.	Accounts sent to collections	29.55
WI Dept. of Justice	Background Check	7.00
WI Dept. of Justice	Background Check	7.00
3490 OTHER EXPENSES	TOTAL	130.46

**3560 BUILDING REPAIR/MAINTENANCE**

Federal Security	Alula Bat Connect Communicator Installation	250.00
Van De Hey Refined Roofing, LLC	Roof Maintenance	281.50
3560 BUILDING REPAIR/MAINTENANCE	TOTAL	531.50

**5110 INSURANCE ON BUILDINGS**

5110 INSURANCE ON BUILDINGS	TOTAL	0.00
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**5130 INSURANCE - GENERAL LIABILITY**

5130 INSURANCE - GENERAL LIABILITY	TOTAL	0.00
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**204-55110-41 ACCOUNTS TOTAL 30,668.28**

**GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)**

Maris Associates	WI History books	187.07
GIFT & MEMORIAL ACCOUNT	TOTAL	187.07

**COMPUTERS & EQUIPMENT (401-57610-41-8102)**

COMPUTERS & EQUIPMENT	TOTAL	0.00
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**OFFICE FURNITURE & EQUIPMENT (401-57610-41-8103)**

OFFICE FURNITURE & EQUIPMENT	TOTAL	0.00
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**CAPITAL IMPROVEMENTS (401-57610-41-8200)**

CAPITAL IMPROVEMENTS	TOTAL	0.00
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\*prepaid

\*\*additional bill

\*\*\*adjusted amount

MR=Miscellaneous Revenue

**GRAND TOTAL 30,855.35**

CLINTONVILLE PUBLIC LIBRARY  
MONTHLY REPORTS  
JUNE 2025

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

AAC

I attended the OWLSnet Automation Advisory Committee meeting on Friday, May 9. There were updates on the ILS Exploration, WPLC, OverDrive Advantage Buying Pool, and network items. We reviewed the Patron Home Agency Policy and OWLSnet Bylaws, and voted to improve an increase in OWLSnet Fees.

Webinars

On May 19, I attended a webinar on Library Delivery Services which was a roundtable of different libraries and how they provide delivery. On May 20, I attended the first of a series of webinars on HR topics for librarians which focused on the lifecycle of a library employee.

Interviews & Staffing Changes

Bennett Shea was hired to replace outgoing Library Technician Mahala Becker. Her last day was May 21 while Bennett's first day was May 19.

Wellness Wednesday Mental Health Matters Event

Ashley and I attended the Wellness Wednesday Mental Health Matters event at Compassionate Connections. This event happened at the Annex building and, unfortunately, the weather was not good so not many people came out. Ashley and I had stickers, resources, and the ability to create or edit library card accounts.

Video Game Collection Development Webinar #3

I was a panelist again for the third webinar about video game collections in libraries on Wednesday, May 28. 75 registered for the webinar with around 45 in attendance. Part #3 was a sort of grab bag of different topics including collection maintenance, drop-in gaming, circulating gaming consoles, gaming programming, and digital games.

## YOUTH SERVICES MAY 2025 REPORT

End of year party!



### Summer Reading Presentations and Prep

May was a VERY busy month for me! I took a two week break from programming so I could complete 16 presentations about summer reading to every elementary school class at CES and St. Martin's, as well as all of the public school 6<sup>th</sup> graders. In total, 501 kids got to hear all about our summer reading program and take home a brochure with all the important information they need for all the summer fun at the library! I've also been busy finalizing all the summer programs, and getting all of the needed paperwork done, social media posts scheduled, putting flyers around the community, posting website events, organizing prizes, and getting decorations set for June 10th!

### Career Day @ CES

I had the opportunity to attend the CES career day event this year! I spoke with a total of 284 kids throughout the morning. I brought along some information about the library, summer reading, and a few books/audio books/games/dvds for kids to see what's available to check out at the library. We talked about how to get a library card, and what it takes to actually become a librarian. They all had really good questions and were very engaged. I hope to attend the high school career day as well in the future!



Teen night trivia fun!



### Program Numbers

**Storytimes:** 50 kids, 18 adults  
**DIY Crafts:** 22 kids, 9 adults  
**Game Night:** 35 kids, 2 adults  
**Fictional Friend:** 242 kids, 0 adults  
**After School Adv's:** 6 kids, 0 adults  
**Lego club:** 10 kids, 1 adults  
**Summer Reading pres:** 501 kids, 33 adults  
**Career Day:** 284 kids, 16 adults  
**Teen Night:** 5 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 May was Paint by numbers. We had 5 people. Adult crafting is taking a summer hiatus. We have 2 crafting programs in July for all ages. We will resume adult crafting in September.

I continue to have meetings with other OWLS members to discuss and review our options for library software systems. We have narrowed down our options and scheduled demonstrations for the software systems we are looking at for the month of September. In the meantime, we are reviewing and researching other softwares and apps that would complement the system we choose to go with.

I have attended some webinars and online conferences to learn about new and upcoming books from a variety of publishers.

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:

- Kwik Trip donated \$500 for after-school and other program snacks.

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	May												
Days open	26	23	26	26	25	0	0	0	0	0	0	0	25	126	122	302	285	250	63	301	302	303	304	302	
DOOR COUNT																									
Door count	4,175	3,770	4,356	3,890	3,638	0	0	0	0	0	0	0	5,530	19,829	24,351	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	146								221	157	200	176	147	68	287	268	261	261	278	280	
CIRCULATION																									
Circs	3,688	3,137	3,927	3,117	3,179	0	0	0	0	0	0	0	2,989	17,048	18,622	42,867	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394	
Renewals	740	794	885	865	870	0	0	0	0	0	0	0	879	4,154	4,191	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	4,049	0	0	0	0	0	0	0	3,868	21,202	22,813	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	162								155	168	187	169	168	131	475	267	295	313	329	324	
Overdrive-Audiobook Uses	520	474	461	492	551	0	0	0	0	0	0	0	418	2,498	1,961	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	329	0	0	0	0	0	0	0	326	1,557	1,620	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	135	0	0	0	0	0	0	0	125	724	606	1,206	509	166	339	378	n/a	n/a	n/a	n/a	
Hoopla	245	265	260	270	271	0	0	0	0	0	0	0	205	1,311	1,068	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	5,335	0	0	0	0	0	0	0	4,942	27,292	28,068	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	2,104	0	0	0	0	0	0	0	1,975	11,335	10,822	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	962	0	0	0	0	0	0	0	1,060	4,627	5,311	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	1,142								915	6,708	5,511	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	%		4th 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	2	0	0	0	0	0	0	0	2	12	9	27	49	55	27	37	25	37	56	30	
Attendance	12	3	88	14	9	0	0	0	0	0	0	0	15	126	55	234	4,411	8,820	1,989	196	129	255	279	181	
Adult outreach programs	1	0	0	1	1	0	0	0	0	0	0	0	0	3	2	0	1	1	16	5	0	0	0	0	
Attendance	15	0	0	17	9	0	0	0	0	0	0	0	0	41	20	0	40	46	218	166	0	0	0	0	
Teen programs in library	3	3	2	2	2	0	0	0	0	0	0	0	2	12	13	22	4	0	30	89	38	12	19	14	
Attendance	36	69	54	40	43	0	0	0	0	0	0	0	52	242	234	331	67	0	1,303	529	282	61	107	86	
Juvenile programs in library	9	8	10	7	6	0	0	0	0	0	0	0	8	40	46	56	31	27	146	383	308	245	248	265	
Attendance	415	564	711	520	494	0	0	0	0	0	0	0	752	2,704	3,540	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	3	0	0	0	0	0	0	0	3	8	8	13	32	2	22	121	70	65	86	84	
Attendance	32	38	23	36	859	0	0	0	0	0	0	0	644	988	822	2,263	2,016	303	324	1,988	1,393	985	1,290	1,187	
Total programs	16	15	17	13	14	0	0	0	0	0	0	0	15	75	78	118	117	85	241	635	441	359	409	393	
Total attendance	510	674	876	627	1,414	0	0	0	0	0	0	0	1,463	4,101	4,671	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	16	0	0	0	0	0	0	0	22	87	137	190	185	0	86	277	175	154	154	76	
VOLUNTEERS																									
Number	2	2	7	2	3	0	0	0	0	0	0	0	2	16	13	26	20	16	16	45	55	25	1	15	
Hours worked	5.50	8.50	18.25	4.50	7.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.75	44	52	79	56	54	26	125	233.00	162.00	8.00	43.00	
COMPUTER STATS																									
Public Computer sessions	271	282	234	230	260	0	0	0	0	0	0	0	152	1,277	847	1,936	1,939	1,043	1,177	5,141	6,273	7,458	7,395	8,541	
Laptop Checkouts	1	0	0	1	1	0	0	0	0	0	0	0	1	3	8	10	9	0	2	29	98	87	114	117	
Wireless sessions	557	509	628	591	651	0	0	0	0	0	0	0	608	2,936	2,983	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	1,190	0	0	0	0	0	0	0	1,037	7,681	5,724	16,291	17,267	22,123	7,450	30,272	35,689	38,599	37,431	30,904	
Facebook likes	1,488	1,501	1,520	1,529	1,538	0	0	0	0	0	0	0	1,440	1,538	1,440	1,370	1,214	1,067	1,020	959	833	736	650	578	

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# Clintonville Public Library

## 7-Year Capital Improvement Plan

Project	2026	2027	2028	2029	2030	2031	2032	2033
Replace 3 desktop PCs with current technology	\$3,300							
Replace 1 laptop with current technology	\$1,300							
Replace 3 desktop PCs with current technology		\$3,300						
Replace Boilers		\$134,755						
Replace iPad			\$400					
Replace 4 desktop PCs with current technology				\$4,800				
Replace 4 desktop PCs with current technology					\$4,800			
Replace 1 laptop with current technology						\$1,300		
Replace 3 desktop PCs with current technology						\$3,600		
Replace 3 desktop PCs with current technology							\$3,600	
Totals	\$4,600	\$138,055	\$400	\$4,800	\$4,800	\$4,900	\$3,600	

## Clintonville Public Library – City of Clintonville

### Job Description

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Position Title: Custodian I

Department/Location: Public Library

Reports to: Library Director

Employment Status: Part-Time, Hourly

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### ~~City of Clintonville~~

### ~~Position Description~~

~~Title: Custodian I~~

~~Department: Library~~

~~Date:~~

~~FLSA Status: Non-Exempt~~

### Position SummaryGeneral Responsibilities:

Under general supervision, performs cleanup and minor maintenance of the library building and grounds to ensure the comfortable, clean, convenient, and safe operation of the library for both its patrons and staff.

### Reportage:

~~The Custodian I reports to the Library Director.~~

### Examples of General Duties and Responsibilities:

1. Performs assigned cleaning of the library building's halls, public areas, staff work areas, storage areas, stairways, and offices.
2. Empties trash receptacles and readies trash for disposal. Keeps up to date on recycling procedures.
3. Maintains an orderly and sufficient supply of cleaning materials and promptly notifies the Library Director of re-ordering requirements.
4. Performs regular inspection of the library ~~facility's physical plant systems~~ and promptly notifies the Library Director when repairs or maintenance work are needed.
5. Performs other related work.

### Knowledge, Skills, and Abilities:

1. Ability to follow detailed directions.



2. Ability to carry out cleaning tasks quickly and efficiently according to a regular schedule, proscribed safety procedures, and with a minimum of supervision.
3. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
4. Physical ability to move furniture and equipment, boxes and containers of library materials, operate floor cleaning and maintenance equipment.
5. Working knowledge of English grammar and spelling.

**Physical Demands of the Position:**

1. Bending/twisting and reaching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Grappling, climbing using legs and arms, and balancing.
4. Handling: sweeping, mopping, dusting.
5. Lifting and carrying: up to 80 pounds.
6. Pushing and pulling: objects weighing up to 150 pounds.
7. Sitting, kneeling, crouching, and crawling.
8. Standing, walking, climbing using legs and feet, stooping, kneeling and crouching.
9. Talking and hearing; use of the telephone to call or text.

**Environmental/Working Conditions:**

1. Flexible work hours; early morning hours; some evening and weekend hours.
2. Hazards: use of commercial/industrial cleaning chemicals. Some climbing involved in upkeep of lighting fixtures and maintenance of interior walls, windows and ceilings.
3. Inside work environment: 75% or more.
4. Outside work environment: up to 25%. Emptying returns, and other duties as assigned.

**Equipment Used:**

Basic cleaning equipment, including standard hand tools, brooms, feather dusters, mops and buckets, vacuum cleaners.

**Education and Experience:**

1. A High school diploma or equivalent is required.
2. Prior work experience and cleaning experience preferred.

## Clintonville Public Library – City of Clintonville

### Job Description

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Position Title: Library Page

Department/Location: Public Library

Reports to: Library Director

Employment Status: Part-Time, Hourly

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### City of Clintonville

### Position Description

**Title: Library Page**

**Department: Library**

**Date:**

**FLSA Status: Non-Exempt**

### **Position SummaryGeneral Description:**

Under immediate supervision, the Library Page reshelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks as assigned.

### **Reportage:**

~~The Library Page reports to the Youth Services Librarian and Library Director.~~

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

1. Performs alpha-numeric sorting and filing tasks.
2. Arranges returned materials on book trucks and reshelves them in proper order.
3. Shelf-reads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
4. Empties book drop and takes returned items to the proper place for checking in.
5. ~~Pulls back issues of periodicals as requested.~~
- 6.5 Refers non-directional questions to appropriate staff member(s).
- 7.6 Assists people with the operation of the public equipment available in the library, connecting to the internet, and utilizing library software applications.
- 8.7 Assists with library programs, displays, and bulletin boards.
- 9.8 Does bibliographic checking.
- 10.9 Performs light housekeeping.

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~~44-10.~~ Performs other related work.

**Knowledge, Skills, and Abilities:**

1. Ability to communicate effectively with staff and public.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to sort efficiently in alphanumeric order of library materials arrangement.
7. Ability to understand and perform assigned library procedures.
8. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors
9. Working knowledge of English grammar and spelling.
10. Artistic ability preferred.
11. Basic proficiency in using computers, including proficiency with word processing, spreadsheets, email, and web browsing applications.
12. Ability to learn and use the OWLSnet automation system, particularly InfoSoup, the online catalog.

**Minimum Training, Education, and Experience:**

1. Must be 15 years of age or older.
2. Eligible for a child labor permit, if required.
3. No experience required.

CLINTONVILLE PUBLIC LIBRARY  
75 Hemlock Street  
Clintonville, Wisconsin 54929-1461

June 2025

BOARD OF TRUSTEES

Name	Address	Appointed	Expires	Phone	Email
Jeanine Supanich, President	227 Park Ln.	2017	2026	715-823-3814 (cell: 920-737-8052)	<a href="mailto:supski@frontiernet.net">supski@frontiernet.net</a>
Jeanne Witt, Vice Pres.	87 8 <sup>th</sup> St.	2020	2026	715-250-3022	<a href="mailto:writt.jeanne@gmail.com">writt.jeanne@gmail.com</a>
Polly Goodell	17 N Clinton Ave.	2017	2027	920-224-5887	<a href="mailto:pollyg1@charter.net">pollyg1@charter.net</a>
Penny Leder	N8714 Cty Rd T	2024	2027	715-250-0007	<a href="mailto:pennyleder3@gmail.com">pennyleder3@gmail.com</a>
Mike Hankins	80 Rohrer St.	2023	2026	715-250-5010	<a href="mailto:mhankins@frontiernet.net">mhankins@frontiernet.net</a>
Brandon Braden, Council Rep.	81 Waupaca St.	2023	2026	440-813-5007	<a href="mailto:bbraden@clintonvillewi.gov">bbraden@clintonvillewi.gov</a>
Troy Kuhn, Secretary, School Rep.	45 W Greentree Rd.	2021	2027	715-823-7215 x2604	<a href="mailto:tkuhn@clintonville.k12.wi.us">tkuhn@clintonville.k12.wi.us</a>

LIBRARY STAFF

Name	Position	Started work	Email
Jamison Hein	Director	Tech10/21/08-Assist7/1/11-Director6/17/13	<a href="mailto:jhein@clintonvillelibrary.org">jhein@clintonvillelibrary.org</a>
Hannah Dahlman	Youth Services Librarian	Tech5/26/22-Youth6/26/23	<a href="mailto:hdahlman@clintonvillelibrary.org">hdahlman@clintonvillelibrary.org</a>
Ashley Borman	Technical Services Librarian	6/26/13	<a href="mailto:aborman@clintonvillelibrary.org">aborman@clintonvillelibrary.org</a>
Karen Austin	Library Technician	6/13/18	
Bennett Shea	Library Technician	5/19/25	
Barb Balke	Library Technician	6/7/21	
Lois Graper	Library Technician	Page5/24/22-Tech7/24/23	
Kaylee Martin	Library Technician	4/21/25	
Jacqueline Huebner	Library Page	4/1/25	
Jenna Syring	Library Page	3/11/25	
Stacey Swedeen	Custodian I	6/12/24	