

CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY JULY 10, 2025

July 3, 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 June 12, 2025
6. Approval of June Financial and Special Accounts Reports
7. Approval of July 2025 bills
8. Discussion of Librarian's Report
9. IMLS Funding Presentation - OWLS Staff
10. Info - Investments
11. Info - Trustee Training Week
12. Set Next Meeting Day and Time
13. Adjourn

JS/jh

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

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

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

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

July 3

IMLS Funding Presentation - OWLS Staff

Either Bradley Shipps, OWLS Director, or Kristin Laufenberg, OWLS Consulting & Outreach Librarian will be present to talk about the Institute of Museum and Library Services and current events surrounding it.

Info - Investments (Pages 18)

I will provide an update on the library's investments. Mandy Kriesel of Edward Jones has been working on gathering information on investing for the library but is waiting on some information from the Fox Valley Foundation. Additionally, I've included in your packet information from DPI on state statutes that govern how libraries can invest donated funds.

Info - Trustee Training Week (Page 19)

In your packet is information about Trustee Training Week which happens in August. These are all webinars you can sign up for to watch. Information will also be shared via email.

Library Board
Library Meeting Room
2025-6-12

Attendance

Brandon Braden
Jeanne Witt - absent
Penny Leder
Mike Hinkins
Troy Kuhn
Jeanine Supanich
Polly Goodell

Call to order 4:01 pm JS

Approval of Agenda - MH and BB - **APPROVED**

Citizen Forum Report - No one present

Friends of Library Report

Tuesday was kickoff
Well attended
Live Animals
Well received
BB - My son was covered in foam. He loved it!

Approval of Minutes - May 8 - BB and PL - **APPROVED**

Financial and Special Accounts Reports - May 2025

Explanation of how much money we actually have. Is 500k accurate?
Any information regarding of investments and endowments - other libraries
Some set up their own foundations
Is 501C3 needed?
Any professionals - Edward Jones or Kerber Rose
What are restrictions with public funds and investments?
Risks versus Returns
Cost for investment, Cost for Maintenance, Cost for Withdrawal
Discussion of Combined CD
What policies exist - Do we need to do an RFP?

Motion - BB and PG

Roll Call

Brandon Braden - Y
Jeanne Witt - absent
Penny Leder - Y
Mike Hinkins - Y
Troy Kuhn - Y
Jeanine Supanich - Y
Polly Goodell - Y

Bills - June 2025

Discussion of Propane Bills

Motion PG - Motion to approve \$30,855.35 in bills - BB second
Roll Call

Brandon Braden - Y
Jeanne Witt - absent
Penny Leder - Y
Mike Hinkins - Y
Troy Kuhn - Y
Jeanine Supanich - Y
Polly Goodell - Y

Discussion of Librarian's Reports

What is a lifecycle of a library employee - Discussion

CVILLE - Really Good 17, 13, 22

Summer Programming

Updated Reading Logs

Kwik Trip \$500 for after school program snacks

Update on Conduct of some Patrons

Capital Improvements Plan 2026 - 2033 - DISCUSSION / ACTION

Numbers updated from last year

Inventory cycles has changed

There were slight increases in some years

Boilers - Has been on there for a long time

Budgeted to be fixed in 2027

Motion to Approve as Presented - MH and BB

Roll Call

Brandon Braden - Y
Jeanne Witt - absent
Penny Leder - Y
Mike Hinkins - Y
Troy Kuhn - Y
Jeanine Supanich - Y
Polly Goodell - Y

Revised Job Descriptions - DISCUSSION / ACTION

Discussion of Qualifications requirements

Discussion of changing High School Diploma requirements

“required” to “preferred”

Discussion of Lifting Heavy Objects, Artistic Ability, etc. - Library Page

Motion - PL New job description approval with changes as amended. “Required” to “Preferred” for Custodial 1 position. - Second PG

Board & Staff Roster

Correction of address error

Next Meeting Day - 2025-7-10 (4:00 pm)

Adjourn - MH and BB 4:55 pm

Submitted by Troy Kuhn, Secretary

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
JUNE 2025

EXPENDITURES							to date	June
ACCOUNT	ACCT	DESCRIPTION	JUNE	YTD	BUDGET	BALANCE	2025 % SPENT	2024 % SPENT
204-55110-41- 1100		SALARIES - STAFF	17,344.95	105,563.16	211,980.00	106,416.84	50%	49%
204-55110-41- 1110		JANITOR SALARIES	1,013.12	6,512.31	16,300.00	9,787.69	40%	40%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,935.90	33,612.03	94,447.00	60,834.97	36%	36%
TOTAL SALARIES			23,293.97	145,687.50	322,727.00	177,039.50	45%	45%
204-55110-41- 2100		INFORMATION TECHNOLOGY	1.52	16,831.25	18,000.00	1,168.75	94%	103%
204-55110-41- 2250		TELEPHONE SERVICE	104.00	511.23	2,200.00	1,688.77	23%	54%
204-55110-41- 2260		GAS	1,032.69	3,150.02	4,700.00	1,549.98	67%	69%
204-55110-41- 2270		WATER AND ELECTRICITY	776.00	5,480.98	10,000.00	4,519.02	55%	52%
204-55110-41- 3110		POSTAGE	43.02	749.30	700.00	(49.30)	107%	66%
204-55110-41- 3112		COPIES	431.27	933.40	2,500.00	1,566.60	37%	51%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	45.00	1,000.00	955.00	5%	19%
204-55110-41- 3123		MAINTENANCE SUPPLIES	78.28	413.34	1,500.00	1,086.66	28%	34%
204-55110-41- 3150		OFFICE SUPPLIES	170.17	892.31	3,000.00	2,107.69	30%	48%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICAL	420.00	469.97	150.00	(319.97)	313%	309%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41- 3269		BOOKS - ADULT	2,656.55	6,978.79	12,693.00	5,714.21	55%	52%
204-55110-41- 3270		BOOKS - JUVENILE	2,180.88	8,257.46	12,692.00	4,434.54	65%	48%
204-55110-41- 3272		eCONTENT	1,367.85	5,196.89	7,800.00	2,603.11	67%	63%
204-55110-41- 3280		PROGRAMS	2,022.80	3,431.05	3,000.00	(431.05)	114%	127%
204-55110-41- 3285		FINE ARTS & AV - ADULT	831.26	1,709.61	3,500.00	1,790.39	49%	41%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	104.17	263.13	3,000.00	2,736.87	9%	42%
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	178.36	1,596.75	1,000.00	(596.75)	160%	101%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	0.00	2,625.64	4,000.00	1,374.36	66%	144%
204-55110-41- 5110		INSURANCE ON BUILDINGS	17.63	3,807.89	3,924.00	116.11	97%	96%
204-55110-41- 5130		INSURANCE-GEN. LIABILITY	268.33	1,255.45	1,662.00	406.55	76%	72%
SUBTOTAL			12,684.78	63,677.72	98,021.00	33,087.83	65%	69%
TOTAL OPERATING EXPENSES			35,978.75	209,365.22	420,748.00	211,382.78	50%	50%
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			35,978.75	209,365.22	420,748.00	211,382.78	50%	55%
REVENUE							to date	to date
ACCOUNT	ACCT	DESCRIPTION	JUNE	YTD	BUDGET	BALANCE	2025 %REC'D	2024 %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	82.94	614.78	750.00	(135.22)	82%	112%
204-46711-41		COPY MACHINE REVENUE	242.80	1,969.46	4,000.00	(2,030.54)	49%	52%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	7.00	1,293.33	8,700.00	(7,406.67)	15%	46%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0%	0%
SUBTOTAL			332.74	103,729.07	420,748.00	(317,018.93)	25%	25%
TOTAL REVENUE			332.74	103,729.07	420,748.00	(317,018.93)	25%	25%

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

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

805-41-ACCOUNT DESCRIPTION	JUNE	CURRENT BALANCE	INTEREST YTD	12/31/2024 BALANCE
CDS				
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
Gift & Memorial CD Balance	0.00	15,751.96		15,289.03
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
Combined CD Balance	0.00	75,394.48		73,178.74

BILLINGS ESTATE DONATION				
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
Total Billings Estate Donation	0.00	447,676.27		434,519.69

SAVINGS ACCOUNT (Mantin Funds) at Fox Communities				
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
SAVINGS ACCOUNT BALANCE		2,271.33		2,271.33
BANK BALANCE SUBTOTAL		554,105.13		537,887.50

GIFT & MEMORIAL ACCOUNT				
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	904.29		11,732.44
SUBTOTAL		21,828.73		22,583.02
TOTAL 805 FUND BALANCE		575,933.86		560,470.52

GIFT & MEMORIAL ACCOUNT DETAIL		
805-48500-41 *DONATIONS/CONTRIBUTIONS	JUNE	
	0.00	
TOTAL DONATIONS	0.00	

805-		
55110-41-3492 **EXPENDITURES		
Amazon	88.74	
TOTAL EXPENDITURES	88.74	

TOTAL 204 & 805 LIBRARY FUND BALANCE	668,288.93	652,825.59
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CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
JULY 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 July 10, 2025

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - June	82.94
204-46710-42	LIBRARY FEES - July to date	236.47
204-46711-42	COPY MACHINE REVENUE - June	164.03
204-46711-42	COPY MACHINE REVENUE - July to date	102.80
204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00
	204 ACCOUNTS SUBTOTAL	586.24
401-57610-41-	CAPITAL FUND	0.00
	TOTAL REVENUE	586.24

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	June salaries	17,344.95 *
1100 SALARIES-STAFF	TOTAL	17,344.95
1110 SALARIES-MAINTENANCE		
Maintenance staff	June salaries	1,013.12 *
1110 SALARIES-MAINTENANCE	TOTAL	1,013.12
1500 EMPLOYEE BENEFITS		
Total staff	June benefits	4,935.90 *
1500 EMPLOYEE BENEFITS	TOTAL	4,935.90
2100 COMPUTER EXPENSES		
Integrated Solutions	Content on City website	40.98
2100 COMPUTER EXPENSES	TOTAL	40.98
2250 TELEPHONE		
Spectrum	June bill	40.00 *
2250 TELEPHONE	TOTAL	40.00
2260 GAS		
We Energies	June bill	140.87 *
2260 GAS	TOTAL	140.87
2270 WATER & ELECTRICITY		
Clintonville Utilities	June bill	763.47 *
2270 WATER & ELECTRICITY	TOTAL	763.47
3110 POSTAGE		
Baker & Taylor	Shipping	3.94
Baker & Taylor	shipping	3.94
Baker & Taylor	shipping	3.14
Baker & Taylor	shipping	0.44
Baker & Taylor	shipping	0.14
USPS	shipping	7.00
3110 POSTAGE	TOTAL	18.60
3112 COPIES		
James Imaging Systems	Copier Lease & Usage	261.07

James Imaging Systems	Copier Lease & Usage	271.65
3112 COPIES		532.72
	TOTAL	
3122 STAFF DEVELOPMENT		
3122 STAFF DEVELOPMENT		0.00
	TOTAL	
3123 MAINTENANCE SUPPLIES		
Amazon	Swiffer Duster refills	14.44
Parks & Rec	Paper towels, toilet paper	72.90
3123 MAINTENANCE SUPPLIES		87.34
	TOTAL	
3150 OFFICE SUPPLIES		
Amazon	Mounting Putty	9.08
Amazon	Storage Bags	10.44
ELM USA Inc.	Disc Cleaner machine usage	25.00
3150 OFFICE SUPPLIES		44.52
	TOTAL	

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	79.19
Amazon	adult books	20.99
Baker & Taylor	adult books	157.58
Baker & Taylor	adult books	181.78
Baker & Taylor	adult books	191.71
Baker & Taylor	adult books	27.84
Baker & Taylor	credit	-11.99
Center Point Large Print	Large print books	116.84
Gale Cengage	Large print books	153.70
Gale Cengage	Large print books	81.72
Gale Cengage	Large print books	49.50
3269 BOOKS-ADULT	TOTAL	1,048.86

3270 BOOKS-JUVENILE

Baker & Taylor	children's books	236.84
Baker & Taylor	children's books	212.33
Baker & Taylor	children's books	122.27
Baker & Taylor	children's books	16.14
Baker & Taylor	children's books	13.59
3270 BOOKS-JUVENILE	TOTAL	601.17

3272 eCONTENT

Midwest Tape	Hoopla	611.59
3272 eCONTENT	TOTAL	611.59

3280 PROGRAMS

Amazon	Program Supplies/Bulb for Squirtle	29.74 MR
Amazon	Tortoise Supplies	26.27 MR
Amazon	Program Supplies	42.79 MR
Amazon	Program Supplies	87.64 MR
Amazon	Summer Reading Program Prizes	149.95 MR
Amazon	Summer Kick-Off Party Food	275.59 MR
Amazon	Program Supplies	6.88 MR
Cardmember Service	First Book Marketplace/Summer Prize Books	169.15 MR
Cardmember Service	First Book Marketplace/Summer Prize Books	417.20 MR
Cardmember Service	First Book Marketplace/Summer Prize Books	333.80 MR
Tadych's Marketplace Foods	Tortoise Food	3.78 MR
Tadych's Marketplace Foods	Program Supplies	24.34 MR
Tadych's Marketplace Foods	Tortoise Food	3.78 MR
Tadych's Marketplace Foods	Tortoise Food	3.98 MR
Tadych's Marketplace Foods	Tortoise Food	3.98 MR
Tadych's Marketplace Foods	Charcoal-Summer Kick-Off Party	4.79 MR
Tadych's Marketplace Foods	Charcoal-Summer Kick-Off Party	9.79 MR
3280 CHILDREN'S PROGRAMS	TOTAL	1,593.45

3285 A/V MATERIALS-ADULT

Amazon	movies	49.53
Amazon	movies	25.99
Amazon	movies	39.69
Amazon	movie	34.99
Amazon	movies	154.91
Amazon	movies	38.38
Amazon	credit	-11.05
3285 A/V MATERIALS-ADULT	TOTAL	332.44

3286 A/V MATERIALS-JUVENILE

Amazon	movies	140.33
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Amazon	movie	11.31
Findaway	Wonderbooks	66.99
3286 A/V MATERIALS-JUVENILE	TOTAL	218.63

3310 TRAVEL & TRAINING EXPENSES

3310 TRAVEL & TRAINING EXPENSES	TOTAL	0.00
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3490 OTHER EXPENSES

Amazon	Speaker & Stands	209.16 MR
GFL Environmental	Garbage Service	37.20
Unique Management Services, Inc.	Accounts sent to collections	19.70
3490 OTHER EXPENSES	TOTAL	266.06

3560 BUILDING REPAIR/MAINTENANCE

A-1 Elevator Sales & Service	Semi-Annual Service	223.50
3560 BUILDING REPAIR/MAINTENANCE	TOTAL	223.50

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 29,858.17

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

Amazon	Summer Craft Supplies	88.74
GIFT & MEMORIAL ACCOUNT	TOTAL	88.74

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 29,946.91**

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
JULY 2025

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Staff In-Service Day

The Library closed on Wednesday, June 4 for the staff in-service day. We started with a regular staff meeting where I went over some different topics and Hannah showed us what we would be doing for the Summer Reading Program. After that, we toured and learned about the Compassionate Connection Center and the Food Pantry. It was very helpful to learn about the great things they are doing and how we can share their information. After that, there was lunch, paid for by the Friends of the Library, and a presentation by Officer Andy Arrietta on scams. We finished up with decorating the library for the Summer Reading Program. Overall, a great day for learning and team-building.

Hoopla Letter

When asking for reimbursement for library usage by county residents, recently we've added electronic checkouts into that reimbursement. Unfortunately, we haven't been able to utilize Hoopla checkouts in those calculations because they don't include municipality data in their reports. Amanda Lee, OWLSnet Manager, organized a letter for Hoopla libraries to send to their customer service representatives to hopefully push Hoopla to offer this information in their reports. The letter being sent is in the packet following the librarian's report, or page 15.

State Joint Finance Committee

Some good news came via the Joint Finance Committee approving the request cost-to-continue funding for library services contracts, BadgerLink and Newsline for the Blind, as well as a \$1 million/first year and \$2 million/second year increase in funding for regional library systems. The \$3 million increase over two years is less than requested, but it continues a steady rise in library system aid dollars since 2018 following seven years of flat funding.

Back To School Supplies Donations Box

The Library is one of the locations for people to drop-off school supplies for Compassionate Connection's Back to School Clothing Resource drive. The Back to School Clothing Resource event is on Wednesday, July 16 from 9:00am-4:00pm.

YOUTH SERVICES JUNE 2025 REPORT



Summer Reading Kick-off!

Summer Reading started on June 10th with a BIG kick-off party outside! We had face painting, free food, petting zoo, crafts, sensory table, and a foam zone. We had 237 people show up for the party and most of them also signed up for summer reading after the party. This is a big event that I put a lot of planning and my budget into, and it wouldn't be possible without help from volunteers as well. This event is a lot of work, but I feel it's worth it to get people to come to the library who may not already be patrons, and to promote summer reading. The weather was a little chilly this year, but thankfully lots of fun was still had by all. So far we have 373 people signed up for summer reading!

Collaborations for summer

This summer, a lot of my focus has been on collaborating with local groups/people, for low-cost or free programs. I scheduled two activities with our local 4-H and Ameri-Corps groups, three storytimes with the elementary school principal and vice principal, a Mario kart tournament run by a local gaming company, and a storytime with the Waupaca co. Fairest of the Fair. The local staff from Headstart were at the kick-off party and will also be attending a storytime in the future. I also received 20 donated aqua park passes from the parks and rec department to give away as prizes! I hope to continue and expand collaborations in the future!

Catapult fun
with 4-H!



Program Numbers

Storytimes: 41 kids, 33 adults

Crafts: 48 kids, 14 adults

Kick-off party: 237 total people

Word find: 261 kids

Jar guess: 307 kids

Teen paint by numbers: 6 teens

Moana 2 movie: 10 kids, 1 adult

Bubble Wonders: 84 total people

Summer reading sign-up: 373 total people
(so far...)

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.

We had a staff inservice day in which we learned about some of the great resources our community has to offer through Compassionate Connections and the area food pantry. An officer from the Clintonville PD also came and talked to us about scams and what to watch for and how we can help patrons be more aware and safe with their information. We ended by setting up and decorating for the Summer Reading Program.

The Summer Reading Program Kick Off Party was a great success. Everyone who was here did our best to help Hannah keep things running smoothly.

I continue to have meetings with other OWLS members to discuss and review our options for library software systems. We have been reviewing information requests from a variety of vendors-so many pages to read and things to review and sites to test!

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. I have currently finished adding obituaries from the 2024 newspapers to our database.

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

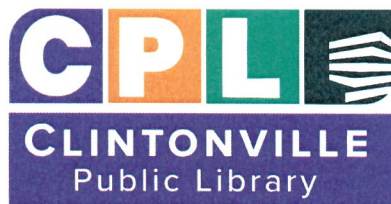
UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- None to report.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- None to report.



Dear Midwest Tape,

On behalf of Clintonville Public Library and in coordination with several other Wisconsin libraries, I am reaching out to request an enhancement to the circulation reports available to us from Hoopla. We request that you record the patron's municipality information from our SIP2 data with each transaction and include that data in your available reports.

Circulation of electronic library materials is considered in funding formulas for many counties in Wisconsin. We need a report that includes the municipality in which a patron resided at the time of the transaction in order to request reimbursement for that use. Hoopla already uses data in this field to authenticate patrons.

OverDrive provides libraries with this report; therefore, we are able to use OverDrive statistics in our funding formulas. Previous requests for this information have been rebuffed by Hoopla. We know you are aware that maintaining Hoopla access is a strain on many library budgets, and we propose that it would be in Hoopla's best interest to create a report that has the potential to facilitate additional funding for electronic collections.

For OWLSnet member libraries, the data we need can be found in field AQ of SIP2 transmissions. The first 5 letters represent the library with whom the patron is registered, and the rest of that field is the municipality.

In 2024, OWLSnet libraries have collectively spent over \$213,000.00 on Hoopla. OWLSnet member libraries that subscribe to Hoopla include Algoma Public Library, Appleton Public Library, Clintonville Public Library, Door County Library, Iola Village Public Library, Kaukauna Public Library, Kewaunee Public Library, Little Chute Public Library, Sturm Memorial Library (Manawa), Marinette County Library, New London Public Library, Farnsworth Public Library (Oconto), and Waupaca Area Public Library.

If you have any questions about the reporting that OWLSnet libraries need, please contact OWLSnet Manager, Amanda Lee, alee@owlsweb.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jamison Hein', written over a light blue horizontal line.

Jamison Hein

Library Director, Clintonville Public Library

CLINTONVILLE PUBLIC LIBRARY													month	to date	month										16
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	Jun												
Days open	26	23	26	26	25	24	0	0	0	0	0	0	24	150	146	302	285	250	63	301	302	303	304	302	
DOOR COUNT																									
Door count	4,175	3,770	4,356	3,890	3,638	4,071	0	0	0	0	0	0	5,126	23,900	29,477	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	170							214	159	202	176	147	68	287	268	261	261	278	280	
CIRCULATION																									
Circs	3,688	3,137	3,927	3,117	3,179	4,099	0	0	0	0	0	0	3,892	21,147	22,514	42,867	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394	
Renewals	740	794	885	865	870	833	0	0	0	0	0	0	793	4,987	4,984	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	4,932	0	0	0	0	0	0	4,685	26,134	27,498	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	206							195	174	188	169	168	131	475	267	295	313	329	324	
Overdrive-Audiobook Uses	520	474	461	492	551	482	0	0	0	0	0	0	377	2,980	2,338	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	308	0	0	0	0	0	0	278	1,865	1,898	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	121	0	0	0	0	0	0	93	845	699	1,206	509	166	339	378	n/a	n/a	n/a	n/a	
Hoopla	245	265	260	270	271	237	0	0	0	0	0	0	204	1,548	1,272	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	6,080	0	0	0	0	0	0	5,637	33,372	33,705	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	1,982	0	0	0	0	0	0	2,018	13,317	12,840	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	904	0	0	0	0	0	0	937	5,531	6,248	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	1,078							1,081	7,786	6,592	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%		2,327	71%							2,487	2,585	2,487	2,911	2,916	2,988	2,941	3,577	3,807		3,973	4,326	
Juvenile		914	30%		941	29%							1,089	1,150	1,089	1,344	1,308	1,358	1,349	1,743	1,873		1,961	2,032	
Total borrowers		3,186			3,298								3,613	3,769	3,613	4,301	4,263	4,397	4,342	5,370	5,710		5,963	6,390	
Resident		1,737	55%		1,809	55%							2,055	2,039	2,055	2,400	2,299	2,441	2,395	2,851	2,968		3,080	3,218	
Nonresident		1,449	45%		1,489	45%							1,595	1,730	1,558	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	1	0	0	0	0	0	0	2	13	11	27	49	55	27	37	25	37	56	30	
Attendance	12	3	88	14	9	6	0	0	0	0	0	0	7	132	62	234	4,411	8,820	1,989	196	129	255	279	181	
Adult outreach programs	1	0	0	1	1	1	0	0	0	0	0	0	1	4	3	0	1	1	16	5	0	0	0	0	
Attendance	15	0	0	17	9	13	0	0	0	0	0	0	8	54	28	0	40	46	218	166	0	0	0	0	
Teen programs in library	3	3	2	2	2	1	0	0	0	0	0	0	2	13	15	22	4	0	30	89	38	12	19	14	
Attendance	36	69	54	40	43	6	0	0	0	0	0	0	21	248	255	331	67	0	1,303	529	282	61	107	86	
Juvenile programs in library	9	8	10	7	6	9	0	0	0	0	0	0	9	49	55	56	31	27	146	383	308	245	248	265	
Attendance	415	564	711	520	494	1,062	0	0	0	0	0	0	1,023	3,766	4,563	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	0	8	8	13	32	2	22	121	70	65	86	84	
Attendance	32	38	23	36	859	0	0	0	0	0	0	0	0	988	822	2,263	2,016	303	324	1,988	1,393	985	1,290	1,187	
Total programs	16	15	17	13	14	12	0	0	0	0	0	0	14	87	92	118	117	85	241	635	441	359	409	393	
Total attendance	510	674	876	627	1,414	1,087	0	0	0	0	0	0	1,059	5,188	5,730	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	11	0	0	0	0	0	0	16	98	153	190	185	0	91	277	175	154	154	76	
VOLUNTEERS																									
Number	2	2	7	2	3	9	0	0	0	0	0	0	5	25	18	26	20	16	28	45	55	25	1	15	
Hours worked	5.50	8.50	18.25	4.50	7.50	27.00	0.00	0.00	0.00	0.00	0.00	0.00	26.75	71	79	79	56	54	26	125	233.00	162.00	8.00	43.00	
COMPUTER STATS																									
Public Computer sessions	271	282	234	230	260	213	0	0	0	0	0	0	157	1,490	1,004	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	2	3	10	10	9	0	2	29	98	87	114	117	
Wireless sessions	557	509	628	591	651	588	0	0	0	0	0	0	517	3,524	3,500	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	1,331	0	0	0	0	0	0	1,144	9,012	6,868	16,291	17,267	22,123	8,888	30,272	35,689	38,599	37,431	30,904	
Facebook likes	1,488	1,501	1,520	1,529	1,538	1,560	0	0	0	0	0	0	1,450	1,560	1,450	1,370	1,214	1,067	1,020	959	833	736	650	578	

[illegible]

Below is information I received regarding investing as a public library from Teresa Schmidt, Public Library Administration Consultant at DPI:

It's definitely possible for a library to invest gifted funds, but you should be aware that there are some restrictions on doing so.

Wisconsin Statute [§ 43.58\(7\)](#) defines what a library board may do to receive, manage, and dispose of gifts and donations. The options include:

- Transferring the gift to your municipal treasurer
- Place funds in a public depository defined under [Wis. Stat. § 34.09](#) (essentially, a bank account)
- Name (and secure bonding for) a financial secretary to invest the funds as permitted by Wis. Stat. 660603(1m) or (2) – see [§ 43.58\(7\)\(b\)2](#) for details
- Transfer the funds to a 501(c)(3) organization whose primary purpose is to support the library, so long as that organization agrees that the library board retains control of the funds and they will be dispersed at the request of the library board. That organization can invest the funds according to their own bylaws and policies.

This year's [Trustee Training Week](#) is scheduled for the week of August 18, 2025. [Registration](#) is now open for all the webinars. Please share with your trustees.

- August 18, noon - 1 pm: [Wisconsin Library Law](#) with [Kris Turner](#)
- August 19, noon - 1 pm: [Trustee 101: An Introduction to Being a Wisconsin Public Library Trustee](#) with [Bradley Shipps](#) and [Tracy Vreeke](#)
- August 20, noon - 1 pm: [Basics of an Efficient, Effective Board Meeting](#) with [Laura Meade](#)
- August 21, noon - 1 pm: [Library Advocacy and Storymaking](#): the Hero's Journey from Community to Page (and Beyond) with [Dawn Tevis](#)

I hope you're able to join us for one or all of this year's webinars. If not, they will be recorded and available on the [Recordings & Resources](#) page.

Thank you to all Wisconsin Library Systems for supporting this [annual trustee event](#) and have a great rest of your week.