

CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY DECEMBER 11, 2025

December 5, 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 November 13, 2025
6. Approval of November Financial and Special Accounts Reports
7. Approval of December 2025 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Rules of Conduct Policy
10. Discussion/Possible Action on Technology Plan
11. Set Next Meeting Day and Time
12. 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

December 5

Discussion/Possible Action on Rules of Conduct Policy (Page 19)

Info: In your packet is an updated policy for rules of conduct in the Library. The major change is adding information about how patrons who violate this policy and are suspended from using the Library can work to reconsider or appeal the decision. Additionally, there are some additions to activities and behavior that are not allowed in the Library.

Action: I'm looking for approval of the policy as presented unless there are any changes needed to be made.

Discussion/Possible Action on Technology Plan (Pages 20-24)

Info: In your packet is an updated Technology Plan. Additions include changes made in technology the past few years, updating printer technology as feasible in the future in regards to smartphones/tablets, accessibility accessories, and the digital divide.

Action: I'm looking for approval of the policy as presented unless there are any changes needed to be made.

Library Board
Library Meeting Room
2025-11-13

<https://clintonvillelibrary.org/library-board/>

Attendance

Brandon Braden - Council Rep
Jeanne Witt - Vice President
Penny Leder
Mike Hankins -
Troy Kuhn - Secretary - School District Rep
Jeanine Supanich - President
Polly Goodel

Call to order 4:01 JS

Approval of Agenda - MH, JW

Citizen Forum Report - No one present

Friends of Library Report

- Speaker and Newsletter
- Tailwinds Across America - Across America Bicycle ride
 - Need to advertise more / how???
 - Wooden Sandwich board for advertizing
- \$11,000 contributions
- Book sale report
- Home Bound Delivery of Books discussion

Approval of Minutes - October 9, 2025 MH and PL

Financial and Special Accounts Reports - October 2025

Motion - to approve as presented - PL and PG

Roll Call

Brandon Braden - Y
Jeanne Witt - Y
Penny Leder - Y
Mike Hankins - Y
Troy Kuhn - Y
Jeanine Supanich - Y

Polly Goodell - Y

Bills - November 2025

Discussion of Federal Security Annual Monitoring Service Fee
Hoopla increased - 5 to 10 patrons

Motion - JW and MH \$29,144.61

Roll Call

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

Librarian's Reports - Discussion

- Discussion Carnegie and New York Donation
- New door counter is more accurate
- Wonderful staff

2026 Budget - Discussion/Action

Library is the lowest increase at 2%
3% increase was for Salary and benefits
2% increase overall
Discussion of changes from previous meeting - Benefits, Liability, etc.

NO ACTION NEEDED

2026 Directors Goals - Discussion/Action

1. Develop policy and structure for homebound delivery services
2. Expand the service provided to Greentree to another facility
3. Observational study on how patrons use the library
4. Evaluate data points

Next Meeting Day - 2025-12-11 (4:00 pm)

Adjourn - MH and PL 4:50 pm

Submitted by Troy Kuhn, Secretary

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
NOVEMBER 2025**

EXPENDITURES							to date	November
							2025	2024
ACCOUNT	ACCT	DESCRIPTION	NOVEMBER	YTD	BUDGET	BALANCE	% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	17,091.72	198,890.99	211,980.00	13,089.01	94%	91%
204-55110-41- 1110		JANITOR SALARIES	968.40	12,450.56	16,300.00	3,849.44	76%	71%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,869.97	60,373.95	94,447.00	34,073.05	64%	65%
TOTAL SALARIES			22,930.09	271,715.50	322,727.00	51,011.50	84%	82%
204-55110-41- 2100		INFORMATION TECHNOLOGY	45.87	19,270.80	18,000.00	(1,270.80)	107%	160%
204-55110-41- 2250		TELEPHONE SERVICE	246.29	1,923.00	2,200.00	277.00	87%	83%
204-55110-41- 2260		GAS	166.06	3,436.75	4,700.00	1,263.25	73%	76%
204-55110-41- 2270		WATER AND ELECTRICITY	918.41	9,797.80	10,000.00	202.20	98%	94%
204-55110-41- 3110		POSTAGE	0.00	862.03	700.00	(162.03)	123%	133%
204-55110-41- 3112		COPIES	176.65	2,269.25	2,500.00	230.75	91%	100%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	1,410.99	1,000.00	(410.99)	141%	121%
204-55110-41- 3123		MAINTENANCE SUPPLIES	6.99	881.30	1,500.00	618.70	59%	72%
204-55110-41- 3150		OFFICE SUPPLIES	0.00	1,840.40	3,000.00	1,159.60	61%	181%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICAL	0.00	469.97	150.00	(319.97)	313%	377%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41- 3269		BOOKS - ADULT	754.73	13,123.08	12,693.00	(430.08)	103%	119%
204-55110-41- 3270		BOOKS - JUVENILE	593.14	12,738.77	12,692.00	(46.77)	100%	114%
204-55110-41- 3272		eCONTENT	1,085.44	8,782.75	7,800.00	(982.75)	113%	98%
204-55110-41- 3280		PROGRAMS	479.34	5,914.09	3,000.00	(2,914.09)	197%	189%
204-55110-41- 3285		FINE ARTS & AV - ADULT	399.04	3,119.56	3,500.00	380.44	89%	104%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	147.06	1,985.57	3,000.00	1,014.43	66%	67%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	0.00	383.29	1,000.00	616.71	38%	78%
204-55110-41- 3490		OTHER OPERATING EXPENSES	19.70	2,700.20	1,000.00	(1,700.20)	270%	292%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	0.00	5,829.18	4,000.00	(1,829.18)	146%	318%
204-55110-41- 5110		INSURANCE ON BUILDINGS	0.00	3,825.52	3,924.00	98.48	97%	97%
204-55110-41- 5130		INSURANCE-GEN. LIABILITY	0.00	1,523.78	1,662.00	138.22	92%	88%
SUBTOTAL			5,038.72	100,564.30	98,021.00	(4,067.08)	103%	127%
TOTAL OPERATING EXPENSES			27,968.81	372,279.80	420,748.00	48,468.20	88%	92%
CAPITAL FUND								
401-57610-41- 8102		COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
401-57610-41- 8103		OFFICE FURNITURE & EQUIPME	0.00	0.00	0.00	0.00	0%	0%
401-57610-41- 8200		CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0%	0%
SUBTOTAL			0.00	0.00	0.00	0.00	0%	0%
TOTAL EXPENDITURES			27,968.81	372,279.80	420,748.00	48,468.20	88%	92%
REVENUE							to date	to date
							2025	2024
ACCOUNT	ACCT	DESCRIPTION	NOVEMBER	YTD	BUDGET	BALANCE	% 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	168,708.00	168,065.00	643.00	100%	100%
204-46710-41		LIBRARY FEES	108.68	1,500.03	750.00	750.03	200%	184%
204-46711-41		COPY MACHINE REVENUE	271.89	3,664.96	4,000.00	(335.04)	92%	112%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	40.00	7,925.70	8,700.00	(774.30)	91%	109%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0%	0%
SUBTOTAL			420.57	181,798.69	420,748.00	(238,949.31)	43%	43%
TOTAL REVENUE			420.57	181,798.69	420,748.00	(238,949.31)	43%	43%

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

204-41-ACCOUNT DESCRIPTION	NOVEMBER	CURRENT BALANCE	INTEREST YTD	12/31/2024 BALANCE
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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 CDS	NOVEMBER	CURRENT BALANCE	INTEREST YTD	12/31/2024 BALANCE
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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	1.13	0.00	0.00
OTHER REVENUE	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	2,272.46	0.00	0.00
EXPENDITURES	0.00	0.00	0.00	0.00
SAVINGS ACCOUNT BALANCE		2,272.46		2,271.33
BANK BALANCE SUBTOTAL		554,106.26		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		575,934.99		560,470.52

GIFT & MEMORIAL ACCOUNT DETAIL

805-48500-41 *DONATIONS/CONTRIBUTIONS	NOVEMBER			
	0.00			
TOTAL DONATIONS	0.00			
805-				
55110-41-3492 **EXPENDITURES				
	0.00			
TOTAL EXPENDITURES	0.00			

TOTAL 204 & 805 LIBRARY FUND BALANCE	668,290.06			652,825.59
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CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
DECEMBER 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 December 11, 2025

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - November	95.68
204-46710-42	LIBRARY FEES - December to date	8.74
204-46711-42	COPY MACHINE REVENUE - November	212.41
204-46711-42	COPY MACHINE REVENUE - December to date	31.04
204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00
	204 ACCOUNTS SUBTOTAL	347.87
401-57610-41-	CAPITAL FUND	0.00
	TOTAL REVENUE	347.87

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	November salaries	17,091.72 *
1100 SALARIES-STAFF	TOTAL	17,091.72
1110 SALARIES-MAINTENANCE		
Maintenance staff	November salaries	968.40 *
1110 SALARIES-MAINTENANCE	TOTAL	968.40
1500 EMPLOYEE BENEFITS		
Total staff	November benefits	4,869.97 *
1500 EMPLOYEE BENEFITS	TOTAL	4,869.97
2100 COMPUTER EXPENSES		
Integrated Solutions	Content on City website	40.98
2100 COMPUTER EXPENSES	TOTAL	40.98
2250 TELEPHONE		
Spectrum	November bill	40.00 *
2250 TELEPHONE	TOTAL	40.00
2260 GAS		
We Energies	November bill	166.06 *
2260 GAS	TOTAL	166.06
2270 WATER & ELECTRICITY		
Clintonville Utilities	November bill	922.09 *
2270 WATER & ELECTRICITY	TOTAL	922.09
3110 POSTAGE		
Demco	Shipping	6.00
3110 POSTAGE	TOTAL	6.00
3112 COPIES		
James Imaging Systems	Copier Lease & Usage	166.09
3112 COPIES	TOTAL	166.09
3122 STAFF DEVELOPMENT		
Cardmember Service	WLA Conference Credit	-90.00
3122 STAFF DEVELOPMENT	TOTAL	-90.00

3123 MAINTENANCE SUPPLIES

Amazon	Swiffer Duster refills	6.99
Amazon	Handsoap	35.38
Parks & Rec	Toilet Bowl Cleaner	13.47
3123 MAINTENANCE SUPPLIES	TOTAL	55.84

3150 OFFICE SUPPLIES

Demco	Labels, label protectors, cases, tape	130.07
ELM USA Inc.	Disc Cleaner machine usage	25.00
3150 OFFICE SUPPLIES	TOTAL	155.07

3260 SUBSCRIPTIONS & PERIODICALS

Multimedia Channels	subscription-Clintonville Tribune-Gazette		129.00
3260 SUBSCRIPTIONS & PERIODICALS		TOTAL	129.00

3261 MARKETING

3261 MARKETING		TOTAL	0.00
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3269 BOOKS-ADULT

Amazon	adult books		22.81
Amazon	adult books		240.58
Amazon	adult books		35.36
Amazon	adult books		64.87
Amazon	adult books		26.28
Amazon	adult books		10.80
Amazon	adult books		32.50
Amazon	adult books		22.81
Apple Books	adult books		18.89
Center Point Large Print	Large print books		62.17
Center Point Large Print	Large print books		30.71
Gale Cengage	Large print books		92.22
Gale Cengage	Large print books		70.69
3269 BOOKS-ADULT		TOTAL	730.69

3270 BOOKS-JUVENILE

Amazon	children's books		178.53
Amazon	children's books		167.18
Amazon	children's books		84.78
Amazon	children's books		98.01
Amazon	children's books		75.99
Amazon	children's books		16.88
Amazon	children's books		12.99
Amazon	children's books		12.97
Amazon	children's books		37.97
3270 BOOKS-JUVENILE		TOTAL	685.30

3272 eCONTENT

Midwest Tape	Hoopla		726.86
OverDrive Inc.	E-Books & E-Audiobooks		370.08
3272 eCONTENT		TOTAL	1,096.94

3280 PROGRAMS

Amazon	Program Supplies		357.59 MR
Amazon	Cricut & Mats		214.99 MR
Amazon	Program Supplies		85.77 MR
Amazon	Program Supplies		15.51 MR
Tadych's Marketplace Foods	Author Snacks & Supplies		74.75
Tadych's Marketplace Foods	Tortoise Food		5.78 MR
3280 CHILDREN'S PROGRAMS		TOTAL	754.39

3285 A/V MATERIALS-ADULT

Amazon	movies & games		160.82
Amazon	games		201.93
Amazon	movie		24.96
Amazon	movies		17.95
Amazon	movies		14.96
Amazon	movies		19.95
3285 A/V MATERIALS-ADULT		TOTAL	440.57

3286 A/V MATERIALS-JUVENILE

Amazon	movies		79.14
Amazon	movies		30.91
Amazon	movies & cd		35.47
3286 A/V MATERIALS-JUVENILE		TOTAL	145.52

3310 TRAVEL & TRAINING EXPENSES

Cardmember Service	WLA Conference Meal	29.01
Cardmember Service	Hotel for WLA Conference	282.00
Cardmember Service	Hotel for WLA Conference	282.00
Cardmember Service	WLA Conference Meal	32.09
Cardmember Service	WLA Conference Meal	28.30
3310 TRAVEL & TRAINING EXPENSES	TOTAL	653.40

3490 OTHER EXPENSES

GFL Environmental	Garbage Service	8.51
Unique Management Services, Inc.	Accounts sent to collections	19.70
3490 OTHER EXPENSES	TOTAL	28.21

3560 BUILDING REPAIR/MAINTENANCE

3560 BUILDING REPAIR/MAINTENANCE	TOTAL	0.00
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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 28,402.84

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

GIFT & MEMORIAL ACCOUNT	TOTAL	0.00
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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 28,402.84

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
DECEMBER 2025

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

AAC Meetings

I attended the Automation Advisory Committee (AAC) meeting on Friday, November 14. We talked about the OverDrive/Libby collection, specifically OWLS Audiobook purchasing project for 2025 and a funding proposal for libraries to help bolster the collection in 2027. There was also a discussion on a Library Substitutes project in OWLSnet starting in 2026 where staff currently working in OWLSnet libraries could work in other libraries to help cover shifts. We then reviewed the e-resource subscriptions OWLS has and the Integrated Library System (ILS) recommendation.

Another AAC meeting occurred on Friday, November 21 to vote on the ILS recommendation. We have been using TLC's CARL since 2020 for our ILS and have not been happy with the product or the updates over the past 5 years. AAC decided to migrate in 2026 from CARL to Polaris Leap. This will also change our catalog, InfoSoup, and the app we added a couple years ago. The changes we are hopeful will be an improvement compared to the status quo and it saves money too.

Special City Council Meeting

I attended the Special City Council meeting on Monday, November 24. This meeting included the public hearing to review the 2026 Budget and 2026-2032 Capital Improvement Projects (CIP). Both the Budget and CIP were approved by the Council and there were no changes to the Library budget, as expected.

YOUTH SERVICES NOVEMBER 2025 REPORT



NEW Puppet Theater

A very generous community member (who wishes to remain anonymous) built us a beautiful new puppet theater for the kids area! We had to get rid of our old one before the summer, because it was badly damaged beyond repair. I went through all of our puppets and stuffed animals (we had A LOT) and got rid of the ones that were in bad shape, and gave away a bunch of stuffed animals at the book sale and storytime. I purchased some brand new puppets, and we have someone working on the curtains for the puppet theater which should hopefully be done soon! The kiddos have loved playing with it so far - it even has lights you can turn on and off.

Author Fair

I organized a local author fair this month, and it was a hit! Pictured to the right is Kira Moericke, an author from the Marion area. She was the one who reached out earlier this year asking if we could host some kind of author event. I imagined having a handful of authors sign up, but we ended up with 13 participants and I had to turn a few away - we simply didn't have enough space! I had snacks available and put together a trivia questionnaire for people to get to know the authors and had raffle prizes for those who completed it. I'm looking forward to doing this again!



Program Numbers

Storytimes: 95 kids, 48 adults
DIY Crafts: 9 kids, 4 adults
Lego club: 32 kids, 12 adults
ASA: 3 kids
Games: 60 kids, 3 adults
Fictional friend: 216 kids
St. Martin's visits: 127 kids, 11 adults
Teen night: cancelled (illness)
Author fair: 15 kids, 65 adults
Movie: 5 kids, 2 adults



ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

November flew by. I have filled reference requests for obituaries and other information. I continue to work on the obituary index as I have time.

I am also still working on adding genre labels and series information to the fiction collection.

The recommendation to move to new software from the Committee I was on passed, so we will be preparing to migrate to a new system next year. To prepare for this, I have started a list of reports I will need to run to save some data before migration, as well as finding things to delete, such as old patron records, old fines that we cannot determine what they were from (these are from before our last migration in 2020) and outdated materials.

The puzzle swap went well. We had more than 22 people bring in puzzles. I put out a total of 224 puzzles for selection. 18 people came back and picked out a total of 170 puzzles. The leftover puzzles went into our puzzle collection, or to the Friends group for their next book sale.

I attended a couple of webinars and as always, I continue to purchase, catalog, and process materials.

November Programs

We made mini crate pumpkins for our November craft. We had 6 people in attendance. November's craft is mini-crate pumpkins for fall.

The self-care kits have been going steadily. I started with 120 kits, We have less than 30 left.

Upcoming Programs

November/December: Adult Self-Care Take Home Kits-I have made 120 self-care kits to hand out this year. I will be promoting them starting November 10. Patrons can pick them up and take them home to enjoy some goodies to help them relax and enjoy some pampering time.

December 4: Adult Craft-Jenga block winter/holiday ornaments

December 10: Winter Social- We will be hosting another adult social this year. We had a decent turnout last year and hope to continue to grow this into an annual event.

January (tentative): Speed Puzzle Contest- for all ages during winter break, we will be having another speed puzzle contest. The last one was a big hit, and patrons have been asking for another one.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- None to report.

GIFTS AND MEMORIALS:

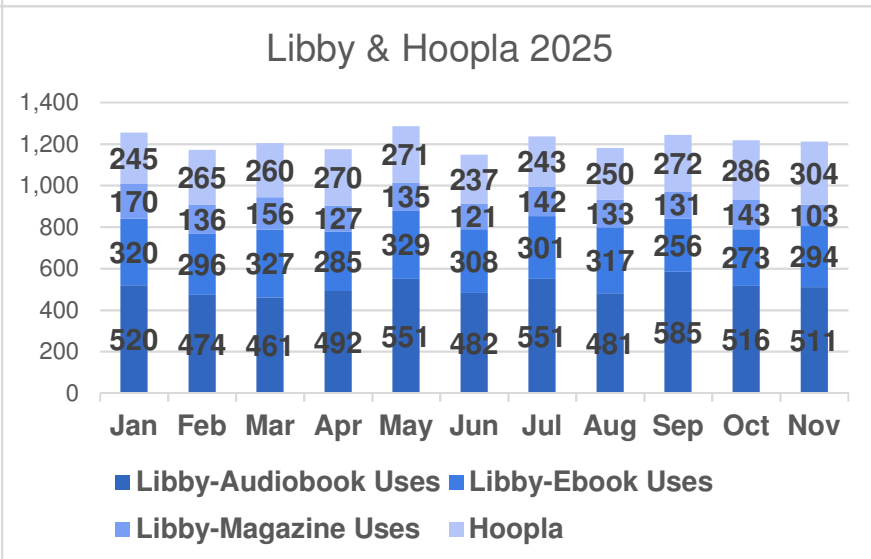
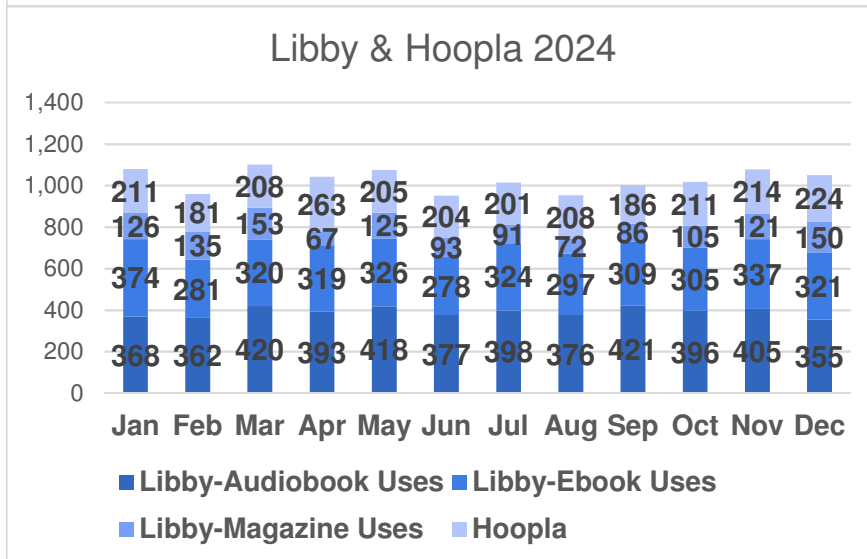
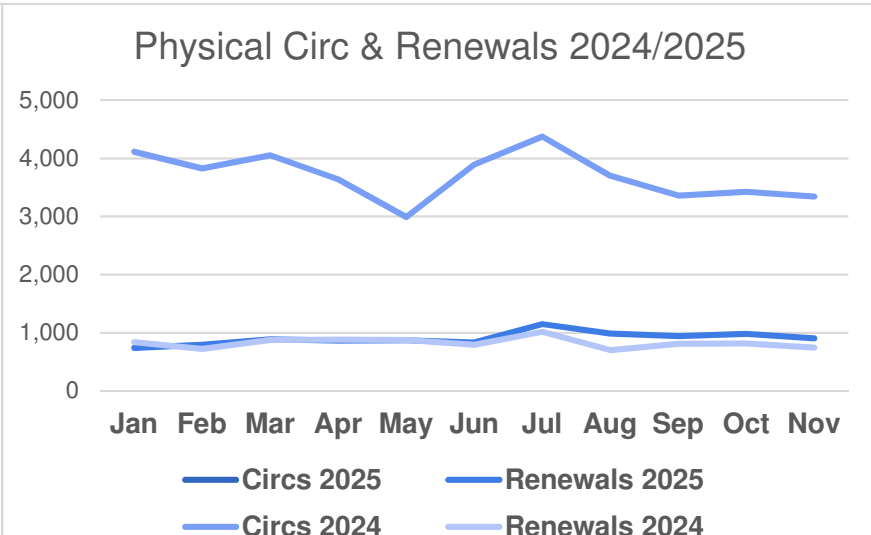
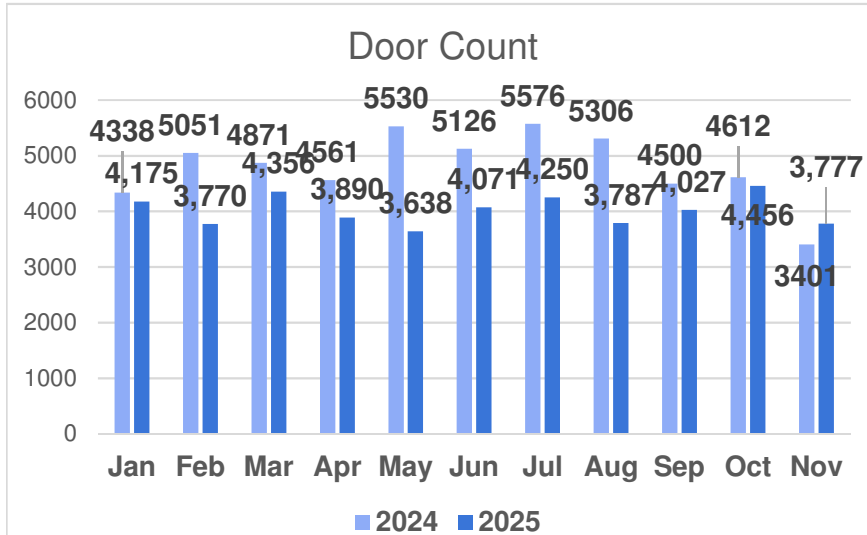
The following individuals and organizations donated funds to the Library:

- None to report.

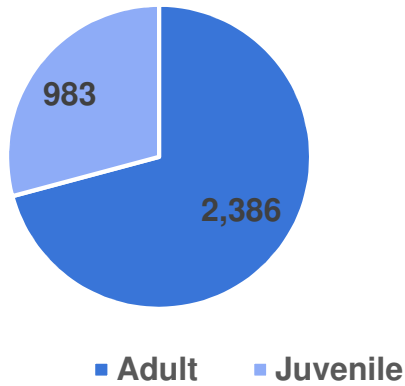
CLINTONVILLE PUBLIC LIBRARY													month	to date	month										14	
2025 MONTHLY ACTIVITIES REPORT													2024	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Nov													
Days open	26	23	26	26	25	24	25	25	25	27	22	0	24	274	273	302	285	250	63	301	302	303	304	302		
DOOR COUNT																										
Door count	4,175	3,770	4,356	3,890	3,638	4,071	4,250	3,787	4,027	4,456	3,777	0	3,401	44,197	52,872	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	170	151	161	165	172		142	161	194	176	147	68	287	268	261	261	278	280		
CIRCULATION																										
Circs	3,688	3,137	3,927	3,117	3,179	4,099	4,229	3,600	3,576	3,414	3,113	0	3,341	39,079	40,710	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	1,149	987	943	980	905	0	747	9,951	9,072	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	5,378	4,587	4,519	4,394	4,018	0	4,088	49,030	49,782	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	215	183	181	163	183		170	179	182	169	168	131	475	267	295	313	329	324		
Overdrive-Audiobook Uses	520	474	461	492	551	482	551	481	585	516	511	0	405	5,624	4,334	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	301	317	256	273	294	0	337	3,306	3,470	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	142	133	131	143	103	0	121	1,497	1,174	1,206	509	166	339	378	n/a	n/a	n/a	n/a		
Hoopla	245	265	260	270	271	237	243	250	272	286	304	0	214	2,903	2,292	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	6,615	5,768	5,763	5,612	5,230	0	5,165	62,360	61,052	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	2,181	2,059	2,142	2,274	2,086	0	2,072	24,059	23,301	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	1,097	1,047	1,057	1,011	1,013	0	912	10,756	10,913	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	1,084	1,012	1,085	1,263	1,073		1,160	13,303	12,388	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%		2,386	70%					2,537	2,585	2,537	2,911	2,916	2,988	2,941	3,577	3,807		3,973	4,326		
Juvenile	914	30%		941	29%		983	30%					1,117	1,150	1,117	1,344	1,308	1,358	1,349	1,743	1,873		1,961	2,032		
Total borrowers	3,186			3,298			3,404						3,713	3,769	3,713	4,301	4,263	4,397	4,342	5,370	5,710		5,963	6,390		
Resident	1,737	55%		1,809	55%		1,853	54%					2,001	2,039	2,001	2,400	2,299	2,441	2,395	2,851	2,968		3,080	3,218		
Nonresident	1,449	45%		1,489	45%		1,551	46%					1,712	1,730	1,712	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	1	1	4	3	3	0	2	25	23	27	49	55	27	37	25	37	56	30		
Attendance	12	3	88	14	9	6	4	2	54	37	87	0	11	316	212	234	4,411	8,820	1,989	196	129	255	279	181		
Adult outreach programs	1	0	0	1	1	1	1	1	1	1	1	0	1	9	11	0	1	16	5	0	0	0	0	0		
Attendance	15	0	0	17	9	13	24	24	11	9	11	0	13	133	116	0	40	46	218	166	0	0	0	0		
Teen programs in library	3	3	2	2	2	1	1	1	1	1	0	0	2	17	24	22	4	0	30	89	38	12	19	14		
Attendance	36	69	54	40	43	6	13	25	20	11	0	0	34	317	459	331	67	0	1,303	529	282	61	107	86		
Juvenile programs in library	9	8	10	7	6	9	9	6	7	12	8	0	9	91	96	56	31	27	146	383	308	245	248	265		
Attendance	415	564	711	520	494	1,062	744	491	613	1,130	627	0	597	7,371	8,753	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	1	1	1	0	1	11	12	13	32	2	22	121	70	65	86	84		
Attendance	32	38	23	36	859	0	0	0	25	27	39	0	29	1,079	1,039	2,263	2,016	303	324	1,988	1,393	985	1,290	1,187		
Total programs	16	15	17	13	14	12	12	9	14	18	13	0	15	153	166	118	117	85	241	635	441	359	409	393		
Total attendance	510	674	876	627	1,414	1,087	785	542	723	1,214	764	0	684	9,216	10,579	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	11	16	9	12	11	0	16	157	240	190	185	0	150	277	175	154	154	76		
VOLUNTEERS																										
Number	2	2	7	2	3	9	2	2	3	3	3	0	3	38	29	26	20	16	39	45	55	25	1	15		
Hours worked	5.50	8.50	18.25	4.50	7.50	27.00	4.00	3.75	6.50	8.25	7.50	0.00	8.00	101	106	79	56	54	26	125	233.00	162.00	8.00	43.00		
COMPUTER STATS																										
Public Computer sessions	271	282	234	230	260	213	229	217	251	281	176	0	210	2,644	2,094	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	0	3	12	10	9	0	2	29	98	87	114	117		
Wireless sessions	557	509	628	591	651	588	607	584	612	643	605	0	595	6,575	6,521	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	1,304	1,238	1,313	1,733	2,655	0	1,152	17,255	12,736	16,291	17,267	22,123	17,139	30,272	35,689	38,599	37,431	30,904		
Facebook likes	1,488	1,501	1,520	1,529	1,538	1,560	1,578	1,594	1,605	1,629	1,642	0	1,473	1,642	1,473	1,370	1,214	1,067	1,020	959	833	736	650	578		

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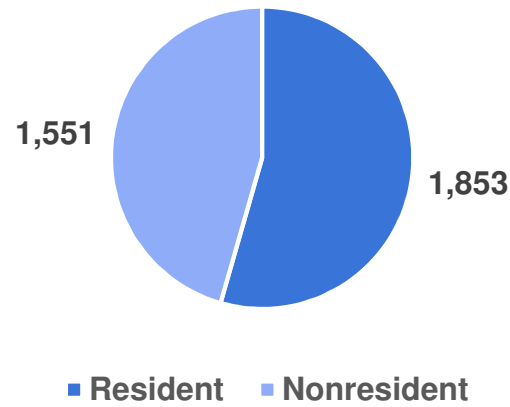
Clintonville Public Library December 2025 Programming Statistics



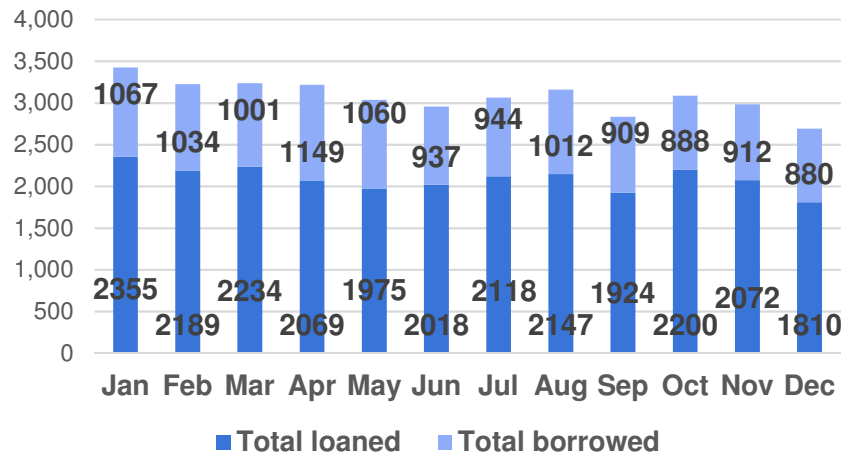
2nd Quarter Registered Borrowers



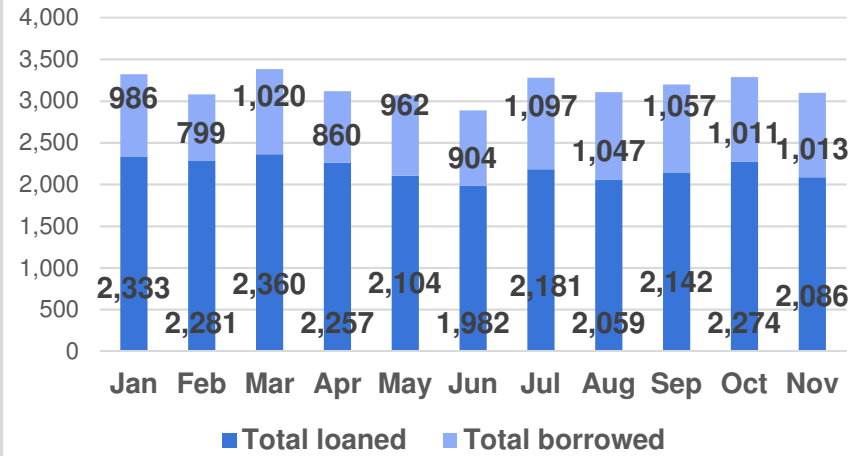
2nd Quarter Registered Borrowers



Interlibrary Loan 2024



Interlibrary Loan 2025



LIBRARY PROGRAMMING NOV 2025

KIDS PROGRAMS

8 Programs
627 Attendees

TEEN PROGRAMS

No programs for
November

ADULT PROGRAMS

3 Programs
87 Attendees

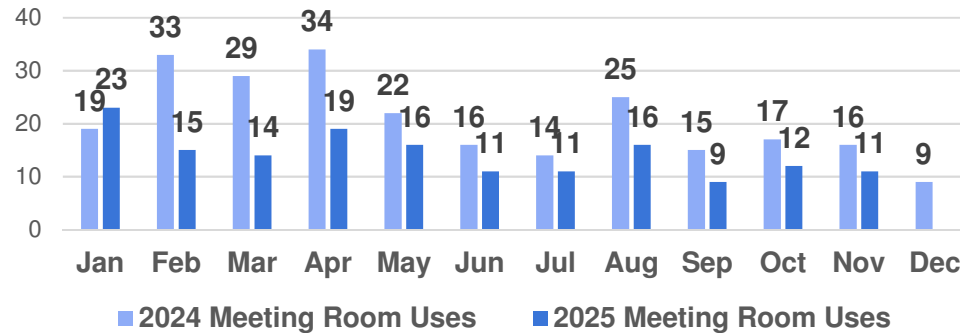
OUTREACH

2 Programs
50 Attendees

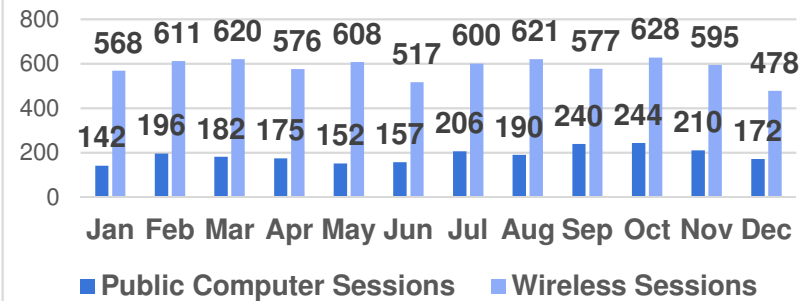
TOTAL PROGRAMS

13 Total Programs
764 Attendees

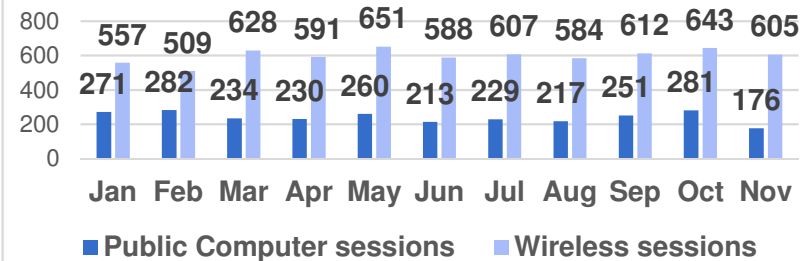
Meeting Room Uses



Public Computer & WiFi Sessions
2024



Public Computer & WiFi Sessions
2025



Clintonville Public Library
Rules of Conduct Policy
Approved: October 11, 2018

The purpose of the Rules of Conduct policy is to:

- Protect the rights of individuals using library services
- Assist staff members in conducting library business effectively
- Preserve library materials and facilities

Failure to comply with this policy may result in removal from the library and/or restriction of library privileges determined by the Library Director. Violations may also result in criminal prosecution.

The Library does not allow:

- Any behavior that is disruptive to library use
- Sleeping
- Loitering
- Soliciting or selling
- Misuse of restrooms
- Not wearing shoes/shirt
- Petitioning/distributing materials
- Smoking or use of electronic smoking devices
- Alcohol or being under the influence of alcohol
- Controlled substances or under the influence of any controlled substance
- No pets or other animals are allowed in the library unless they are service animals or part of a library program.
- Theft or damage of library materials
- All firearms, explosives, and any item deemed a dangerous weapon in Wisconsin Statute sec. 939.22(10)

If a juvenile patron violates this policy, or any other rule or regulation, staff may ask the child to leave and contact caregivers, guardians or the police.

The Library Director may reconsider a decision to suspend library privileges upon written or in-person request by the patron (or parent or guardian) if information submitted by the patron warrants such modification.

OR

Patrons who violate this policy may file an appeal to the Library Director within seven (7) days of notice of violation. To file an appeal, write a letter or send an email to the director via cpl@clintonvillelibrary.org. After hearing the appeal, the Library Director will render their determination on the violation within seven (7) days. The Library Director's decision is final.

ADMINISTRATIVE POLICY

~~2025-2030~~~~2018-2023~~ **Technology Plan of the Clintonville Public Library**

Prior Dates of Review and Approval: 19 May 1999, 31 July 2001, 17 July 2002, 18 June 2003, 19 May 2004, 15 June 2005, 17 May 2006, 20 June 2007, 16 April 2008, 18 June 2009, 16 June 2011, 26 July 2012, 21 January 2016, 8 November 2018, 14 April 2022

Date of Review and Approval: 11 December 2025

This technology plan developed by Jamison Hein, Director of the Clintonville Public Library, with direction from staff, past and present, of the Outagamie Waupaca Library System (OWLS) and Clintonville Public Library. The plan will be reviewed by library staff, system staff, and the Clintonville Public Library Board of Trustees on an annual basis and revised as objectives are accomplished and new goal areas are identified.

Vision Statement

The Clintonville Public Library connects people with the past, present, and future. The mission of the Library is promoted through the strategic use of information technology. In addition to providing 24/7 Internet access to the library's collection and various databases through the online catalog, InfoSoup, technology is being used to increase the efficiency of the staff, to facilitate resource sharing, and to make training more accessible and affordable. The library will regularly explore, and implement if feasible, new technologies that improve the services offered by the library or the efficiency with which services are offered, including but not limited to, creating content on the web, providing opportunities for patron and staff interaction, and collecting the community's heritage.

Background

The Clintonville Public Library has been committed to the integration of technology into its services since 1990, when it became a member of the Outagamie Waupaca Library System's Shared Automation Network (OWLSnet).

The library opened to the public at its current location, 75 Hemlock Street, on January 6, 1992. Since that time there has been continual growth in the number of workstations available to the staff and public, as well as additional enhancements to the system.

Current state of technology

At the present time the Library has sixteen computers for public use including four catalog workstations, seven Internet workstations including one in the Wisconsin Room reserved for genealogy research, two laptops, two off-line computers and two iPads in the Children's Area with educational games, and another off-line computer in the Adult Area with word processing on it. The Library also has eight staff workstations, which include three at the circulation desk, two reference workstations behind the circulation desk, one technical services workstation in the staff workroom, and one workstation in each of the library's two administrative offices. Three full size printers and six receipt printers are currently connected to the library's computer

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ADMINISTRATIVE POLICY

~~2025-2030~~~~2023-2028~~ Technology Plan of the Clintonville Public Library

network. All the public computers and the staff computers are networked to the printer at the circulation desk. The Library's bandwidth was increased in June 2014 from 5.0 mbps to 10.0 mbps. Color copying and printing as well as scanning and email features were added to the copy machine in early 2015. LSTA funds were awarded to the Library in April of 2015 for a digitization project and the Waupaca County Makerboxes. An electronic sign was purchased and built in 2016 on the corner of Hemlock and 9th Street. The 3D printer in New London's Makerbox visited the Clintonville Library in 2016 and was demonstrated to the public on its capabilities. The Sierra in the Wild laptop purchased in 2015 and used in 2016 that allows us to checkout materials remotely at St. Rose Parochial school and other places outside of the library. Evan Bend, OWLS Library Services Manager, developed a new website with input from library staff in 2016 and put online in 2017. OWLS and Library staff created an obituary database in 2015 and added to the Library's website in 2017. Library staff and volunteers help with adding obituaries to the database. In February 2017, the Library added Hoopla as a digital service that provides access to eBooks, audiobooks, music, graphic novels, movies, and TV shows. On October 2, 2018, Wisconsin Document Imaging installed a new copy machine that has wireless printing capabilities via an app. In 2019, we added Wonderbooks (books that have a read or listen along player attached) and Launchpad tablets to the collection. The Launchpads were initially only available for use in the Library, but they became quite popular for families to check out in 2020. During the pandemic, we utilized Picktime for scheduling curbside, computer, and browsing appointments and Beanstack for tracking reading activity for the summer reading program. OWLS switched Integrated Library Systems (ILS) in August, 2020, from Innovative Interfaces Sierra to The Library Corporation CARL. This included a desktop version called CARLX and a browser version called CARL Connect. Additionally, OWLS switched from the Encore discovery layer to BiblioCore. OWLS added a print management service called Papercut for member libraries. With the switch to CARL, we changed our self-check software to Envisionware OneStop via a CARES grant in 2021. To help with limited access to the Library building, we installed an outdoor wireless access point that allows patrons to access the Library's WiFi in the parking lot. In 2022, we installed a new security camera system and microfilm machine and moved the Library's website from Drupal to WordPress. OWLS implemented an InfoSoup app for mobile devices via Capira Mobile where patrons can search for items, place holds, manage multiple accounts, and even utilize a digital version of their library card. The InfoSoup app went live in December of 2022. As part of the Library's marketing plan, we started an e-Newsletter via MailChimp to help highlight the coming month's programming and services. The way the Library tracked visits was through a beam people counter, which had limitations and periodically became unbalanced which affected its ability to count. A traffic counter from SenSource was installed in 2024 that allows for more accurate counts, a robust web portal for creating reports, and connects on the drop ceiling which makes it less susceptible to damage like the beam counter. For years, the Library's bandwidth was maxed out at 20 Mbps, which was not

ADMINISTRATIVE POLICY

~~2025-2030~~2023-2028 Technology Plan of the Clintonville Public Library

sufficient for staff and patron usage. With the DOA TEACH upgrade and help from AT&T, the Library's bandwidth was upgraded to 100 Mbps in February of 2025.

Goals and Objectives:

Goal A: To secure technological resources to enable the library to provide optimal services.

1. Maintain a plan and budget to replace, upgrade, and add hardware and software as necessary and feasible. Ongoing
2. Work with OWLS to seek appropriate technology and telecommunications grants and discounts available to libraries, including but not limited to E-rate, TEACH Wisconsin, and digitization projects. Ongoing
3. Maintain participation in the OWLSnet shared automation network. Ongoing
4. Maintain the Library's Local Area Network. Ongoing
5. Provide wireless Internet access throughout the library. Ongoing
6. Investigate ways to save energy in the library by working with other organizations, including but not limited to, area school classes and Focus on Energy. Ongoing
7. Evaluate the need for additional electrical outlets to provide additional places for people to use laptops and other mobile devices. ~~Ongoing 2023-2025~~
- 7.8. Adding/upgrading printer technology which allows for printing from smartphones & tablets. 2028-2029

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ADMINISTRATIVE POLICY

2025-2030~~2023-2028~~ Technology Plan of the Clintonville Public Library

Goal B: To maintain a library presence 24/7 on the web.

1. Maintain the library's website keeping its contents up-to-date. Ongoing
2. Provide access to online full text databases through OWLSnet and participation in the statewide project, Badgerlink, administered by the Wisconsin Department of Public Instruction. Ongoing
3. Work with volunteers and staff to continue to develop and maintain an index to obituaries in the local newspaper, which is available online. Ongoing
4. Investigate the feasibility of digitizing more local history resources and making them available online in the InfoSoup Memory Project either through volunteer help or working with the Clintonville Area Historical Society. Ongoing
5. Investigate the development of social media sites and services and expand the library's presence on the web. Ongoing

Goal C: To assist and support staff and patrons in the use of technology and the resources provided by the library.

1. Designate the library director or a staff member to regularly attend the meetings of the OWLSnet Administrative Advisory Committee (AAC) in order to discuss technical and administrative operation of the network; and to cooperate in standardizing policies, procedures, and practices among network libraries. Ongoing
2. Continually assess and seek to provide the training needed by staff to effectively participate in technology-based programs and services. This will include, but not be limited to, programs offered by OWLS and the library's annual in-service day. Ongoing
3. Work with OWLS to provide staff training in the required technology competencies. Ongoing
4. Regularly assess ways to offer patron training in the use of the library's online catalog, the available databases, and downloadable ebooks, audiobooks, and videos in group settings or one to one situations. Ongoing

ADMINISTRATIVE POLICY

~~2025-2030~~2023-2028 Technology Plan of the Clintonville Public Library

5. Promote online tutorials available to the public on using the online catalog and databases. Ongoing
6. Publicize the microfilm machine and flat-bed scanner and teach interested community members how to use it. Ongoing

7. Programming to introduce new technology to patrons. Ongoing

8. The Library will provide resources to help aid in the digital divide, whether that be hardware, software, Internet access, or one-on-one assistance. Ongoing

7.9. The Library will provide accessibility accessories as needed; such as, but not limited to, tracks balls or high contrast keyboards. Ongoing

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Goal D: Engage in continuous study, evaluation, and planning in regard to technology.

1. Work with OWLS to explore the value, timing, and cost of implementing new services locally, as they become available through the shared automation network. Ongoing
2. Regularly assess the number of workstations needed for staff and patron use. Ongoing
3. Inventory and assess the software used in the library, including operating system software. Ongoing
4. Explore feasibility of replacing current desktops with other technology, i.e. tablets replacing desktops. Ongoing 2023-2025
5. Annually review the library's Internet Policy with input from the library staff, OWLS staff, and trustees. Ongoing
6. Annually review and revise the Technology Plan with input from library staff, OWLS staff, and trustees. Ongoing