

# CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING  
AT CLINTONVILLE PUBLIC LIBRARY  
75 Hemlock St., Clintonville, WI 54929  
4:00 PM  
THURSDAY JANUARY 8, 2026

January 2, 2026

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 December 11, 2025
6. Approval of December Financial and Special Accounts Reports
7. Approval of January 2026 bills
8. Discussion of Librarian's Report
9. Discussion on Trustee Essentials Chapter 11: Planning for the Library's Future
10. Set Next Meeting Day and Time
11. 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**

January 2

**Discussion on Trustee Essentials Chapter 11: Planning for the Library's Future (Pages 21-27)**

Info: In your packet is a chapter from Trustee Essentials to review.

Library Board  
Library Meeting Room  
2025-12-11

<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 3:59 JS

**Approval of Agenda** - MH, JW

**Citizen Forum Report** - No one present

**Friends of Library Report**

- Jan 27 next Quarterly meeting
- Speaker - Ms. Sweet - Life Experience

**Approval of Minutes** - November 13, 2025 JW and MH

Motion - to approve as amended with correct spelling of advertising

**Financial and Special Accounts Reports - November 2025**

Motion - PG and PL

Roll Call

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

**Bills** - December 2025

Motion - PL and PG \$28,402.84

#### 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**

- Lots of puzzles for puzzle exchange
- Self Care kits explanation and discussion
- Automation Advisory Committee (AAC) - Major Changes - Explained by Jamie
- City Council Meeting - Budget Approval attended by Jamie

#### **Action of Rules and Conduct Policy - Discussion/Action**

- MH approve as amended - Second by BB
  - Option 1 with addition of "written notice" and add Wisconsin State Statute for Controlled Substances

#### **Technology Plan - Discussion/Action**

- TK - Motion to approve as presented - Second by MH

**Next Meeting Day** - 2026-1-8 (4:00 pm)

**Adjourn** - MH and BB 4:27 pm

Submitted by Troy Kuhn, Secretary

**CLINTONVILLE PUBLIC LIBRARY  
FINANCIAL STATEMENT  
DECEMBER 2025**

<b>EXPENDITURES</b>							to date	December
							2025	2024
ACCOUNT	ACCT	DESCRIPTION	DECEMBER	YTD	BUDGET	BALANCE	% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	16,475.18	215,366.17	211,980.00	(3,386.17)	<b>102%</b>	99%
204-55110-41- 1110		JANITOR SALARIES	890.03	13,340.59	16,300.00	2,959.41	<b>82%</b>	75%
204-55110-41- 1500		EMPLOYEE BENEFITS	8,894.18	69,268.13	94,447.00	25,178.87	<b>73%</b>	73%
<b>TOTAL SALARIES</b>			<b>26,259.39</b>	<b>297,974.89</b>	<b>322,727.00</b>	<b>24,752.11</b>	<b>92%</b>	90%
204-55110-41- 2100		INFORMATION TECHNOLOGY	54.20	19,325.00	18,000.00	(1,325.00)	<b>107%</b>	161%
204-55110-41- 2250		TELEPHONE SERVICE	246.67	2,169.67	2,200.00	30.33	<b>99%</b>	89%
204-55110-41- 2260		GAS	501.97	3,938.72	4,700.00	761.28	<b>84%</b>	86%
204-55110-41- 2270		WATER AND ELECTRICITY	922.09	10,719.89	10,000.00	(719.89)	<b>107%</b>	101%
204-55110-41- 3110		POSTAGE	6.00	868.03	700.00	(168.03)	<b>124%</b>	158%
204-55110-41- 3112		COPIES	166.09	2,435.34	2,500.00	64.66	<b>97%</b>	103%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	1,410.99	1,000.00	(410.99)	<b>141%</b>	121%
204-55110-41- 3123		MAINTENANCE SUPPLIES	35.38	916.68	1,500.00	583.32	<b>61%</b>	72%
204-55110-41- 3150		OFFICE SUPPLIES	155.07	1,995.47	3,000.00	1,004.53	<b>67%</b>	183%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICAL	129.00	598.97	150.00	(448.97)	<b>399%</b>	377%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	<b>0%</b>	0%
204-55110-41- 3269		BOOKS - ADULT	167.32	13,290.40	12,693.00	(597.40)	<b>105%</b>	123%
204-55110-41- 3270		BOOKS - JUVENILE	156.80	12,895.57	12,692.00	(203.57)	<b>102%</b>	133%
204-55110-41- 3272		eCONTENT	726.86	9,509.61	7,800.00	(1,709.61)	<b>122%</b>	106%
204-55110-41- 3280		PROGRAMS	664.13	6,578.22	3,000.00	(3,578.22)	<b>219%</b>	209%
204-55110-41- 3285		FINE ARTS & AV - ADULT	440.57	3,560.13	3,500.00	(60.13)	<b>102%</b>	117%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	66.38	2,051.95	3,000.00	948.05	<b>68%</b>	120%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	653.40	1,036.69	1,000.00	(36.69)	<b>104%</b>	107%
204-55110-41- 3490		OTHER OPERATING EXPENSES	22.40	2,722.60	1,000.00	(1,722.60)	<b>272%</b>	299%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	0.00	5,829.18	4,000.00	(1,829.18)	<b>146%</b>	318%
204-55110-41- 5110		INSURANCE ON BUILDINGS	0.00	3,825.52	3,924.00	98.48	<b>97%</b>	97%
204-55110-41- 5130		INSURANCE-GEN. LIABILITY	0.00	1,523.78	1,662.00	138.22	<b>92%</b>	88%
<b>SUBTOTAL</b>			<b>5,114.33</b>	<b>105,678.63</b>	<b>98,021.00</b>	<b>(9,181.41)</b>	<b>108%</b>	135%
<b>TOTAL OPERATING EXPENSES</b>			<b>31,373.72</b>	<b>403,653.52</b>	<b>420,748.00</b>	<b>17,094.48</b>	<b>96%</b>	100%
CAPITAL FUND								
401-57610-41- 8102		COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	<b>0%</b>	0%
401-57610-41- 8103		OFFICE FURNITURE & EQUIPME	0.00	0.00	0.00	0.00	<b>0%</b>	0%
401-57610-41- 8200		CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	<b>0%</b>	0%
<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	0%
<b>TOTAL EXPENDITURES</b>			<b>31,373.72</b>	<b>403,653.52</b>	<b>420,748.00</b>	<b>17,094.48</b>	<b>96%</b>	100%
<b>REVENUE</b>							to date	to date
							2025	2024
ACCOUNT	ACCT	DESCRIPTION	DECEMBER	YTD	BUDGET	BALANCE	% REC'D	% REC'D
204-41110-41		GENERAL PROPERTY TAXES	239,233.00	239,233.00	239,233.00	0.00	<b>100%</b>	100%
204-43790-41		OWLS SUPPORT	0.00	168,708.00	168,065.00	643.00	<b>100%</b>	100%
204-46710-41		LIBRARY FEES	33.74	1,533.77	750.00	783.77	<b>205%</b>	192%
204-46711-41		COPY MACHINE REVENUE	197.44	3,862.40	4,000.00	(137.60)	<b>97%</b>	118%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	<b>0%</b>	0%
204-48900-41		MISCELLANEOUS REVENUE	131.34	8,057.04	8,700.00	(642.96)	<b>93%</b>	126%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	<b>0%</b>	0%
<b>SUBTOTAL</b>			<b>239,595.52</b>	<b>421,394.21</b>	<b>420,748.00</b>	<b>646.21</b>	<b>100%</b>	100%
<b>TOTAL REVENUE</b>			<b>239,595.52</b>	<b>421,394.21</b>	<b>420,748.00</b>	<b>646.21</b>	<b>100%</b>	100%

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

204-41-ACCOUNT DESCRIPTION	DECEMBER	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
<b>TOTAL 204 FUND BALANCE</b>		<b>92,355.07</b>		<b>92,355.07</b>

805-41-ACCOUNT DESCRIPTION	DECEMBER	CURRENT BALANCE	INTEREST YTD	12/31/2024 BALANCE
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**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
<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>

**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
<b>Total Billings Estate Donation</b>	<b>0.00</b>	<b>447,676.27</b>		<b>434,519.69</b>

**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
<b>SAVINGS ACCOUNT BALANCE</b>		<b>2,272.46</b>		<b>2,271.33</b>
<b>BANK BALANCE SUBTOTAL</b>		<b>554,106.26</b>		<b>537,887.50</b>

**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
<b>SUBTOTAL</b>		<b>21,828.73</b>		<b>22,583.02</b>
<b>TOTAL 805 FUND BALANCE</b>		<b>575,934.99</b>		<b>560,470.52</b>

**GIFT & MEMORIAL ACCOUNT DETAIL**

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

<b>TOTAL 204 &amp; 805 LIBRARY FUND BALANCE</b>	<b>668,290.06</b>			<b>652,825.59</b>
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CLINTONVILLE PUBLIC LIBRARY  
MONTHLY TRANSACTIONS  
JANUARY 2026

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 January 8, 2026

**RECEIPTS**

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - December	25.00
204-46710-42	LIBRARY FEES - January to date	0.00
204-46711-42	COPY MACHINE REVENUE - December	166.40
204-46711-42	COPY MACHINE REVENUE - January to date	54.03

204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00

**204 ACCOUNTS SUBTOTAL 245.43**

401-57610-41-	CAPITAL FUND	0.00
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**TOTAL REVENUE 245.43**

**EXPENDITURES**

204-55110-41-

**1100 SALARIES-STAFF**

Staff	December salaries	16,475.18 *
1100 SALARIES-STAFF	TOTAL	16,475.18

**1110 SALARIES-MAINTENANCE**

Maintenance staff	December salaries	890.03 *
1110 SALARIES-MAINTENANCE	TOTAL	890.03

**1500 EMPLOYEE BENEFITS**

Total staff	December benefits	8,894.18 *
1500 EMPLOYEE BENEFITS	TOTAL	8,894.18

**2100 COMPUTER EXPENSES**

Amazon	Accessibility Keyboard	18.99 MR
Integrated Solutions	Content on City website	40.98
2100 COMPUTER EXPENSES	TOTAL	59.97

**2250 TELEPHONE**

Spectrum	December bill	40.00 *
2250 TELEPHONE	TOTAL	40.00

**2260 GAS**

We Energies	December bill	501.97 *
2260 GAS	TOTAL	501.97

**2270 WATER & ELECTRICITY**

Clintonville Utilities	December bill	1,678.49 *
2270 WATER & ELECTRICITY	TOTAL	1,678.49

**3110 POSTAGE**

USPS	Stamps	156.00
3110 POSTAGE	TOTAL	156.00

**3112 COPIES**

Amazon	Color Copy Paper	14.38
James Imaging Systems	Copier Lease & Usage	136.89
3112 COPIES	TOTAL	151.27

**3122 STAFF DEVELOPMENT**

Cardmember Service	ALA Membership-Hannah	55.00	
Cardmember Service	ALA Membership-Ashley	55.00	
Cardmember Service	ALA Membership-Jamison	215.00	
3122 STAFF DEVELOPMENT		TOTAL	325.00
<b>3123 MAINTENANCE SUPPLIES</b>			
Amazon	Tape	7.01	
Parks & Rec	Gloves	15.72	
3123 MAINTENANCE SUPPLIES		TOTAL	22.73
<b>3150 OFFICE SUPPLIES</b>			
ELM USA Inc.	Disc Cleaner machine usage	25.00	
3150 OFFICE SUPPLIES		TOTAL	25.00



### 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	28.49
Amazon	adult books	280.51
Amazon	adult books	14.99
Center Point Large Print	Large print books	62.17
Gale Cengage	Large print books	153.70
Gale Cengage	Large print books	51.00
Gale Cengage	Large print books	26.99
3269 BOOKS-ADULT	TOTAL	617.85

### 3270 BOOKS-JUVENILE

Amazon	children's books	349.96
Amazon	children's books	25.92
Amazon	children's books	9.74
Amazon	children's books	121.82
Amazon	children's books	22.72
3270 BOOKS-JUVENILE	TOTAL	530.16

### 3272 eCONTENT

Midwest Tape	Hoopla	722.16
3272 eCONTENT	TOTAL	722.16

### 3280 PROGRAMS

Amazon	Program Supplies	23.26
Amazon	Program Supplies	67.00 MR
Amazon	Program Supplies	9.99
Amazon	Program Supplies	8.36 MR
Amazon	Program Supplies	24.99
Amazon	Program Supplies	128.41
Amazon	Program Supplies	259.90 MR
Amazon	Program Supplies	170.00 MR
Tadych's Marketplace Foods	Tortoise Food	5.78 MR
Tadych's Marketplace Foods	Tortoise Food	5.78 MR
Tadych's Marketplace Foods	Program Supplies	91.40
Tadych's Marketplace Foods	Program Supplies	68.81
Tadych's Marketplace Foods	Tortoise Food	5.78 MR
3280 CHILDREN'S PROGRAMS	TOTAL	869.46

### 3285 A/V MATERIALS-ADULT

Amazon	movies	20.99
Amazon	movies	37.44
Amazon	movies	17.95
Amazon	movies	47.54
3285 A/V MATERIALS-ADULT	TOTAL	123.92

### 3286 A/V MATERIALS-JUVENILE

Findaway	Launchpad	179.99
Findaway	Wonderbooks	130.98
Findaway	Playaways	649.90
3286 A/V MATERIALS-JUVENILE	TOTAL	960.87

### 3310 TRAVEL & TRAINING EXPENSES

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

Unique Management Services, Inc.	Accounts sent to collections	39.40
3490 OTHER EXPENSES	TOTAL	39.40

0.00

0.00

0.00

0.00

0.00

0.00

0.00

**33,083.64**

CLINTONVILLE PUBLIC LIBRARY  
MONTHLY REPORTS  
JANUARY 2026

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

Annual Report Workshop

With the new year comes the Library's Annual Report to DPI. Staff at OWLS provided online training on updates to Section X of the Annual Report which is where data related to staff, their positions, hours worked, and salaries is entered. DPI is also looking for data on benefits of position and how long the incumbent in the position has worked at the Library.

ADRC Meals on Wheels

I met with Megan Hintz who works for the ADRC about helping with the Waupaca County Senior Nutrition Program Meals on Wheels program. This program, in addition to home-delivered meals, has provided in-person dining at the Community Center, but due to low participation, it is being discontinued in 2026. This means they are losing the pick up and drop off location for Meals on Wheels volunteers. The Library will now be the location for this which is mostly having a tote in the hallway between the entryway and meeting room. A program representative will come to the library to drop off meals for volunteers to deliver and then the bags and containers used to deliver the meals will be dropped off in the tote in the Library's entry area. I'm glad the Library can help with this essential service provided by the county. This will start on Monday, January 5.

Book Vendors

Hannah, Ashley, and I have continued working on finding a suitable replacement for Baker & Taylor since their closure at the end of 2025. Companies have either been eager to make accounts for us or unable to meet with us since demand is so high. Recently, we've been reviewing Libraria and Micromarketing. Both provide a similar discount of 20% on the majority of their products. Amazon does provide a better discount and relatively quick shipping, but that's about it. They are trying to provide solutions for libraries, as evidenced by a webinar I watched on Thursday, December 11. Amazon will be providing a new release calendar along with professional reviews to help librarians with selecting materials. Amazon has many issues with their shipping, especially with the delivery of books. Other vendors we have used do a better job of ensuring books are secure and can't be easily cut when cutting open the box.

Kanopy Webinar

I attended a webinar on a product called Kanopy, a streaming video service for libraries from the company who makes Libby. Kanopy has been around for a while now and has a wide and diverse selection of movies and TV shows for all ages. It can be billed like Hoopla based on usage each month or based on a ticket system where each patron has a set amount of tickets per month and each ticket costs \$1. Different titles require 1 to 5 tickets for patrons to access. Kanopy is an interesting service but I don't think we can afford it at this time.

## YOUTH SERVICES DECEMBER 2025 REPORT



### Collaboration with Public School

I have been busy coordinating with the public elementary school classes to plan visits to the library, and/or me visiting their classroom. This month, I visited all 4 of the 4K classes and did a fun winter-themed storytime with them! We read "Snow" by Uri Shulevitz, and "A Polar Bear in the Snow" by Mac Barnett. I brought my ukulele and sang my hello/goodbye songs, and I also brought along my magic envelope! The kids had to tell me what things are needed to make a snowman - and we added the 'ingredients' to the magic envelope and to our surprise, it made a snowman! It was a lot of fun being in their environment (and getting to see my daughter!).

### Planning Ahead

December tends to be my time to clean up the shelves a bit and do some weeding, but also to start some plans for the next year. I do less programs when school is on break and have been focusing on prep for the Read Across America party, and even some events for summer reading next year. I have our performer booked for the RAA party, and coordinated with the school district again to use the same performer so we get a bit of a discount. I have a really fun dinosaur themed performance scheduled for next summer as well.



### Program Numbers

**Storytimes:** 167 kids, 53 adults  
**DIY Crafts:** 9 kids, 2 adults  
**Lego club:** 32 kids, 8 adults  
**ASA:** 14 kids  
**Games:** 29 kids, 3 adults  
**Fictional friend:** 144 kids  
**St. Martin's visits:** 92 kids, 8 adults  
**Teen night:** 10 kids  
**Movie:** 2 kids, 1 adults

## **ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:**

December is always a busy month. I have filled reference requests for obituaries and other information, helped people use the microfilm machine in the Wisconsin room, and 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.

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

### **December Programs**

We made winter ornaments from Jenga blocks for our December craft. We had 9 people in attendance. January's craft is mason jar snowmen.

The self-care kits were all gone by mid-December. 120 kits total were made and taken.

Winter Social-The winter social was a fun time. We had 12 people in attendance, including some residents from Aster. We ate snacks and chatted and had fun just talking and being together.

### **Upcoming Programs**

January 8: Adult Craft-Mason Jar snowmen

January 31: Speed Puzzle Contest- for all ages, we will be having another speed puzzle contest on the last Saturday in January. The last one was a big hit, and patrons have been asking for another one. I have purchased some items to use in prize baskets for the first and second place teams.

### **UPCOMING WORKSHOPS, MEETINGS, & CLASSES:**

- None to report.

### **GIFTS AND MEMORIALS:**

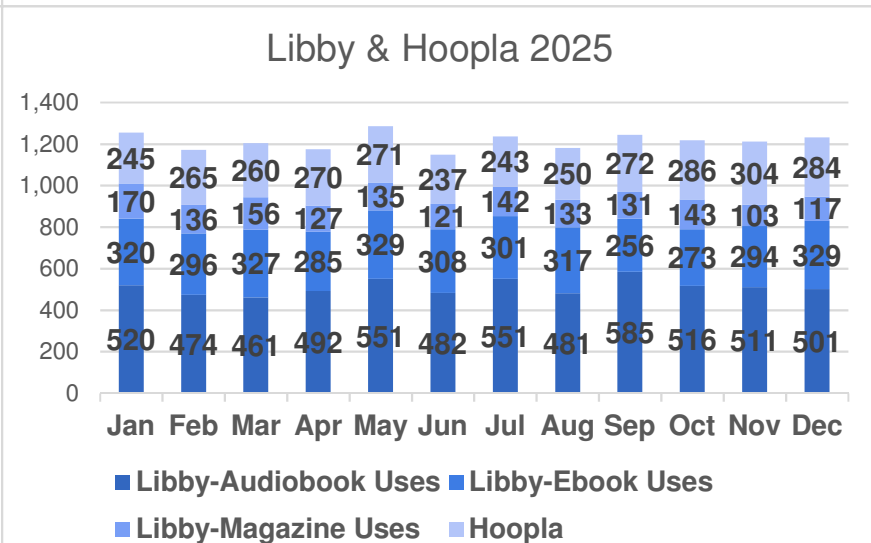
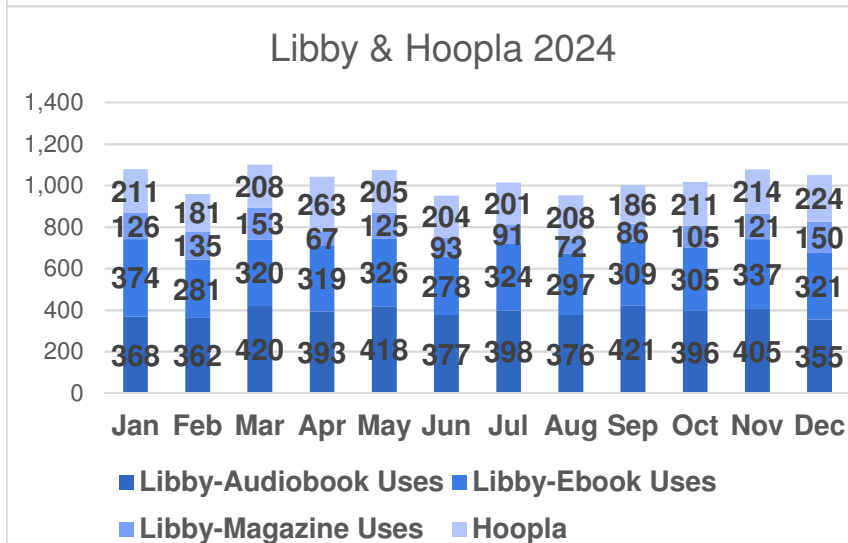
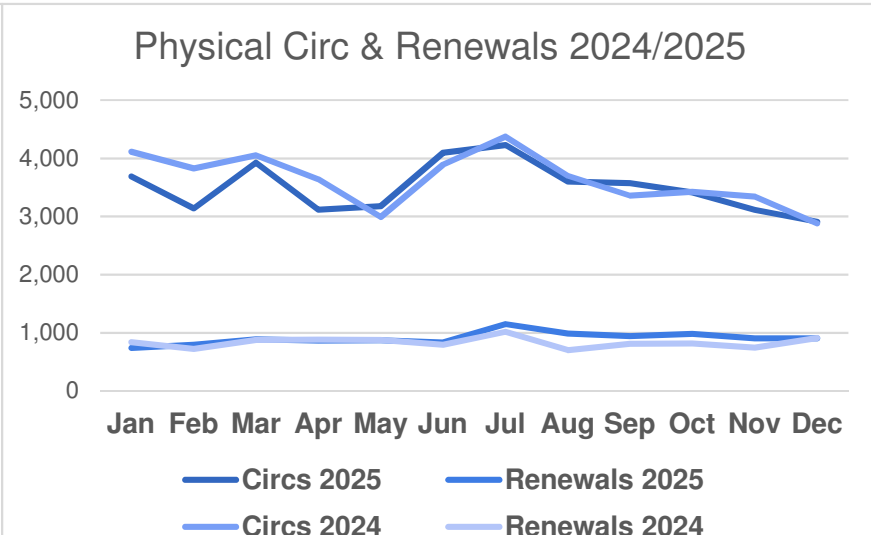
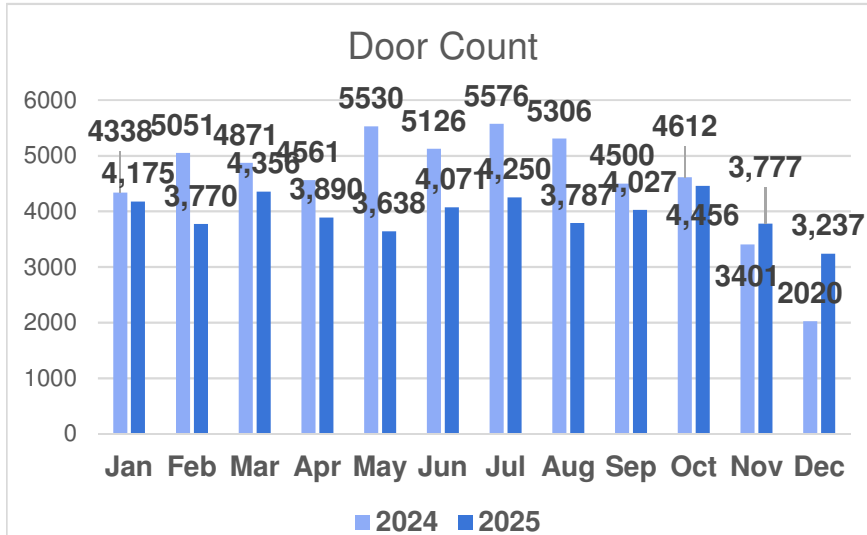
The following individuals and organizations donated funds to the Library:

- 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	Dec													
Days open	26	23	26	26	25	24	25	25	25	27	22	24	23	298	296	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	3,237	2,020	47,434	54,892	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	135	88	159	185	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	2,911	2,880	41,990	43,590	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	906	908	10,857	9,980	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	3,817	3,788	52,847	53,570	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	159	165	177	181	169	168	131	475	267	295	313	329	324		
Overdrive-Audiobook Uses	520	474	461	492	551	482	551	481	585	516	511	501	355	6,125	4,689	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	329	321	3,635	3,791	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	117	150	1,614	1,324	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	284	224	3,187	2,516	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	5,048	4,838	67,408	65,890	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	1,970	1,810	26,029	25,111	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	1,219	880	11,975	11,793	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	751	930	14,054	13,318	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%		2,441	71%		2,585	2,441	2,585	2,911	2,916	2,988	2,941	3,577	3,807		3,973	4,326		
Juvenile	914	30%		941	29%		983	30%		981	29%		1,150	981	1,150	1,344	1,308	1,358	1,349	1,743	1,873		1,961	2,032		
Total borrowers	3,186			3,298			3,404			3,461			3,769	3,461	3,769	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%		1,895	55%		2,039	1,895	2,039	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%		1,566	45%		1,730	1,566	1,730	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	2	4	27	27	27	49	55	27	37	25	37	56	30		
Attendance	12	3	88	14	9	6	4	2	54	37	87	12	48	328	260	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	1	2	10	13	0	1	1	16	5	0	0	0	0		
Attendance	15	0	0	17	9	13	24	24	11	9	11	13	25	146	141	0	40	46	218	166	0	0	0	0		
Teen programs in library	3	3	2	2	2	1	1	1	1	1	0	1	2	18	26	22	4	0	30	89	38	12	19	14		
Attendance	36	69	54	40	43	6	13	25	20	11	0	10	26	327	485	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	8	7	99	103	56	31	27	146	383	308	245	248	265		
Attendance	415	564	711	520	494	1,062	744	491	613	1,130	627	450	275	7,821	9,028	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	1	1	5	0	16	12	13	32	2	22	121	70	65	86	84		
Attendance	32	38	23	36	859	0	0	0	25	27	39	114	0	1,193	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	17	15	170	181	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	599	374	9,815	10,953	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	14	9	171	240	190	185	0	157	277	175	154	154	76		
VOLUNTEERS																										
Number	2	2	7	2	3	9	2	2	3	3	3	3	1	41	30	26	20	16	40	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	9.00	1.50	110	107	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	220	172	2,864	2,266	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	548	478	7,123	6,999	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	2,309	1,059	19,564	13,795	16,291	17,267	22,123	19,355	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	1,653	1,482	1,653	1,482	1,370	1,214	1,067	1,020	959	833	736	650	578		

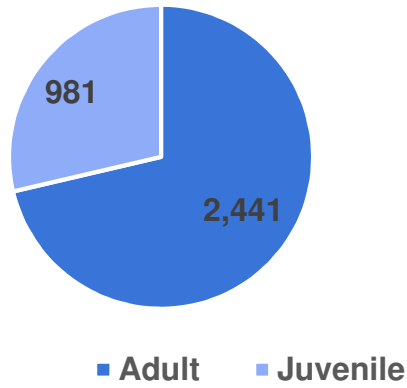
[illegible]

## Clintonville Public Library December 2025 Programming Statistics

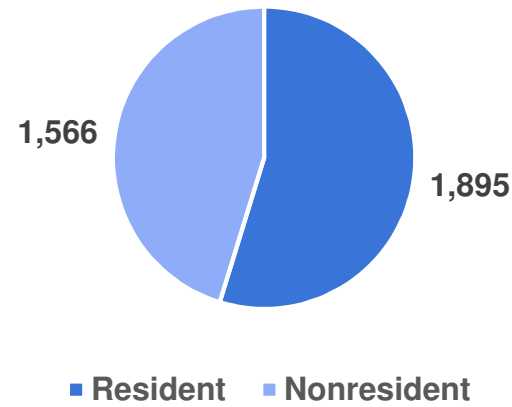




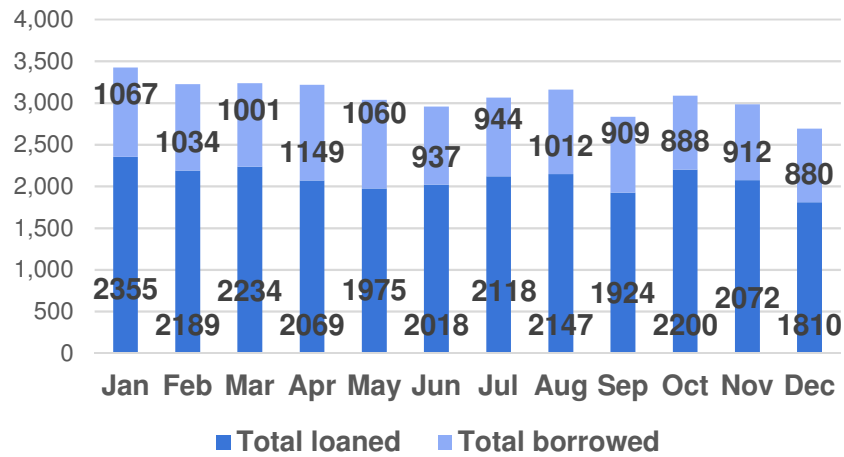
4th Quarter Registered Borrowers



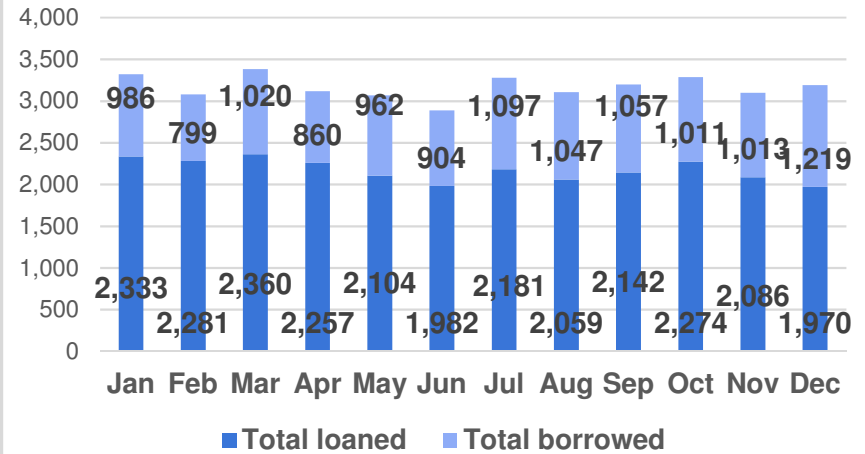
4th Quarter Registered Borrowers



Interlibrary Loan 2024



Interlibrary Loan 2025



# LIBRARY PROGRAMMING DEC 2025

## KIDS PROGRAMS

8 Programs  
450 Attendees

## TEEN PROGRAMS

1 Program  
10 Attendees

## ADULT PROGRAMS

2 Programs  
12 Attendees

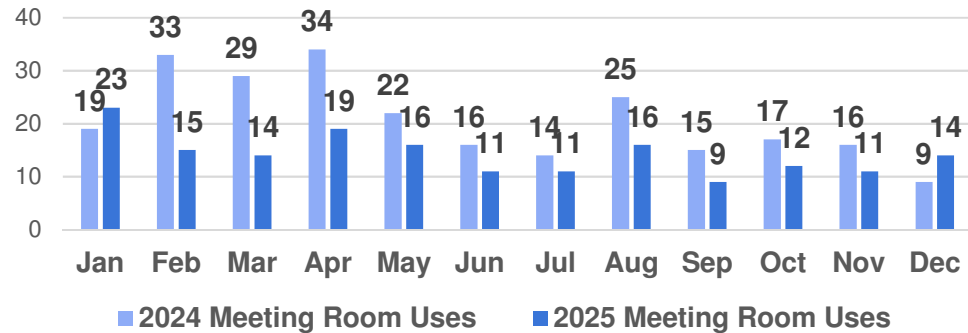
## OUTREACH

6 Programs  
127 Attendees

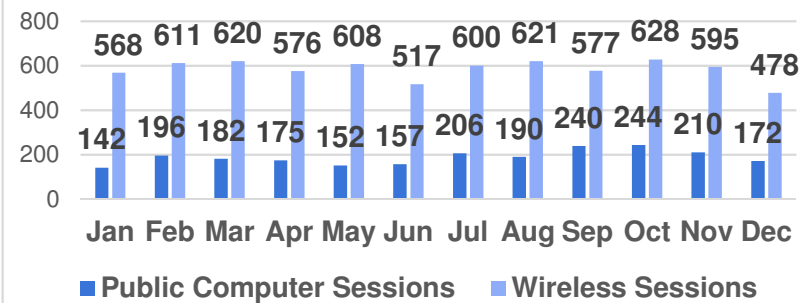
## TOTAL PROGRAMS

17 Total Programs  
599 Attendees

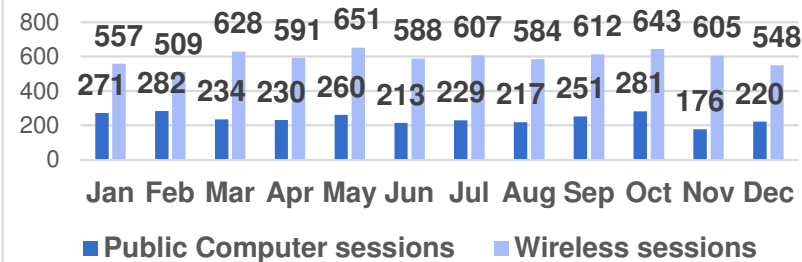
Meeting Room Uses



Public Computer & WiFi Sessions  
2024



Public Computer & WiFi Sessions  
2025



# Trustee Tale

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Trustee Tale is a joint project of the Manitowoc-Calumet Library System, Nicolet Federated Library System, Outagamie Waupaca Library System, Winnefox Library System and Wisconsin Valley Library System.



## Tips for Hiring a Public Library Director (Part 1)

*By Marla Sepnafski, Director  
Wisconsin Valley Library System*

Selecting the right person to lead a public library is one of the most important responsibilities of a library board. The director is not only responsible for managing the library but also for working collaboratively with the board, engaging with the community, and advancing library services. Because directors often remain in their positions for many years, many boards have limited experience with the search, interview, and hiring process.

A successful search for a new director requires a clear, step-by-step written process. Establishing an action plan early—ideally as soon as the board receives a director's written resignation—helps ensure a timely and effective search. The plan should outline each step and include target dates for completion.

### **Review Attributes and Qualifications Needed in a Director**

To identify the best candidate, the board must first determine what qualities and skills it is



seeking. These attributes will vary depending on community size, library needs, current goals, or anticipated projects.

Boards should avoid overemphasizing technical library skills. A strong director must also be a visionary leader who communicates effectively with the board, staff, and community stakeholders.

Boards should verify the minimum state certification level required for directors based on municipal population. Remember that this is a minimum requirement; boards may set higher expectations, but never lower.

## **Review and Revise the Job Description**

Job descriptions are often updated only when a vacancy occurs, which means they may be outdated. The revised job description should accurately reflect current and future goals for the library. Along with the basic responsibilities, attributes, and qualifications needed, include any special projects or priorities such as facility improvements, expanded services, or new partnerships.

## **Determine the Salary Range and Benefits**

A competitive compensation package is essential for attracting and retaining a qualified director. Boards should examine salaries for directors of comparable libraries as well as other local positions requiring similar skills, such as school district administrators or municipal department heads. The salary must reflect the level of responsibility and the expectations of the role.

## **Prepare the Job Posting**

Once the job description and salary range are finalized, the board can prepare and distribute the job posting. The notice should minimally include:

- A brief description of the role
- Required qualifications and experience
- Salary range
- Application instructions
- Deadline for application

The posting may require a cover letter, résumé, and/or professional references. At least one month should be allowed between posting and closing the application window. The posting should be distributed to local media outlets, the library system, and relevant listservs and websites.

## **Additional Resources and Support**

Library boards are encouraged to consult their regional library system for guidance and support throughout the hiring process. Additional information, including the Hire and Supervise the Library Director resources, can be found on the Wisconsin Department of Public Instruction's website.

If you have questions, comments, or suggestions for future articles, please contact your system director.

# Planning for the Library's Future

# 11

## The Importance of Planning: Why Plan?

How often do you leave for the grocery store without a list and come back with dozens of items you didn't need, but without the one or two things you absolutely needed? Nobody would ever think of building a house or starting a business without a plan. Yet it is often hard to convince library directors and library boards to create a strategic plan. The most frequent excuse is "We don't have time" or "We are too busy getting our work done."

Information technology, publishing and the book industry, and society itself are in the middle of the greatest series of changes since the invention of the printing press. In 1990, few libraries had computers. Now, they are everywhere. In 1980, women were just entering the workforce in large numbers, and many smaller Wisconsin communities had few, if any, minority residents. Library services must change to reflect changes in our communities. They cannot exist in a vacuum. The library board or director that refuses to plan is like the shopper going to the store without a shopping list. The library may well be offering dozens of services that are not really needed by the community, while failing to offer the one or two services that might provide a great benefit.

Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision. Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities. The planning document provides a record of the decisions made during that process. The document also becomes a guide for decision-making and action by staff and the board.

## Planning Essentials—Getting Started

Size doesn't matter. Every library needs a plan, no matter how small or how large the library and community may be. However, just as a shopping list will be different for the single person and the family of ten, the *process* followed to create a plan will depend on the size of library and community involved with the project. Large and even many medium-sized libraries, or those libraries accustomed to planning, may have the resources and experience to undertake a full-blown process such as that described in the *Planning for Results*<sup>1</sup> process. *Planning for Results* provides a blueprint for creating a vision of the future for a library and its community, along with a blueprint for creating the services that will enable a library achieve its vision. *Planning for Results*, because it is so thorough, describes a fairly time-intensive process involving a large cast of players. Any library,

In This Trustee Essential

- The importance of planning
- Planning essentials—getting started
- A plan outline
- Where to go for help

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<sup>1</sup> Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. ALA, 1998

including smaller libraries or those new to planning, will benefit from undertaking the process outlined in *Planning for Results* if its board and staff have the commitment, time, and resources to follow through. However, for novice planners, the process is less important than the fact that planning is carried out. First-time planners often want to follow a simplified process that is less time-intensive. Even a simplified process will help the board and staff gain vital information about the library and community, as well as the experience and confidence needed to expand the process during the next planning cycle.

### Who should be involved?

The minimum number needed to draft a strategic plan is one. However, just as the grocery shopper benefits from consulting spouse and family before leaving for the store, the strategic plan for the library benefits from input from multiple individuals. The library director, with the help of system staff, can be relied on to gather statistics about a community. Important statistics include:

- Population size of community broken down by age, gender, racial heritage, etc.
- The existence of large or growing groups of newcomers to the community, whether they are urban or rural transplants, new ethnic groups, or other.
- Economic factors regarding the community, such as household incomes and source of payrolls.
- Educational profile of the community.

At the same time, the director and staff can gather facts about the library. Questions to ask include:

- What services are currently being offered?
- How have usage patterns been changing in the past few years?
- What is the composition of the collection? How many books does the library own? How many audiobooks? DVDs? Children's books, etc.?
- What is the *age* of the collection? What is the average publication date for each section of the nonfiction collection?

By discussing these and similar facts about the library and the community, the staff and board can come to some basic conclusions about the library on which to plan future services. A library with a small large-print collection in a community with a stable, aging population may want to buy more large-print books, for example. A science collection with relatively few titles less than one or two years old probably needs updating.

One of the best ways to gather insight regarding your library is to see how it stacks up against current state recommended standards. [Wisconsin Public Library Standards](#) is updated about every five years. The Standards are not mandatory requirements from the state; rather they are suggestions for basic levels of service organized by library or community size. They suggest such things as basic

collection size for a specific community size. They even recommend a minimum funding requirement for a basic level of library service in the smallest communities. The Standards allow planners to look beyond the confines of their community. (For more information, see [\*Trustee Essential #12: Library Standards\*](#).)

By talking to other stakeholders, library planners can add to the strength and reliability of their plan as well as obtain buy-in from the public. There is an endless list of individuals and groups that *might* be consulted as part of a basic planning process. Which ones you choose will depend on your particular situation. Suggested players include:

- The mayor and city council (or equivalent)
- Municipal employees such as an economic development officer, senior center director, or recreation department director
- Representatives from the PTA and/or teachers union
- Representatives of active service groups such as Elks, Rotary, or Lions
- Representatives of other social/service organizations such as those representing growing minority populations
- Representatives of the religious community
- Current library users
- Those not currently using the library

You get the picture. The more people you talk to about the community, the more information you will have to create your strategic plan.

### How do you gather information?

Probably the most common mistake library planners make when consulting the community in preparation for a strategic plan is to ask people about the library. Neophyte planners ask what library services people are looking for. The real purpose of consulting all of these community representatives is to find out about *them*—what *they* are doing and what is important in *their* lives and work. The library staff and board are the experts in the broad array of possible library services. It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs. The mayor and city council may be interested in developing tourism in a community, but they may never think of the library as a vehicle for collecting and disseminating local information of interest to tourists. If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

There are a variety of ways to ask this large array of players about community needs. One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews. Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of



immigrants. Assist the interviewer in eliciting the opinions of interested parties regarding what is important to them.

Library planners probably most often gather information by means of surveys. If you decide to use a survey, consider the following:

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community.
- How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Again, consider enlisting the help of someone experienced in writing and conducting surveys before you get started. This doesn't have to cost anything. You may find a volunteer at a local chamber of commerce or a nearby university, or a local resident may be willing to help who has conducted surveys as part of his or her business. Your local library system should be able to offer assistance. If you write your own survey, at the very least have someone critique it for you. A poorly executed survey can have less value than no survey at all. It may even lead you to opposite conclusions from those you might have reached otherwise.

## A Plan Outline

Okay, you've gathered all your information. What do you do with it? A simple plan might be organized like this:

Introduction:	Discuss the planning process: Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult them? What did you find?
Mission Statement:	Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists? (See <a href="#">Sources of Additional Information</a> below for information about developing a mission statement.)
Service Responses:	What are the specific services you will offer and, why?



Activities:	Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?
Evaluation:	How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

The specific time frame your plan should cover will depend on how ambitious your plan is, or how many activities you hope to carry out. There is no magic formula that dictates that your plan should last five years, three years, or even one year. Do what makes sense for your library and your community. The most important thing you can do is to be adaptive. Follow your plan and revisit it along the way. Make sure it is taking you where you want to go, and revise it as necessary. At the end of the planning cycle, when all evaluations are in, start over. Create a new plan and perhaps go a little farther in your information-gathering process.

## Special Types of Planning

In addition to general strategic planning for the entire library, you may also want to consider planning projects focusing on special issues such as technology or disaster preparedness.

Many libraries participate in technology planning through their library system and therefore do not need to conduct their own technology planning project. Because new technologies can greatly expand the services and resources offered by a library, it is important that all libraries be involved in some type of technology planning.

Most libraries will rarely experience a severe emergency or natural disaster, but it is best to be prepared, just in case. Fires, floods, tornadoes, and hazardous material accidents can endanger lives, and it is important for libraries to have plans and/or policies in place for dealing with these types of emergencies. It is also important for staff to be trained to handle emergencies properly, including medical emergencies.

Plans and/or policies can also be established to prepare for recovery of library materials after an accident or disaster. The [Wisconsin Public Library Policy Resources](#) page has links to examples of emergency and disaster policies. See below for resources to help with accident and disaster preparedness planning.

## Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)?
5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- [Wisconsin Public Library Standards](#)
- OWLS webpage on planning ([owlsnet.org/141/planning](http://owlsnet.org/141/planning))
- McClure, Charles R., et al. Planning and Role Setting for Public Libraries: A Manual of Options and Procedures. Chicago, IL: ALA, 1987.
- Nelson, Sandra. The New Planning for Results: A Streamlined Approach. Chicago, IL: ALA, 2001.
- Van House, Nancy A., et al. Output Measures for Public Libraries: A Manual of Standardized Procedures, 2nd ed. Chicago, IL: ALA, 1987.
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