

CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY FEBRUARY 12, 2026

February 6, 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 January 8, 2026
6. Approval of January Financial and Special Accounts Reports
7. Approval of February 2026 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Updated Job Descriptions
10. Approve State Annual Report
11. Approve Statement Concerning Public Library System Effectiveness
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

AGENDA INFORMATION

February 6

Discussion/Possible Action on Updated Job Descriptions (Pages 20-31)

Info: In your packet are updated job descriptions for Library Director, Youth Services Librarian, and Technical Services Librarian. For all three positions, the job descriptions are updated to a different layout and format that gives a clearer idea of what the position entails.

For the Library Director position, the major changes came in the qualifications area where there are now listed Required and Preferred qualifications. The required degree was changed to a Bachelor's instead of a Master's and the DPI certification lowered from a grade I to grade II. This is more in line with our municipal population; grade I is required for communities larger than 6,000 and requires a Master's degree. Additionally, I think this will be helpful in the future if you have a great candidate that doesn't have the Master's degree that will meet the qualifications. Added some additional qualifications that fit with the rest of the job description and what it entails. Lastly, updated the reportage information to more accurately describe how the position works currently.

For Youth Services Librarian, added more information about the types of work and duties this position encounters. Also, added required and preferred qualifications that make it clear what we are looking for and opens it up to more candidates who may not have advanced college degrees.

For Technical Services Librarian, mostly made changes similar to the above two job descriptions to make it clearer the qualifications and expectations.

Action: I'm looking for approval of the updated job descriptions.

Approve State Annual Report

Info: The Library's Annual Report is in a separate email.

Action: I would recommend approval of the State Annual Report so it can be sent to DPI before the March 1, 2026 deadline.

Approve Statement Concerning Public Library System Effectiveness

Info: Section XV of the State Annual Report asks the Library Board to indicate if the Library System provided effective leadership and met the needs of the Library.

Action: I would recommend approval of the following statement: "Yes, the Library System (OWLS) did provide effective leadership and adequately met the needs of the Library."

Library Board
Library Meeting Room
2026-01-08

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

Attendance

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

Call to order 4:00 JS

Approval of Agenda - JW, BB

Citizen Forum Report - No one present

Friends of Library Report

- Meeting this month - meet quarterly

Approval of Minutes - December 11, 2025 BB and PG

Motion - to approve as amended with correct spelling of advertising

Financial and Special Accounts Reports - December 2025

Discussion of Funds and Maybe plan a future for the endowment
First State Bank 3.8% 8 Months
Donations - Vision equals donations

Motion - JW and BB

Roll Call

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

Bills - January 2026

Motion - PG and PL \$33,083.64

Roll Call

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

Librarian's Reports - Discussion

- Meals on Wheels on Discussion
- Puzzles

Discussion on Trustee Essential Chapter 11 - Discussion

- No Discussion just Information

Next Meeting Day - 2026-2-12 (4:00 pm) - In Wisconsin Room

Adjourn - TK and BB 4:42 pm

Submitted by Troy Kuhn, Secretary

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
JANUARY 2026

EXPENDITURES							to date	January
							2026	2025
ACCOUNT	ACCT	DESCRIPTION	JANUARY	YTD	BUDGET	BALANCE	% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	25,522.20	25,522.20	227,843.00	202,320.80	11%	11%
204-55110-41- 1110		JANITOR SALARIES	1,614.67	1,614.67	19,679.00	18,064.33	8%	8%
204-55110-41- 1500		EMPLOYEE BENEFITS	11,898.45	11,898.45	85,037.00	73,138.55	14%	10%
TOTAL SALARIES			39,035.32	39,035.32	332,559.00	293,523.68	12%	10%
204-55110-41- 2100		INFORMATION TECHNOLOGY	46.20	46.20	19,000.00	18,953.80	0%	3%
204-55110-41- 2250		TELEPHONE SERVICE	206.46	206.46	2,200.00	1,993.54	9%	6%
204-55110-41- 2260		GAS	0.00	0.00	4,200.00	4,200.00	0%	19%
204-55110-41- 2270		WATER AND ELECTRICITY	0.00	0.00	12,000.00	12,000.00	0%	0%
204-55110-41- 3110		POSTAGE	0.00	0.00	1,000.00	1,000.00	0%	0%
204-55110-41- 3112		COPIES	0.00	0.00	2,500.00	2,500.00	0%	0%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	0.00	2,000.00	2,000.00	0%	0%
204-55110-41- 3123		MAINTENANCE SUPPLIES	0.00	0.00	1,500.00	1,500.00	0%	4%
204-55110-41- 3150		OFFICE SUPPLIES	0.00	0.00	3,000.00	3,000.00	0%	0%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICAL	0.00	0.00	150.00	150.00	0%	0%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41- 3269		BOOKS - ADULT	11.40	11.40	14,545.00	14,533.60	0%	1%
204-55110-41- 3270		BOOKS - JUVENILE	14.36	14.36	14,545.00	14,530.64	0%	0%
204-55110-41- 3272		eCONTENT	0.00	0.00	9,000.00	9,000.00	0%	0%
204-55110-41- 3280		PROGRAMS	143.93	143.93	3,000.00	2,856.07	5%	0%
204-55110-41- 3285		FINE ARTS & AV - ADULT	0.00	0.00	3,500.00	3,500.00	0%	0%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	0.00	0.00	3,000.00	3,000.00	0%	0%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	0.00	0.00	1,500.00	1,500.00	0%	0%
204-55110-41- 3490		OTHER OPERATING EXPENSES	769.55	769.55	1,200.00	430.45	64%	5%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	223.50	223.50	5,000.00	4,776.50	4%	5%
204-55110-41- 5110		INSURANCE ON BUILDINGS	0.00	0.00	4,633.00	4,633.00	0%	0%
204-55110-41- 5130		INSURANCE-GEN. LIABILITY	0.00	0.00	1,644.00	1,644.00	0%	0%
SUBTOTAL			1,415.40	1,415.40	109,117.00	107,701.60	1%	2%
TOTAL OPERATING EXPENSES			40,450.72	40,450.72	441,676.00	401,225.28	9%	9%
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			40,450.72	40,450.72	441,676.00	401,225.28	9%	9%
REVENUE							to date	to date
							2026	2025
ACCOUNT	ACCT	DESCRIPTION	JANUARY	YTD	BUDGET	BALANCE	% REC'D	% REC'D
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	244,017.00	(244,017.00)	0%	0%
204-43790-41		OWLS SUPPORT	0.00	0.00	184,209.00	(184,209.00)	0%	0%
204-46710-41		LIBRARY FEES	99.15	99.15	750.00	(650.85)	13%	5%
204-46711-41		COPY MACHINE REVENUE	256.35	256.35	4,000.00	(3,743.65)	6%	13%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	186.05	186.05	8,700.00	(8,513.95)	2%	0%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0%	0%
SUBTOTAL			541.55	541.55	441,676.00	(441,134.45)	0%	0%
TOTAL REVENUE			541.55	541.55	441,676.00	(441,134.45)	0%	0%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF JANUARY 31, 2026**

204-41-ACCOUNT DESCRIPTION	JANUARY	CURRENT BALANCE	INTEREST YTD	12/31/2025 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	JANUARY	CURRENT BALANCE	INTEREST YTD	12/31/2025 BALANCE
CDS				
6501084081 Gift & Memorial CD due 9/5/2026 First State Bank 3.80%				
Miller	57.65	1,571.95	0.00	1,514.30
Gift & Memorial	421.12	14,658.78	0.00	14,237.66
Gift & Memorial CD Balance	478.77	16,230.73		15,751.96
6501084096 Mantin Savings CD due 9/5/2026 First State Bank 3.80%	395.46	13,406.55	0.00	13,011.09
6501084066 Combined CD due 9/5/2026 at First State Bank 3.80%				
Thompson	794.25	13,712.69	0.00	12,918.44
Schultz	2,094.48	36,043.01	0.00	33,948.53
Mantin	811.47	14,023.44	0.00	13,211.97
OES	807.11	13,906.91	0.00	13,099.80
Combined CD Balance	4,507.31	77,686.05		73,178.74

BILLINGS ESTATE DONATION				
6501084075 CD due 9/5/2026 First State Bank 3.80%	7,074.06	239,816.49	0.00	232,742.43
6501084072 Billings CD due 9/5/2026 First State Bank 3.80%	6,532.77	221,466.61	0.00	214,933.84
Total Billings Estate Donation	13,606.83	461,283.10		447,676.27

SAVINGS ACCOUNT (Mantin Funds) at Fox Communities				
120574 BALANCE - JANUARY 1		2,272.46		2,271.33
INTEREST RECEIVED	0.00	0.00	0.00	1.13
OTHER REVENUE	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	2,272.46	0.00	2,272.46
EXPENDITURES	0.00	0.00	0.00	0.00
SAVINGS ACCOUNT BALANCE		2,272.46		2,272.46
BANK BALANCE SUBTOTAL		570,878.89		551,890.52

GIFT & MEMORIAL ACCOUNT				
BALANCE - JANUARY 1		21,828.73		22,583.02
805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	0.00		150.00
805- SUBTOTAL		21,828.73		22,733.02
55110-41-3492 EXPENDITURES**	0.00	0.00		904.29
SUBTOTAL		21,828.73		21,828.73
TOTAL 805 FUND BALANCE		592,707.62		573,719.25

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

805-		
55110-41-3492 **EXPENDITURES		
	0.00	
	0.00	
	0.00	
	n nn	
	n nn	
	n nn	
	n nn	
	n nn	
TOTAL EXPENDITURES	0.00	

TOTAL 204 & 805 LIBRARY FUND BALANCE 685,062.69 666,074.32

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
FEBRUARY 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 February 12, 2026

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - January	99.15
204-46710-42	LIBRARY FEES - February to date	8.99
204-46711-42	COPY MACHINE REVENUE - January	262.51
204-46711-42	COPY MACHINE REVENUE - February to date	61.99
204-48900-41	MISCELLANEOUS REVENUE	
	OWLS	186.05
204-48900-41	TOTAL MISCELLANEOUS REVENUE	186.05
	204 ACCOUNTS SUBTOTAL	618.69
401-57610-41-	CAPITAL FUND	0.00

TOTAL REVENUE 618.69

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	January salaries	25,522.20 *
1100 SALARIES-STAFF	TOTAL	25,522.20
1110 SALARIES-MAINTENANCE		
Maintenance staff	January salaries	1,614.67 *
1110 SALARIES-MAINTENANCE	TOTAL	1,614.67
1500 EMPLOYEE BENEFITS		
Total staff	January benefits	11,898.45 *
1500 EMPLOYEE BENEFITS	TOTAL	11,898.45
2100 COMPUTER EXPENSES		
Integrated Solutions	Content on City website	40.98
Outagamie Waupaca Library System	Laptop Software License	12.00
2100 COMPUTER EXPENSES	TOTAL	52.98
2250 TELEPHONE		
Spectrum	January bill	40.00 *
2250 TELEPHONE	TOTAL	40.00
2260 GAS		
We Energies	January bill	765.43 *
2260 GAS	TOTAL	765.43
2270 WATER & ELECTRICITY		
Clintonville Utilities	January bill	1,488.12 *
2270 WATER & ELECTRICITY	TOTAL	1,488.12
3110 POSTAGE		
3110 POSTAGE	TOTAL	0.00
3112 COPIES		
City Hall	Copy Paper	76.00
James Imaging Systems	Copier Lease & Usage	156.21
3112 COPIES	TOTAL	232.21
3122 STAFF DEVELOPMENT		

ALA	PLA Conference Registration-Hannah	259.00	MR
ALA	PLA Conference Registration-Ashley	259.00	MR
ALA	PLA Conference Registration-Jamie	364.00	MR
Wisconsin Library Association	Library Legislative Day Registration-Jamie	50.00	
3122 STAFF DEVELOPMENT		TOTAL	932.00
3123 MAINTENANCE SUPPLIES			
Amazon	Vacuum Cleaner & Bags	128.16	
Amazon	Facial Tissue	37.92	
Parks & Rec	Ice Melt	19.98	
Parks & Rec	Mop Heads, Urinal Screens	28.19	
Parks & Rec	Gloves	8.20	
3123 MAINTENANCE SUPPLIES		TOTAL	222.45
3150 OFFICE SUPPLIES			
Amazon	Tape	31.35	
ELM USA Inc.	Disc Cleaner machine usage	25.00	
Outagamie Waupaca Library System	Spine Labels	120.00	
3150 OFFICE SUPPLIES		TOTAL	176.35

3260 SUBSCRIPTIONS & PERIODICALS

Marion Advertiser	subscription		40.00
3260 SUBSCRIPTIONS & PERIODICALS		TOTAL	40.00

3261 MARKETING

3261 MARKETING		TOTAL	0.00
----------------	--	-------	------

3269 BOOKS-ADULT

Amazon	adult books		11.40
Amazon	adult books		501.41
Amazon	adult books		25.49
Amazon	adult books		81.92
Amazon	adult books		71.49
Gale Cengage	Large print books		51.00
Gale Cengage	Large print books		61.48
Gale Cengage	Large print books		53.98
Gale Cengage	Large print books		72.75
3269 BOOKS-ADULT		TOTAL	930.92

3270 BOOKS-JUVENILE

Amazon	children's books		14.36
Amazon	children's books		3.80
Amazon	children's books		8.16
Amazon	children's books		17.79
Amazon	children's books		24.44
Amazon	children's books		282.28
Amazon	children's books		64.09
Amazon	children's books		11.69
Amazon	children's books		14.29
Amazon	children's books		8.44
Amazon	children's books		24.03
Amazon	children's books		68.09
Amazon	children's books		9.74
First Book Marketplace	children's books		247.55 MR
3270 BOOKS-JUVENILE		TOTAL	798.75

3272 eCONTENT

Midwest Tape	Hoopla		725.85
Outagamie Waupaca Library System	WPLC Digital Buying Pool Share		1,707.85
3272 eCONTENT		TOTAL	2,433.70

3280 PROGRAMS

Amazon	Program Supplies		76.91
Amazon	Basking Lights		41.78 MR
Amazon	Program Supplies		15.67
Amazon	Program Supplies		122.70
Amazon	Program Supplies		54.84
Amazon	Program Supplies		102.36
Amazon	Program Supplies		11.88
Amazon	Program Supplies		31.76
Tadych's Marketplace Foods	Tortoise Food		3.78 MR
Tadych's Marketplace Foods	Tortoise Food		3.78 MR
Tadych's Marketplace Foods	Program Supplies		62.64
Tadych's Marketplace Foods	Tortoise Food		4.78 MR
Tadych's Marketplace Foods	Tortoise Food		9.57 MR
3280 CHILDREN'S PROGRAMS		TOTAL	542.45

3285 A/V MATERIALS-ADULT

Amazon	movies		21.98
Amazon	movies		99.85
Amazon	movies		18.20
Amazon	movies		141.21
Amazon	movies		14.80

Amazon	credit	-3.59	
Amazon	credit	-6.49	
3285 A/V MATERIALS-ADULT		TOTAL	285.96
3286 A/V MATERIALS-JUVENILE			
Amazon	movies	14.95	
Amazon	Charging Blocks for Launchpads	12.99	
Findaway	Playaways	65.99	
3286 A/V MATERIALS-JUVENILE		TOTAL	93.93
3310 TRAVEL & TRAINING EXPENSES			
Nicolet Library System	PLA Bus	370.00	MR
3310 TRAVEL & TRAINING EXPENSES		TOTAL	370.00
3490 OTHER EXPENSES			
ArchiveSocial	Social Media Backup	769.55	
GFL Environmental	Garbage Service	18.00	
Unique Management Services, Inc.	Accounts sent to collections	9.85	
3490 OTHER EXPENSES		TOTAL	797.40
3560 BUILDING REPAIR/MAINTENANCE			
A-1 Elevator Sales & Service	Semi-Annual Service	223.50	
Apex Fire Protection LLC	Annual Fire Extinguisher Inspections	65.00	
3560 BUILDING REPAIR/MAINTENANCE		TOTAL	288.50
5110 INSURANCE ON BUILDINGS			
5110 INSURANCE ON BUILDINGS		TOTAL	0.00
5130 INSURANCE - GENERAL LIABILITY			
5110 INSURANCE - GENERAL LIABILITY		TOTAL	0.00
204-55110-41 ACCOUNTS TOTAL			49,156.47
GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)			
GIFT & MEMORIAL ACCOUNT		TOTAL	0.00
COMPUTERS & EQUIPMENT (401-57610-41-8102)			
COMPUTERS & EQUIPMENT		TOTAL	0.00
OFFICE FURNITURE & EQUIPMENT (401-57610-41-8103)			
OFFICE FURNITURE & EQUIPMENT		TOTAL	0.00
CAPITAL IMPROVEMENTS (401-57610-41-8200)			
CAPITAL IMPROVEMENTS		TOTAL	0.00
*prepaid	**additional bill		
GRAND TOTAL			49,156.47
		***adjusted amount	MR=Miscellaneous Revenue

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
FEBRUARY 2026

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

AAC Meeting

I attended the OWLSnet Administrative Advisory Committee (AAC) Meeting on Friday, January 9. We discussed the Advantage Audiobooks Pilot Project, Overdrive Advantage Funding, Annual Reports, OWLSnet Stats, and reviewed the OWLSnet Borrowers' Card Program Policy. The major discussion centered around the migration from CARL to Polaris. A timeline was shared highlighting staff training and data transfers along with the tentative go live date being August 19, 2026.

Historical Society Main Street Presentations

Al Mueller, President of the Clintonville Area Historical Society, put on a presentation on Main Street Clintonville on Thursday, January 15. He had two times for the presentations at 2:00pm and 6:00pm. Both were well attended with 53 people at 2:00pm and ~25 people at 6:00pm.

Wild Wisconsin Winter Web Conference

I attended the Wild Wisconsin Winter Web Conference on January 21 and 22. A few of the session highlights included "Good Morning, How Are You?," "How Does Anyone Do All of This," and "Not An Emergency Room."

Website ADA Compliance

I attended a webinar on ADA Compliance in regards to websites. This is something that's already affecting a lot of websites and will be impacting ours next year. The major focus is making sure images have Alt Text so screen readers can provide a description of the image to the user. There's also having large enough fonts, having proper drop-down menus, and program calendars organized properly.

Friends of the Library Board Meeting

I attended the Friends of the Library board meeting on Tuesday, January 27. I provided an update on the state of the Library along with a list of requests for 2026. The Friends board approved these requests in the amount of \$11,247.32. They also discussed their membership list, the need for a VP, help for the used book sale in February, and speaker fees.

Staff Changes

Library Technician Kaylee Martin left her position on January 21. I put out an ad for her replacement and Ashley and I conducted interviews January 28-30. I hired Lexus Garces on February 3 and she will start on February 9.

YOUTH SERVICES JANUARY 2026 REPORT



4th Grade Visits

All of the public school 4th graders visited the library this month! Their teachers requested a 'mystery' themed program to supplement their current mystery unit at school. I gave them all a little tour, and I put together a scavenger hunt with clues hidden in different mystery novels throughout the library. I split them into small groups of 5 or 6 kiddos each and they had to work together to solve the clues and find my missing mystery novel! This activity gave the kids a chance to get familiar with the library layout (how to find books), genre stickers, call numbers, and of course how to work together as a team. It was so much fun having them here!

Regular Programs

I didn't have any other special programs this month, so I wanted to highlight my regular weekly programming again. I have storytime every Tuesday, which is such a fun groups of littles! I also visit Dellwood once a month to do storytime as well. Storytime's are so fun and I enjoy them immensley. My Monday after school adventures has died down a bit and turned into more of a chill and snack vibe most weeks, Tuesday lego club is still well attended, as is crafts on Wednesdays, and game night on Thursdays. St. Martin's classes still visits every Friday as well, which I always look forward to!



Program Numbers

Storytimes: 53 kids, 23 adults
DIY Crafts: 21 kids, 5 adults
Lego club: 15 kids, 5 adults
ASA: 10 kids
Games: 21 kids, 1 adults
Fictional friend: 183 kids
St. Martin's visits: 149 kids, 13 adults
Teen night: 7 kids

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

January flew by this year! Even with the cold temps, we managed to stay busy and have some fun at the library!

We had several patrons come in with interesting local history information requests. I helped them get acclimated to the Wisconsin room and taught them how to use the microfilm machine. Some were successful in their searches, while others were not. I did also fill other requests for obituaries and other information, and I continue to work on the obituary index as I have time.

I have finally finished going through the adult fiction and adding genre stickers.

I worked with Lois (who is also the President of the Friends of the Library) to bring in the Community Blood Center to do a Blood Drive on the same day as the Friends of the Library are hosting a speaker who survived a car crash with the help of blood transfusions from donated blood.

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

I also helped Jamie conduct interviews to find a new front desk staff member. It is always interesting to meet new people and see who would be a good fit for our team.

December Programs

Our January Craft was Mason Jar Snowmen. We had 6 people in attendance. In February we will be playing with air dry clay.

Sped Puzzle Contest-The speed Puzzle Contest was a success again this year. We had a limit of 10 teams with a max of 4 people per team. We filled all team spots. We had a total of 43 people attend (we had a few people come just to watch). First and second place each won a gift basket filled with some snacks, pens, and puzzles.

Upcoming Programs

February 5, 6pm: Adult Crafting - Air Dry Clay Heart Trays

February 26, 1-5:30pm: The Community Blood Center will be here with the Blood Donation Truck doing a blood drive in our parking lot. This is in conjunction with the presentation the same night at 6pm.

February 26, 6 pm: Tansy (Sweet) Lederhaus presentation-Tansy will be talking about her recently published memoir, 43 Dsys, in which she recounts the initial days after that car accident that gave her a less than 1% chance of survival.

March 5, 6pm: Adult Crafting – Beaded Succulents

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- PLA Conference April 1-3 in Minneapolis.

GIFTS AND MEMORIALS:

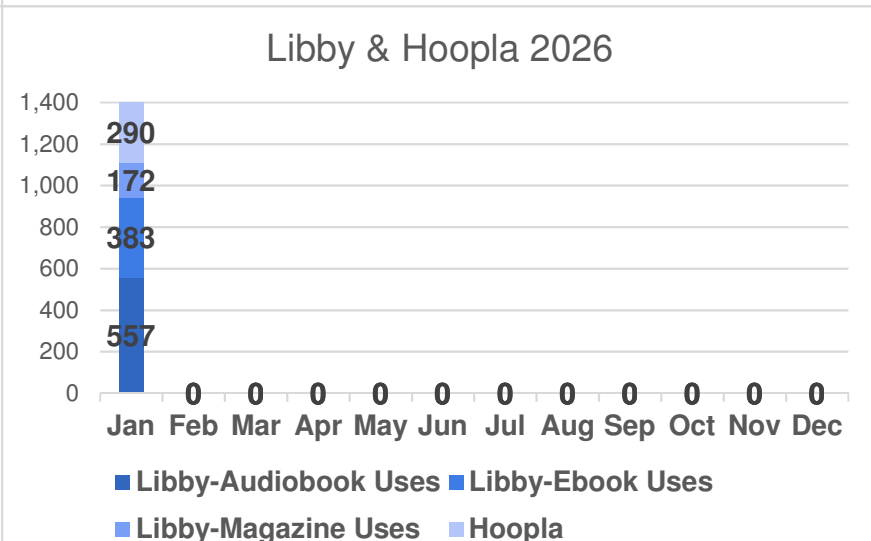
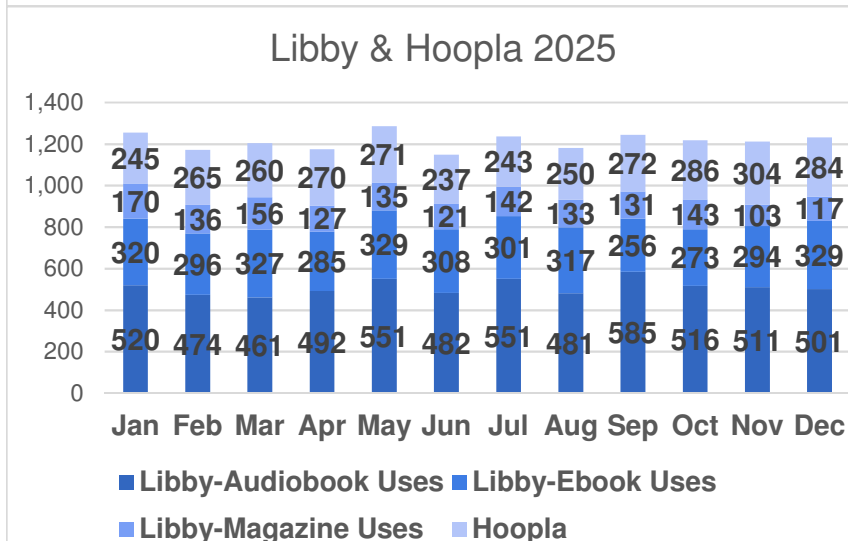
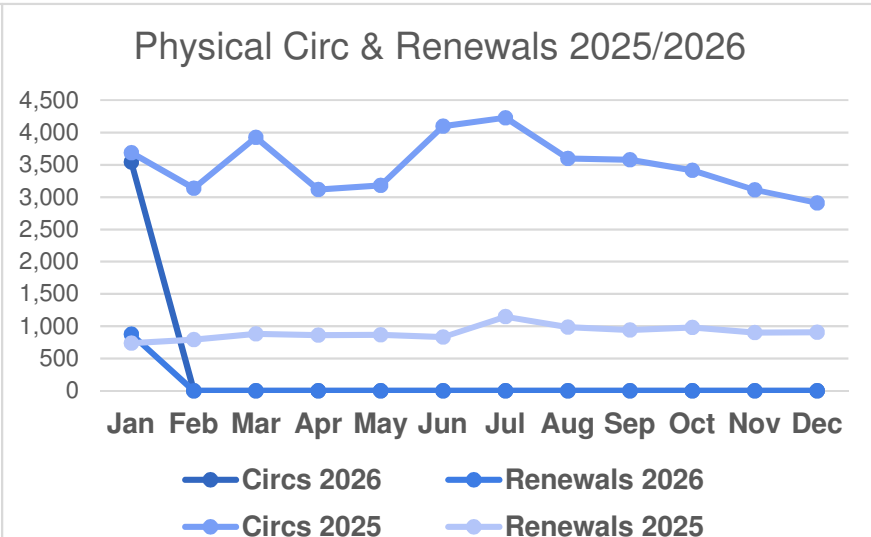
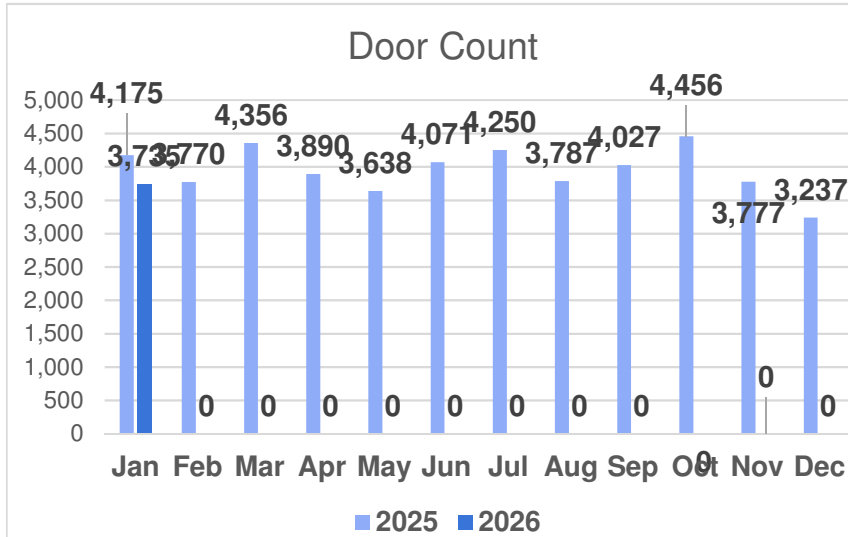
The following individuals and organizations donated funds to the Library:

- \$100 donated in memory of Ginny Federwitz by Dan & Kathy Mitchell.

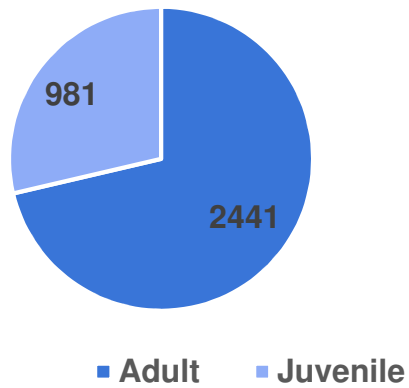
CLINTONVILLE PUBLIC LIBRARY														month	to date	month														15
2026 MONTHLY ACTIVITIES REPORT														2025	2026	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan																	
Days open	26	0	0	0	0	0	0	0	0	0	0	0	26	26	26	296	302	285	250	179	301	302	303	304	302					
DOOR COUNT																														
Door count	3,735	0	0	0	0	0	0	0	0	0	0	0	4,175	3,735	4,175	54,892	53,021	41,924	17,094	18,387	80,656	78,764	79,106	84,369	84,469					
Avg per day open	144												161	144	161	185	176	147	68	103	268	261	261	278	280					
CIRCULATION																														
Circls	3,543	0	0	0	0	0	0	0	0	0	0	0	3,688	3,543	3,688	43,590	42,867	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394					
Renewals	878	0	0	0	0	0	0	0	0	0	0	0	740	878	740	9,980	8,252	8,268	6,623	7,526	19,020	20,472	20,325	20,331	19,543					
Subtotal Circulation	4,421	0	0	0	0	0	0	0	0	0	0	0	4,428	4,421	4,428	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												170	170	170	181	169	168	131	167	267	295	313	329	324					
Overdrive-Audiobook Uses	557	0	0	0	0	0	0	0	0	0	0	0	520	557	520	4,689	4,614	4,869	4,002	3,555	3,171	2,361	1,914	1,641	1,439					
Overdrive-Ebook Uses	383	0	0	0	0	0	0	0	0	0	0	0	320	383	320	3,791	3,747	4,182	3,742	4,355	3,124	2,861	3,136	3,100	2,893					
Overdrive-Magazine Uses	172	0	0	0	0	0	0	0	0	0	0	0	170	172	170	1,324	1,206	509	166	339	378	n/a	n/a	n/a	n/a					
Hoopla	290	0	0	0	0	0	0	0	0	0	0	0	245	290	245	2,516	2,138	1,582	1,313	1,660	1,432	1,124	697	n/a	n/a					
Total Circulation	5,823	0	0	0	0	0	0	0	0	0	0	0	5,683	5,823	5,683	65,890	62,824	58,918	41,973	40,296	88,513	95,569	99,938	104,864	102,269					
INTERLIBRARY LOAN																														
Total loaned	2,237	0	0	0	0	0	0	0	0	0	0	0	2,333	2,237	2,333	25,111	29,086	29,124	24,414	14,565	32,480	33,304	35,627	34,944	29,908					
Total borrowed	1,087	0	0	0	0	0	0	0	0	0	0	0	986	1,087	986	11,793	11,199	11,087	9,911	8,494	17,913	19,708	21,559	22,876	22,268					
Net	1,150												1,347	1,150	1,347	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													2,585	2,441	2,441	2,585	2,911	2,916	2,988	2,941	3,577	3,807		3,973	4,326					
Juvenile													1,150	981	981	1,150	1,344	1,308	1,358	1,349	1,743	1,873		1,961	2,032					
Teen																														
Total borrowers													3,769	3,461	3,461	3,769	4,301	4,263	4,397	4,342	5,370	5,710		5,963	6,390					
Resident													2,039	1,895	1,895	2,039	2,400	2,299	2,441	2,395	2,851	2,968		3,080	3,218					
Nonresident													1,730	1,566	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	0	0	0	0	0	0	0	0	0	0	0	2	2	2	27	27	49	55	27	37	25	37	56	30					
Attendance	9	0	0	0	0	0	0	0	0	0	0	0	12	9	12	260	234	4,411	8,820	1,989	196	129	255	279	181					
Adult outreach programs	2	0	0	0	0	0	0	0	0	0	0	0	1	2	1	13	0	1	1	16	5	0	0	0	0					
Attendance	21	0	0	0	0	0	0	0	0	0	0	0	15	21	15	141	0	40	46	218	166	0	0	0	0					
Teen programs in library	1	0	0	0	0	0	0	0	0	0	0	0	3	1	3	26	22	4	0	30	89	38	12	19	14					
Attendance	8	0	0	0	0	0	0	0	0	0	0	0	36	8	36	485	331	67	0	1,303	529	282	61	107	86					
Juvenile programs in library	20	0	0	0	0	0	0	0	0	0	0	0	9	20	9	103	56	31	27	146	383	308	245	248	265					
Attendance	465	0	0	0	0	0	0	0	0	0	0	0	415	465	415	9,028	3,298	1,068	1,028	10,528	6,803	5,914	5,378	5,742	5,594					
Juvenile outreach programs	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1	12	13	32	2	22	121	70	65	86	84					
Attendance	35	0	0	0	0	0	0	0	0	0	0	0	32	35	32	1,039	2,263	2,016	303	324	1,988	1,393	985	1,290	1,187					
General Interest programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0															
Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0															
Total programs	26	0	0	0	0	0	0	0	0	0	0	0	16	26	16	181	118	117	85	241	635	441	359	409	393					
Total attendance	538	0	0	0	0	0	0	0	0	0	0	0	510	538	510	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)	13	0	0	0	0	0	0	0	0	0	0	0	23	13	23	240	190	185	0	73	277	175	154	154	76					
VOLUNTEERS																														
Number	4	0	0	0	0	0	0	0	0	0	0	0	2	4	2	30	26	20	16	6	45	55	25	1	15					
Hours worked	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.50	12	6	107	79	56	54	26	125	233.00	162.00	8.00	43.00					
COMPUTER STATS																														
Public Computer sessions	252	0	0	0	0	0	0	0	0	0	0	0	271	252	271	2,266	1,936	1,939	1,043	1,177	5,141	6,273	7,458	7,395	8,541					
Wireless sessions	518	0	0	0	0	0	0	0	0	0	0	0	557	518	557	6,999	7,370	5,562	4,072	2,492	6,353	6,630	7,711	7,807	7,147					
Total website page views	2,331	0	0	0	0	0	0	0	0	0	0	0	1,268	2,331	1,268	13,795	16,291	17,267	22,123	19,775	30,272	35,689	38,599	37,431	30,904					
Facebook Followers	1,845	0	0	0	0	0	0	0	0	0	0	0	1,488	1,845	1,488	1,482	1,370	1,214	1,067	1,020	959	833	736	650	578					

[illegible]

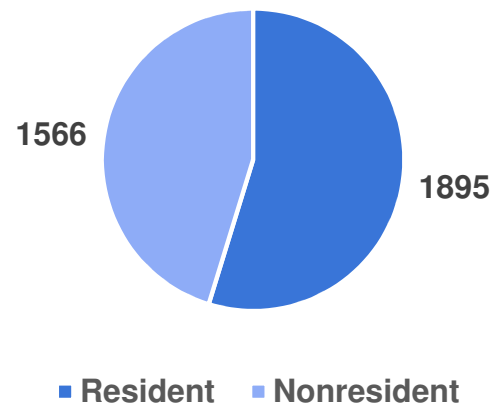
Clintonville Public Library January 2026 Programming Statistics



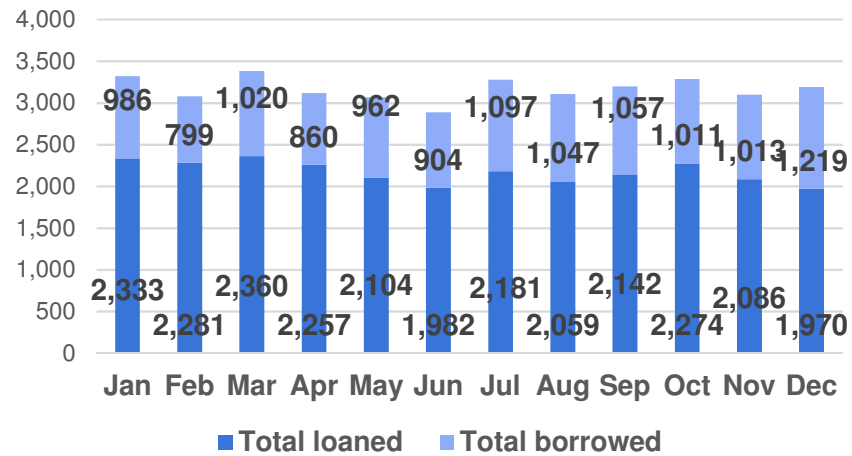
4th Quarter Registered Borrowers



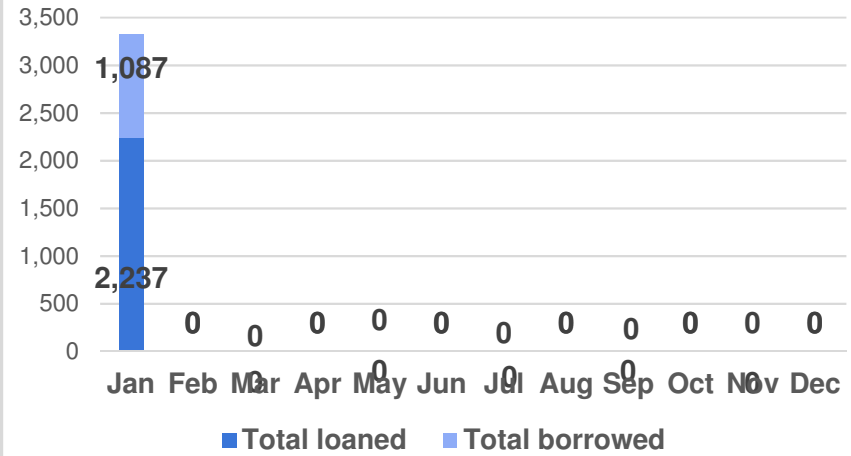
4th Quarter Registered Borrowers



Interlibrary Loan 2025



Interlibrary Loan 2026



LIBRARY PROGRAMMING JAN 2026

KIDS PROGRAMS

20 Programs
465 Attendees

TEEN PROGRAMS

1 Program
8 Attendees

ADULT PROGRAMS

2 Programs
9 Attendees

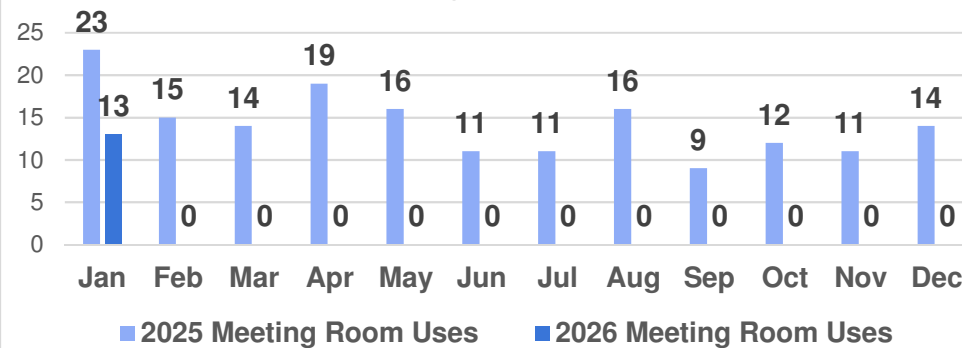
OUTREACH

3 Programs
56 Attendees

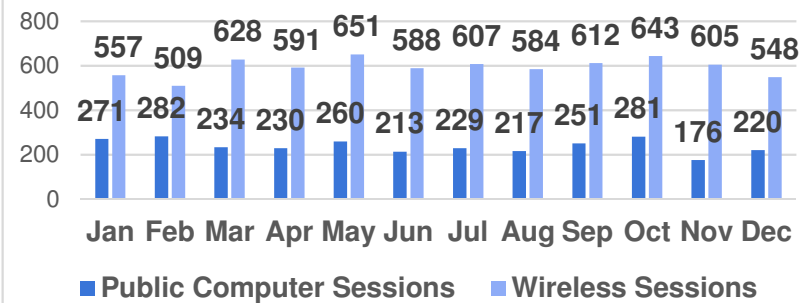
TOTAL PROGRAMS

26 Total Programs
538 Attendees

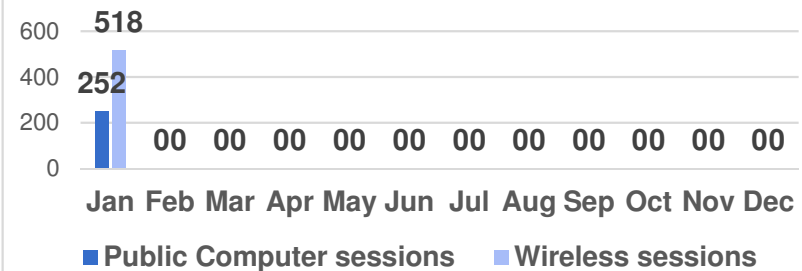
Meeting Room Uses



Public Computer & WiFi Sessions 2025



Public Computer & WiFi Sessions 2026



Clintonville Public Library – City of Clintonville

Formatted

Job Description

Position Title: Library Director

Department/Location: Public Library

Reports to: Library Board.

Employees Supervised: The Youth Services Librarian, Technical Services Librarian, Library Technicians, Library Pages, and Custodian I report to the Library Director

Formatted: Not Highlight

Employment Status: Full-Time, Salaried

City of Clintonville

Position Description

Title: Library Director

Department: Library

Date:

FLSA Status: Exempt

Position SummaryGeneral Description:

Under general direction of the Library Board, the Library Director administers the library with responsibility and authority for organizing and managing the library operation and for planning, directing and coordinating its program of service to the community.

Reportage:

~~The Library Director reports to the Library Board and coordinates work with the City Administrator. The Youth Services Librarian, Technical Services Librarian, Library Technicians, Library Pages, and Custodians I and II report to the Library Director.~~

Essential Duties and Responsibilities:

- Administrative – Acts as library board's executive officer. Develops and recommends policies for library operations. Researches, negotiates, and oversees the implementation of contracts in accordance with procedures, established by the library board. Prepares library board meeting agendas and necessary reports in cooperation with the library board president and notifies library board of scheduled meetings. Informs and advises the library board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries. Serves as chief

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

consultant to the library board in regard to technical matters and library choices, conducts ongoing evaluation of existing library programs, services, policies, and procedures, and submits recommendations for improvement to the library board. Works closely with the City Administrator and Common Council, acting as a liaison between the library board and the city. Represents the library at the system level and actively participates in other professional library organizations. Prepares state annual report for review and approval by the library board.

- Budgeting – Develops the annual library budget proposal for review by the library board and participates in its presentation to local officials. Monitors expenditures consistent with the budget and available funds. Implement board-approved capital improvement projects.
- Staff Supervision – Recruits, selects, hires, supervises, evaluates, and terminates library staff in conformity with civil service regulations where applicable. Oversees the staff training program. Recommends improvements in staffing, organization, salaries, and benefits to the library board. Plans and conducts regular staff meetings.
- Facilities – Directs and supervises the maintenance of the library building and grounds and custodial staff. Regularly reviews building needs and advises the library board in its planning for future expansion or development. Assesses the adequacy of existing facilities in regard to services and programming.
- Collection Development – Selects or directs the selection of materials for all media and all age groups, based on the library’s approved collection development policy. Oversees the selection, purchase, and withdrawal of library materials. Periodically reviews the collection development policy and makes recommendations to the library board for revisions.
- Public Relations – Develops and administers the library’s overall public relations plan; prepares press releases and makes presentations to community groups; oversees website and social media content.
- Community Outreach – Relates library objectives to community needs, and represents the library on community board and committees. Serves as advisor to the Friends of the Clintonville Public Library by ensuring the Friends are in alignment with the library’s goals and objectives.
- Professional Development – Participate in continuing education activities to maintain Public Librarian Certification and keep knowledge of library trends current.
- Performs Other Duties as Assigned.

Examples of General Work Duties and Responsibilities:

1. Acts as library board’s executive officer.
2. Develops and recommends policies for library operations.
3. Develops the annual library budget proposal for review by the library board and participates in its presentation to local officials. Monitors expenditures consistent with budget and available funds.
4. Implements board-approved capital improvement projects.
5. Researches, negotiates, and oversees the implementation of contracts in accordance with procedures established by the library board.
6. Recruits, selects, hires, supervises, evaluates, and terminates library staff in conformity with civil service regulations where applicable. Oversees the staff training program. Recommends

Formatted: Font: (Default) Times New Roman, 12 pt,
Font color: Dark Red

improvements in staffing, organization, salaries, and benefits to the library board. Plans and conducts regular staff meetings.

- ~~7. Prepares library board meeting agendas and necessary reports in cooperation with the library board president and notifies library board of scheduled meetings.~~
- ~~8. Directs and supervises the maintenance of the library building and grounds.~~
- ~~9. Informs and advises the library board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries.~~
- ~~10. Serves as chief consultant to the library board in regard to technical matters and library choices, conducts ongoing evaluation of existing library programs, services, policies and procedures, and submits recommendations for improvement to the library board.~~
- ~~11. Relates library objectives to community needs, and represents the library on community boards and committees.~~
- ~~12. Oversees the library's ongoing collection development plan and supervises the selection, purchase, and withdrawal of library materials in accordance with that plan.~~
- ~~13. Develops and administers the library's overall public relations plan; prepares press releases and makes presentations to community groups; oversees website and social media content.~~
- ~~14. Represents the library at the system level and actively participates in other professional library organizations.~~
- ~~15. Works with the Friends of the Library to actively support their activities and promote the library.~~
- ~~16. Attends monthly City Council meetings.~~
- ~~17. Works closely with the City Administrator and Common Council, working as a liaison between the library board and the city.~~
- ~~18. Performs other related work as required by the library board.~~

Knowledge, Skills, and Abilities:

1. Ability to draft, present, and maintain a working budget.
- ~~1-2.~~ Ability to establish and maintain effective working relationships with library trustees and staff, volunteer groups, local and state officials, the general public and community groups.
- ~~2-3.~~ Ability to foster and maintain positive public relations for the library within the community.
- ~~3-4.~~ Ability to maintain confidentiality of library patron information.
- ~~4-5.~~ Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
- ~~5-6.~~ Ability to guide and direct the growth and development of the library.
- ~~6-7.~~ Ability to hire, train, supervise, and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance, and maintain high standards of library service.
- ~~7-8.~~ Ability to interpret statistical data, analyze information, evaluate programs, and prepare clear and concise reports and recommendations.
- ~~8-9.~~ Ability to understand, develop, interpret, and enforce library policies, rules, and procedures and to make recommendations to the library board.
- ~~9-10.~~ Broad understanding of modern library techniques, methods, and procedures as they apply to public library administration.
- ~~10-11.~~ Mobility: travel to meetings outside the library

- ~~11.12.~~ Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
- ~~12.13.~~ Working knowledge of English grammar and spelling.

Essential Physical/Mental Requirements:

- Must be able to stand, kneel and walk for prolonged periods, with or without back support
- Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance
- Must be able to communicate effectively with community members, library patrons, and employees both in person, online, and over the telephone to provide information and assistance
- Must be able to move throughout the facility
- Must be able to reach in all directions and bend/stoop to use library/office equipment and shelve materials
- Must have dexterity and hand/eye coordination necessary to use keyboard, circulation system, office and audio/visual equipment
- Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen
- Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone
- Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms
- Must demonstrate ability to utilize proper grammar, spelling, punctuation and basic math
- Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend complex written material or directions

Minimum Training, Education, and Experience Required and Preferred:

Required Qualifications:

1. Bachelor's degree required. Master of Library Science from an American Library Association accredited institution preferred.
2. Eligibility for a minimum of Wisconsin Department of Public Instruction Public Librarian Grade II Certification. ~~Grade I Wisconsin library certificate.~~
- ~~2.3.~~ Ability to possess and maintain a valid Wisconsin driver's license.

Preferred Qualifications:

- ~~3.1.~~ Supervisory or management experience in a public library or two years of progressively more responsible library management experience preferred.
- ~~4.2.~~ Knowledge of computers, mobile devices, Canva, Google Calendar, Microsoft Office, Windows, library media streaming platforms, and electronic information resources including the Internet and Internet browsers.
3. Ability to speak Spanish a plus.
4. Effective written and oral communication
4. Knowledge of public library services and procedures
5. Experience in outreach and public relations
6. Experience overseeing collection development for all ages
7. Experience in budgeting

Formatted: Font: (Default) Times New Roman, 12 pt, Font color: Black

Formatted: Normal, No bullets or numbering

Formatted: Font: (Default) Times New Roman, 12 pt, Font color: Black

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Times New Roman, 12 pt, Font color: Black

Formatted: Font: (Default) Times New Roman, 12 pt, Font color: Black

8. Experience in interpreting statistical data

5-9. Experience in building and maintaining positive relationships with a wide variety of colleagues, community stakeholders, and organizations

Clintonville Public Library – City of Clintonville

Job Description

Position Title: Technical Services Librarian

Department/Location: Public Library

Reports to: Library Director

Employment Status: Full-Time, Hourly

City of Clintonville

Position Description

Title: Technical Services Librarian

Department: Library

Date:

FLSA Status: Non-Exempt

Position SummaryGeneral Description:

Under administrative supervision, the Technical Services Librarian organizes and conducts library services, including circulation, interlibrary loan, and technical services. Recommends material selections. Catalogs, processes, and withdraws all types and levels of materials. Performs work serving library patrons, directly or indirectly.

Reportage:

~~The Technical Services Librarian reports to the Library Director. In the absence of both the Director and Youth Services Librarian, the Technical Services Librarian assumes the operational responsibilities of the entire library. The Library Technicians report to the Technical Services Librarian and the Library Director.~~

Essential Duties and Responsibilities:

- **Technical Services: searches for and imports exact- and near-match copy cataloging records for library materials using current standards and technologies; works cooperatively with library staff to ensure timely processing of newly received material**
- **Collection Development: assists with selection, maintains collections, and performs inventory based on collection needs; withdraws materials as needed**

Formatted: List Paragraph, Bulleted + Level: 1 +
Aligned at: 0.25" + Indent at: 0.5"

- Interlibrary Loan: coordinates materials and patron requests for out-of-system holds
- Reader's Advisory & Reference Services: assists patrons with ready-reference questions and reader's advisory, copy machine, mobile devices, basic computer programs, and library catalog.
- Performing Administrative Duties: assists in the updating of library policies and procedures; collects statistics; assists in interviewing, training, and directing Library Technicians
- General Library Operations: Collaborates with colleagues to insure coordinated and effective daily operations and coordinated library programs and services; Helps update library's website and social media accounts; Performs circulation desk functions such as checking materials in and out, place holds, and creating and updating patron records.
- Professional Development: Stays abreast of trends and best practices in librarianship and library technology and participates in continuing education as appropriate.
- Performs other duties as assigned.

Examples of General Work Duties and Responsibilities:

1. Organizes and conducts library services in several areas of responsibility, including but not limited to circulation, interlibrary loan, and technical services.
2. Assists in interviewing, training, scheduling, directing, and evaluating the work of Library Technicians.
3. Assists patrons with ready reference questions and readers' advisory, bibliographic instruction and database searching.
4. Develops subject areas in the library materials collection, selects materials for purchase, and maintains the collection.
5. Assists and trains patrons to operate public equipment, connect to the internet, utilize library software applications, and access library services from remote locations.
6. Assists and trains patrons to check out digital downloads to their e-readers, tablets, and smartphones.
7. Helps update the library's website and social media accounts.
8. Catalogs, processes, and withdraws all types and levels of materials.
9. Provides information and recommendations that can be used for materials selection.
10. Does bibliographic checking.
11. Assists in the updating of library procedures; collects statistics.
12. Provides backup assistance at the circulation desk as needed.
13. Assists in the development of and carries out Library policies and procedures.
14. Collaborates with colleagues to insure coordinated and effective daily operations and coordinated library programs and services.
15. Stays abreast of trends and best practices in librarianship and library technology and participates in continuing education as appropriate.
16. Performs other related work.

Knowledge, Skills, and Abilities:

1. Ability to direct and supervise the work of others.
2. Ability to effectively present information and respond to questions from patrons.

Formatted: Font: (Default) Times New Roman, 12 pt,
Bold, Underline, Font color: Black

3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed instructions.
5. Ability to gather statistics.
6. Ability to operate library equipment properly, which includes a knowledge of databases and search methods.
7. Ability to understand library policies and procedures and apply them to library operations.
8. Ability to use computer software and adapt to changes in technology.
9. Ability to learn to use the OWLSnet automation system.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
11. Considerable knowledge of library operations, services and materials.
12. Mobility: travel to meetings outside library
13. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
14. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
15. Working knowledge of English grammar and spelling.

Essential Physical/Mental Requirements:

- Must be able to stand, kneel and walk for prolonged periods, with or without back support
- Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance
- Must be able to communicate effectively with community members, library patrons, and employees both in person, online, and over the telephone to provide information and assistance
- Must be able to move throughout the facility
- Must be able to reach in all directions and bend/stoop to use library/office equipment and shelve materials
- Must have dexterity and hand/eye coordination necessary to use keyboard, circulation system, office and audio/visual equipment
- Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen
- Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone
- Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms
- Must demonstrate ability to utilize proper grammar, spelling, punctuation and basic math
- Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend complex written material or directions

Minimum Training, Education, and Experience Required and Preferred:

Required Qualifications:

1. High school diploma or equivalent. An undergraduate or graduate degree in a library related field, or progress towards a degree, is viewed favorably. A Bachelor's Degree is required.
2. Ability to possess and maintain a valid Wisconsin driver's license.

Preferred Qualifications:

1. Library course work in selection, organization of materials, and reference and information services preferred.
2. Experience with copy cataloging and cataloging library materials.
3. Ability to delegate and assign tasks as needed.
3. Management and supervisory responsibility or two years of progressively more responsible library management experience preferred.
4. Knowledge of computers, mobile devices, Canva, Google Calendar, Microsoft Office, Windows, library media streaming platforms, and electronic information resources including the Internet and Internet browsers.
4. Ability to speak Spanish a plus.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Normal, No bullets or numbering

Formatted: Font: (Default) Times New Roman, 12 pt,
Font color: Black

Formatted: Normal, No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: 1,
2, 3, ... + Start at: 1 + Alignment: Left + Aligned at:
0.25" + Indent at: 0.5"

Formatted: Font: (Default) Times New Roman, 12 pt,
Font color: Black

Formatted: Font: (Default) Times New Roman, 12 pt

Clintonville Public Library – City of Clintonville

Job Description

Position Title: Youth Services Librarian

Department/Location: Public Library

Reports to: Library Director

Employment Status: Full-Time, Hourly

Position Summary:

Under administrative supervision, the Youth Services Librarian is responsible for providing programming, services, collections, community outreach and assistance to young people and families. This position assumes operational responsibilities for the library in the absence of the Director and Technical Services Librarian.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Planning, Coordinating and Presenting of Programs: Within a collaborative environment, develop ideas for public programs that align with community needs and library strategic goals. Meets deadlines to coordinate presenters, space, calendars, materials, publicity, and other resources needed to provide programs. Evaluate programs with the goal of continuously improving quality and attendee satisfaction. Plans, promotes, and administers the Summer Library Program for children through adults.
- Communication - Demonstrates interpersonal skills in meeting with youth, parents, staff, and outside organizations and maintains communication with those named to better serve youth in the community. Speaks effectively when addressing individuals, as well as small and large groups. Effectively uses and teaches technology. Assists and instructs children in information gathering and research skills as appropriate. Assists in the preparation of reports, recommendations, and policy matters for board action.
- Marketing: Promotes library services and programs through social media, posters, flyers, news releases, and other types of publicity. Maintains and improves Library's website and social media.
- Developing Collections: Develop collections to ensure a depth and breadth of subjects and interests that meet the needs of a diverse community of youth and their families. This includes materials selection and deselection.
- Providing Reader's Advisory and Reference Services: Keep Reader's Advisory Services current and relevant by implementing engaging/responsive ways to browse and connect with our collections. Creates bibliographies, book talks, displays, electronic documents, and other special tools to increase access to library resources and to promote their use.

- Participating in Outreach: Conduct library tours and instruct groups and individuals on the use of the library. Visit schools and other agencies or events to perform outreach activities.
- Advocacy - Defines and communicates the needs of youth so that administrators, other library staff, and members of the community understand the basis for youth services. Considers the opinions and requests of youth in the development and evaluation of library services. Develops cooperative programs between the public library, schools, and other community agencies.
- Performing Administrative Duties: Report/summarize outcomes of programs as requested. Collects data on programs and services. Develops and justifies budget expenditures for youth and family programming and services. Identifies outside sources of funding and writes effective grant applications. Care of the Library's pet tortoise.
- Performing General Library Operations: Handle extra duties occasionally when Library Director or other staff are on vacation, ill, etc. Performs circulation desk functions such as checking materials in and out, place holds, and creating and updating patron records. Assist patrons with technology including copy machine, mobile devices, basic computer programs, and library catalog.
- Professional Development: Participate in continuing education activities to keep knowledge of youth services and library trends current.
- Perform Other Duties as Assigned.

Required Qualifications:

- Education: high school diploma or equivalent. An undergraduate or graduate degree in a library related field, or progress towards a degree, is viewed favorably.
- Ability to possess and maintain a valid Wisconsin driver's license

Formatted: Strikethrough

Preferred Qualifications:

~~Experience: 1-3 years of public library experience, experience in managing library services; in evaluating candidates for this position, the Library may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of the position, including:~~

Formatted: Normal, No bullets or numbering

- Knowledge of Youth literature, programs, policies, and procedures
- Knowledge of Library services and procedures
- Effective written and oral communication
- Experience in outreach and public relations
- Ability to delegate and assign tasks as needed
- Knowledge of computers, mobile devices, Canva, Google Products, Microsoft Products, and electronic information resources including the Internet and Internet browsers.
- Ability to speak Spanish a plus. Spanish language skills a plus

Knowledge, Skills, and Abilities:

- Ability to maintain effective verbal and written communication with staff, patrons, and vendors through in-person and digital communications.
- Ability to effectively present information and respond to questions from patrons and staff.
- Ability to gather statistics, analyze information and write reports.
- Ability to maintain confidentiality of library patron information.
- Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes.
- Ability to perform classification, reference work, and material selection.
- Ability to plan, organize, and carry out library programming and community engagement activities.
- Ability to plan, organize, and train library staff.
- Ability to use computer software and adapt to changes in technology.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
- Advanced knowledge and understanding of literature for children and young adults and basic library principles, procedures, technology, goals and philosophy of service.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
- Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- Working knowledge of English grammar and spelling.

Essential Physical/Mental Requirements:

- Must be able to stand, kneel and walk for prolonged periods, with or without back support
- Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance
- Must be able to communicate effectively with community members, library patrons, and employees both in person, online, and over the telephone to provide information and assistance
- Must be able to move throughout the facility
- Must be able to reach in all directions and bend/stoop to use library/office equipment and shelve materials
- Must have dexterity and hand/eye coordination necessary to use keyboard, circulation system, office and audio/visual equipment
- Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen
- Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone
- Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms
- Must demonstrate ability to utilize proper grammar, spelling, punctuation and basic math
- Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend complex written material or directions