

CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY MAY 14, 2026

May 8, 2026

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 April 9, 2026
6. Approval of April Financial and Special Accounts Reports
7. Approval of May 2026 bills
8. Discussion of Librarian's Report
9. Election of Officers
10. Discussion/Possible Action on In-Service Day Closure
11. Discussion/Possible Action on Farmer's Market Agreement
12. Discussion/Possible Action on Homebound Delivery Policy
13. Set Next Meeting Day and Time
14. 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

May 8

Election of Officers

Info: According to the board bylaws, an election of officers happens at the May meeting.

Action: The board will vote on the President, Vice-President, and Secretary.

Discussion/Possible Action on In-Service Day Closure

Info: This year, OWLSnet is working on a migration for the automation system. We currently are using CARL and we will be going live with Polaris on Wednesday, August 19. Recently, Ashley and I attended in-person and virtual training to learn about Polaris and how it works. We are looking to have the library closed on Wednesday, May 20 so that we can start training our library staff. This date was chosen partly because it was before Summer Reading and when Ashley is available due to vacation at the end of May/beginning of June. Additionally, a sandbox version of Polaris will be available where staff can practice without causing any issues starting in June and we want staff to be familiar with the system before the sandbox becomes available for them to practice in.

Action: I'm looking for approval of closing the Library on Wednesday, May 20 for staff training.

Discussion/Possible Action on Farmer's Market Agreement (Pages 18-22)

Info: In your packet is a memorandum of understanding and insurance supplement in regards to the Compassionate Connections Center (CCC) using the green space at the Library for the Farmer's Market. These were drafted by City Attorney Keith Steckbauer with information provided by me and CCC. Since the Library owns the green space, the city council does not need to review/approve these documents; just the Library Board. The CCC have reviewed the documents and will sign once the board has approved and signed.

Action: I recommend the approval of the agreement and insurance supplement.

Discussion/Possible Action on Homebound Delivery Policy (Pages 23-26)

Info: One of my goals for 2026 was developing a Homebound Delivery service to help provide service to those who can't make it to the Library via volunteers. In your packet are the policy, registration for participants, and waivers for volunteers and participants. Thanks to the Waupaca Area Public Library for sharing these documents with me to make the process easier.

Action: I'm looking for approval of the policy.

Library Minutes from April 9, 2026

- 1) Present: Jeanine Supanich, Jeanne Witt, Penny Leder, Mike Hankins, and Polly Goodell. Absent Troy Kuhn and Brandon Braden.
- 2) Mike motioned to approve the agenda, Jeanne second. Motion passed
- 3) There was no one at the citizens forum
- 4) FOL report April 16 next meeting. Radon detectors and State passes, purchased by the Friends, will be available to patrons. On Oct. 13, Ron Rindo, author of Life, and Death, and Giants will speak at the Library.
- 5) Mike motioned to approve minutes of the last meeting, Penny second. Motion passed
- 6) Mike motioned to approve the April financials and special accounts, Penny second. Roll taken, motion passed
- 7) Polly motioned to pay the April bills in the amount of \$56,612.78. Jeanne second. Roll taken, motion passed
- 8) Diane Forsythe and Bradley Shipps were from OWLS. OWLSnet, a shared automation network between Nicolet Library System (NLS) and OWLS, is 30 years old. Because of this working relationship, both systems are exploring merging. To make this happen, several county board members have to agree.
- 9) Libby Overdrive WPLC Advantage is a collection available. Added funding to increase collection to meet demands with more titles. Cost in 2027 would be $\frac{1}{3}$ of the fee, and increase to $\frac{2}{3}$ in 2028. Jeanne motioned Mike second with going forward with Infosoup Advantage Collection Proposal. Roll taken, motion passed
- 10) Decided to cap audio books on Hoopla at \$2.84 each and keep total loans to 4 per month at this time. Penny motioned and Polly second. Roll taken, motion passed
- 11) Compassionate Connections approached the board to use the green space for farmers market this year. They would supply insurance for events, and an outhouse will be provided. They will clean up after each event. They hope to have more vendors attending since they are looking at having the event on a Sunday starting at 11:00. Polly motioned, Penny second. All voted aye. Motion passed
- 12) The next meeting is May 14 at 4:00pm.
- 13) Mike motion to adjourn, Jeanne second. All voted aye. Motion passed

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
APRIL 2026**

EXPENDITURES							to date	April
ACCOUNT	ACCT	DESCRIPTION	APRIL	YTD	BUDGET	BALANCE	2026	2025
							% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	17,599.20	78,313.58	227,843.00	149,529.42	34%	34%
204-55110-41- 1110		JANITOR SALARIES	970.27	4,909.06	19,679.00	14,769.94	25%	27%
204-55110-41- 1500		EMPLOYEE BENEFITS	5,666.20	29,288.26	85,037.00	55,748.74	34%	25%
		TOTAL SALARIES	24,235.67	112,510.90	332,559.00	220,048.10	34%	31%
204-55110-41- 2100		INFORMATION TECHNOLOGY	16,271.58	16,423.89	19,000.00	2,576.11	86%	93%
204-55110-41- 2250		TELEPHONE SERVICE	256.19	965.48	2,200.00	1,234.52	44%	17%
204-55110-41- 2260		GAS	467.80	2,157.04	4,200.00	2,042.96	51%	45%
204-55110-41- 2270		WATER AND ELECTRICITY	1,254.31	4,158.94	12,000.00	7,841.06	35%	36%
204-55110-41- 3110		POSTAGE	236.30	289.66	1,000.00	710.34	29%	99%
204-55110-41- 3112		COPIES	474.46	797.26	2,500.00	1,702.74	32%	13%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	50.00	2,000.00	1,950.00	3%	5%
204-55110-41- 3123		MAINTENANCE SUPPLIES	126.74	366.19	1,500.00	1,133.81	24%	6%
204-55110-41- 3150		OFFICE SUPPLIES	414.06	865.53	3,000.00	2,134.47	29%	20%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICAL	0.00	88.97	150.00	61.03	59%	33%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41- 3269		BOOKS - ADULT	1,784.35	4,132.84	14,545.00	10,412.16	28%	29%
204-55110-41- 3270		BOOKS - JUVENILE	4,225.21	5,534.51	14,545.00	9,010.49	38%	48%
204-55110-41- 3272		eCONTENT	802.70	3,983.90	9,000.00	5,016.10	44%	49%
204-55110-41- 3280		PROGRAMS	350.55	1,585.90	3,000.00	1,414.10	53%	46%
204-55110-41- 3285		FINE ARTS & AV - ADULT	460.14	1,011.29	3,500.00	2,488.71	29%	25%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	62.86	161.80	3,000.00	2,838.20	5%	5%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	1,496.38	2,247.47	1,500.00	(747.47)	150%	33%
204-55110-41- 3490		OTHER OPERATING EXPENSES	394.35	1,334.61	1,200.00	(134.61)	111%	138%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	2,014.88	2,303.38	5,000.00	2,696.62	46%	50%
204-55110-41- 5110		INSURANCE ON BUILDINGS	0.00	4,650.98	4,633.00	(17.98)	100%	97%
204-55110-41- 5130		INSURANCE-GEN. LIABILITY	0.00	856.89	1,644.00	787.11	52%	59%
		SUBTOTAL	31,092.86	53,109.64	109,117.00	55,150.47	49%	49%
		TOTAL OPERATING EXPENSES	55,328.53	165,620.54	441,676.00	276,055.46	37%	35%
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	55,328.53	165,620.54	441,676.00	276,055.46	37%	35%
REVENUE							to date	to date
ACCOUNT	ACCT	DESCRIPTION	APRIL	YTD	BUDGET	BALANCE	2026	2025
							% 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	108,217.50	184,209.00	(75,991.50)	59%	59%
204-46710-41		LIBRARY FEES	227.25	451.72	750.00	(298.28)	60%	65%
204-46711-41		COPY MACHINE REVENUE	288.58	1,343.89	4,000.00	(2,656.11)	34%	37%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	2,165.98	2,635.03	8,700.00	(6,064.97)	30%	15%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0%	0%
		SUBTOTAL	2,681.81	112,648.14	441,676.00	(329,027.86)	26%	25%
		TOTAL REVENUE	2,681.81	112,648.14	441,676.00	(329,027.86)	26%	25%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF APRIL 30, 2026**

204-41-ACCOUNT DESCRIPTION	APRIL	CURRENT BALANCE	INTEREST YTD	12/31/2025 BALANCE
204 FUND CARRYOVER FROM PREVIOUS YEAR		87,106		92,355
EXCESS BUDGET REVENUE/FUND CARRYOVER SPENT		0		-5,249
TOTAL 204 FUND BALANCE		87,106		87,106

805-41-ACCOUNT DESCRIPTION	APRIL	CURRENT BALANCE	INTEREST YTD	12/31/2025 BALANCE
CDS				
6501084081 Gift & Memorial CD due 9/5/2026 First State Bank 3.80%				
Miller	0.00	1,571.95	57.65	1,514.30
Gift & Memorial	0.00	14,658.78	421.12	14,237.66
Gift & Memorial CD Balance	0.00	16,230.73		15,751.96
6501084096 Mantin Savings CD due 9/5/2026 First State Bank 3.80%	0.00	13,406.55	395.46	13,011.09
6501084066 Combined CD due 9/5/2026 at First State Bank 3.80%				
Thompson	0.00	13,712.69	794.25	12,918.44
Schultz	0.00	36,043.01	2,094.48	33,948.53
Mantin	0.00	14,023.44	811.47	13,211.97
OES	0.00	13,906.91	807.11	13,099.80
Combined CD Balance	0.00	77,686.05		73,178.74

BILLINGS ESTATE DONATION				
6501084075 CD due 9/5/2026 First State Bank 3.80%	0.00	239,816.49	7,074.06	232,742.43
6501084072 Billings CD due 9/5/2026 First State Bank 3.80%	0.00	221,466.61	6,532.77	214,933.84
Total Billings Estate Donation	0.00	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	10,160.00		150.00
805- SUBTOTAL		31,988.73		22,733.02
55110-41-3492 EXPENDITURES**	0.00	0.00		904.29
SUBTOTAL		31,988.73		21,828.73
TOTAL 805 FUND BALANCE		602,867.62		573,719.25

GIFT & MEMORIAL ACCOUNT DETAIL				
805-48500-41 *DONATIONS/CONTRIBUTIONS	APRIL			
Angela Rhodes		10.00		
		0.00		
		0.00		
TOTAL DONATIONS		10.00		

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

TOTAL 204 & 805 LIBRARY FUND BALANCE 689,973.62 660,825.32

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
MAY 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 May 14, 2026

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - April	38.50
204-46710-42	LIBRARY FEES - May to date	0.00
204-46711-42	COPY MACHINE REVENUE - April	229.10
204-46711-42	COPY MACHINE REVENUE - May to date	40.09
204-48900-41	MISCELLANEOUS REVENUE	
	Friends of the Library	2,415.98
204-48900-41	TOTAL MISCELLANEOUS REVENUE	2,415.98
	204 ACCOUNTS SUBTOTAL	2,723.67
401-57610-41-	CAPITAL FUND	0.00

TOTAL REVENUE 2,723.67

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	April salaries	17,599.20 *
1100 SALARIES-STAFF	TOTAL	17,599.20
1110 SALARIES-MAINTENANCE		
Maintenance staff	April salaries	970.27 *
1110 SALARIES-MAINTENANCE	TOTAL	970.27
1500 EMPLOYEE BENEFITS		
Total staff	April benefits	5,666.20 *
1500 EMPLOYEE BENEFITS	TOTAL	5,666.20
2100 COMPUTER EXPENSES		
Integrated Solutions	Content on City website	47.58
2100 COMPUTER EXPENSES	TOTAL	47.58
2250 TELEPHONE		
Spectrum	April bill	49.60 *
2250 TELEPHONE	TOTAL	49.60
2260 GAS		
We Energies	April bill	467.80 *
2260 GAS	TOTAL	467.80
2270 WATER & ELECTRICITY		
Clintonville Utilities	April bill	1,021.52 *
2270 WATER & ELECTRICITY	TOTAL	1,021.52
3110 POSTAGE		
Demco	Shipping	6.00
USPS	Stamps	156.00
3110 POSTAGE	TOTAL	162.00
3112 COPIES		
City Hall	Copy Paper	76.00
James Imaging Systems	Copier Lease & Usage	189.70
3112 COPIES	TOTAL	265.70

3122 STAFF DEVELOPMENT

3122 STAFF DEVELOPMENT	TOTAL	0.00
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3123 MAINTENANCE SUPPLIES

Amazon	Cleaner & Polish Spray	24.50
Parks & Rec	Gloves & Mopheads	15.58
Parks & Rec	Paper Towels & Toilet Paper	97.39
Sanitaire	Vacuum Belt	11.33
3123 MAINTENANCE SUPPLIES	TOTAL	148.80

3150 OFFICE SUPPLIES

Amazon	AA Batteries	19.95
Amazon	Colored Paper	43.01
Amazon	Command Strips	18.30
Demco	Bookmarks & Labels	79.29
ELM USA Inc.	Disc Cleaner machine usage	25.00
3150 OFFICE SUPPLIES	TOTAL	185.55

3260 SUBSCRIPTIONS & PERIODICALS

3260 SUBSCRIPTIONS & PERIODICALS TOTAL 0.00

3261 MARKETING

3261 MARKETING TOTAL 0.00

3269 BOOKS-ADULT

Amazon	adult books	210.35
Amazon	adult books	26.99
Amazon	adult books	145.40
Amazon	adult books	178.62
Amazon	adult books	122.08
Amazon	adult books	80.15
Gale Cengage	Large print books	30.75
Gale Cengage	Large print books	99.00
3269 BOOKS-ADULT	TOTAL	893.34

3270 BOOKS-JUVENILE

Amazon	children's books	14.29
Amazon	children's books	12.64
Amazon	children's books	224.78
Amazon	children's books	19.91
Amazon	children's books	47.51
Amazon	children's books	12.99
3270 BOOKS-JUVENILE	TOTAL	332.12

3272 eCONTENT

Midwest Tape	Hoopla	681.22
3272 eCONTENT	TOTAL	681.22

3280 PROGRAMS

Amazon	Teen Program Supplies	70.52 MR
Amazon	Program Supplies	61.25 MR
Amazon	Summer Art Program Supplies	5.99 MR
Amazon	Summer Library Program Prizes	503.47 MR
Cardmember Service	Walmart/Summer Program Supplies & Prizes	148.05 MR
Specialized Veterinary Care of Shawano	Tortoise Examination	70.30 MR
Specialized Veterinary Care of Shawano	Tortoise Medication	20.60 MR
Tadych's Marketplace Foods	Teen Program Supplies	21.13 MR
Tadych's Marketplace Foods	Tortoise Food	3.78 MR
Tadych's Marketplace Foods	Tortoise Food	3.78 MR
3280 CHILDREN'S PROGRAMS	TOTAL	908.87

3285 A/V MATERIALS-ADULT

Amazon	movies	121.81
Amazon	movies	96.10
Amazon	credit	-0.91
Amazon	credit	-0.33
3285 A/V MATERIALS-ADULT	TOTAL	216.67

3286 A/V MATERIALS-JUVENILE

3286 A/V MATERIALS-JUVENILE TOTAL 0.00

3310 TRAVEL & TRAINING EXPENSES

Cardmember Service	Hotel for PLA Conference-Ashley	706.62 MR
Cardmember Service	Hotel for PLA Conference-Jamie	706.62 MR
Cardmember Service	PLA Conference Meals-Jamie	83.14 MR
3310 TRAVEL & TRAINING EXPENSES	TOTAL	1,496.38

3490 OTHER EXPENSES

Amazon	Radon Detector Case	9.49
GFL Environmental	Garbage Service	34.88
Suring Area Public Library	lost/damaged item-patron reimbursed	32.00
Unique Management Services, Inc.	Accounts sent to collections	29.55

3490 OTHER EXPENSES		TOTAL	105.92
3560 BUILDING REPAIR/MAINTENANCE			
Bureau Veritas National Elevator Inspections Services	Dumbwaiter/Lift Inspection		187.00
Zimdars Hardware Inc.	Water Fountain Service		157.50
3560 BUILDING REPAIR/MAINTENANCE		TOTAL	344.50
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	30,066.86
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 ***adjusted amount MR=Miscellaneous Revenue **GRAND TOTAL 30,066.86**

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
MAY 2026

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

AAC Meeting

I attended the OWLSnet Automation Advisory Committee meeting on Friday, May 8. There were two votes during the meeting: one was for a 0% increase in OWLSnet fees which passed, and the other was the OverDrive Advantage Funding Proposal, which also passed. Most of the other discussion revolved around updates, training, and other information related to the OWLSnet migration to Polaris. The anticipated go-live date is Wednesday, August 19 and currently there are 5 days leading to August 19 where there will be downtime. This may change as we get closer, but it seems likely that we will be without basic functions of checking in and out materials and creating and editing patron records.

City Attorney Meeting

I met with City Attorney Keith Steckbauer on Tuesday, April 28 to work on crafting an agreement for the Farmer's Market with Compassionate Connections.

Polaris Virtual Training

I attended the virtual Polaris training on Friday, May 1. The trainer went over a wide variety of the basic circulation functions in Polaris and I feel I have a good idea of how it works. Ashley attended an in-person training on Tuesday, April 21, and she will be leading our training on Wednesday, May 20.

Friends of the Library Board Meeting

I attended the Friends of the Library Board meeting on Tuesday, May 5. This meeting was rescheduled from April 14 due to the rain storm. The Friends discussed for old business volunteering for Homebound Delivery, setting dates for future meetings, the need for a Vice-President, whether 4 meetings a year is enough, PR for library events, study/quiet spaces in the library, and follow up on book sale, blood drive/Tansy Lederhaus event, Tammy Elliott, and Read Across America. For new business, they discussed the need for a Treasurer, updating current board members' contact info, summer book sale dates, volunteers for Summer Kick-Off party, and other topics.

YOUTH SERVICES APRIL 2026 REPORT



K, 1st, and 2nd Graders Visit the Library

All of the kindergarten, 1st, and 2nd graders from CES visited the library this month. I read them a short story, and then talked with them about how to get a library card, how to check out materials, and what services the library offers. I gave them a little tour of the kid's sections of the library, and then they all had time to play with our toys and read some books before heading back to school! These visits are so fun, there are always a handful of kids that have never been to the library who always tell me at the end of their visit that they're bringing their mom and dad back here after school to get a library card.

Miss Hannah visits 4K

This month, I visited the elementary school 4K classes to do a butterfly and caterpillar themed storytime! It was a busy day visiting all 4 classes, but the kids seemed to enjoy it! We read "The Monarch" by Kristen Hall, and learned all about monarch butterflies. We also read "The Very Hungry Caterpillar" by Eric Carle, and I had the kids help me tell the story by putting up different images from the book onto my felt board. We also sang a silly song about butterflies landing on different parts of our bodies. It was a blast!



Program Numbers

Storytimes: 168 kids, 48 adults
DIY Crafts: 26 kids, 6 adults
Lego club: 20 kids, 5 adults
ASA: 22 kids, 1 adult
Games: 54 kids, 5 adults
Fictional friend: 236 kids, 2 adult
St. Martin's visits: 92 kids, 8 adults
Teen night: 10 kids
Public school visits: 219 kids, 21 adults

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

April has been a busy month. I spent the end of March and beginning of April attending the Public Library Association conference in Minneapolis. I attended sessions, spoke with vendors in the exhibit hall, and connected with peers from across the country. I brought home lots of goodies, including stickers, pins, and books (48 books in my suitcase, half of which were advance copies that I shared with staff, and the rest of which we were able to add to our collection). It was a fun and educational experience.

I have also attended several workshops online and in person, as well as training for our new system software, which I will be passing on to our staff later this month in preparation for switching to our new software in August. This will give everyone plenty of time to practice in the testing server before we go live on the new product.

I continue to work on the obituary index as I have time.

I continue to purchase, catalog, and process materials.

April Programs

Crafting-Our adult craft this month was decorating plant markers for the garden. We had 8 people for crafting this month.

Craft Swap-We had a good turnout for the Craft Swap. We had a number of people donate items. I filled 7 tables in the meeting room. By the end of the swap, I was able to condense the items onto a cart and leave it out in the library for a couple of extra days for patrons to see and take what they wanted. When I finally packed it up, we only had 1 box of items left to donate. A patron volunteered to take the items to a crafting resale shop in Sheboygan. We had a total of 55 patrons participate!

Bingo-Bingo has not been going over well. We had 3 people the first week, 2 the second week, 0 the third week, and 4 the fourth week. At the end of May, we will re-assess and decide whether or not to change or cancel this program.

Upcoming Programs

May 7, 14, 21, 28, 1 pm – Bingo

May 7 6pm – Adult Crafting – paint marker decorated tea towels

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- None to report.

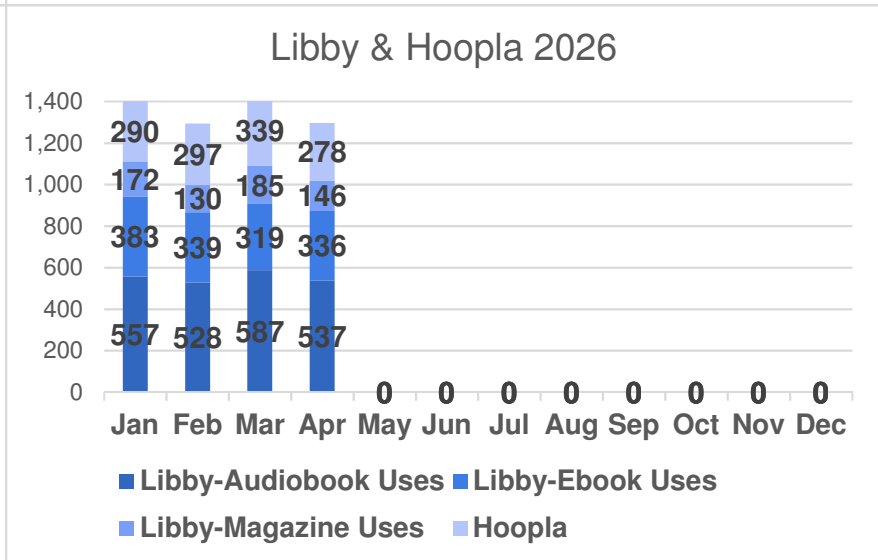
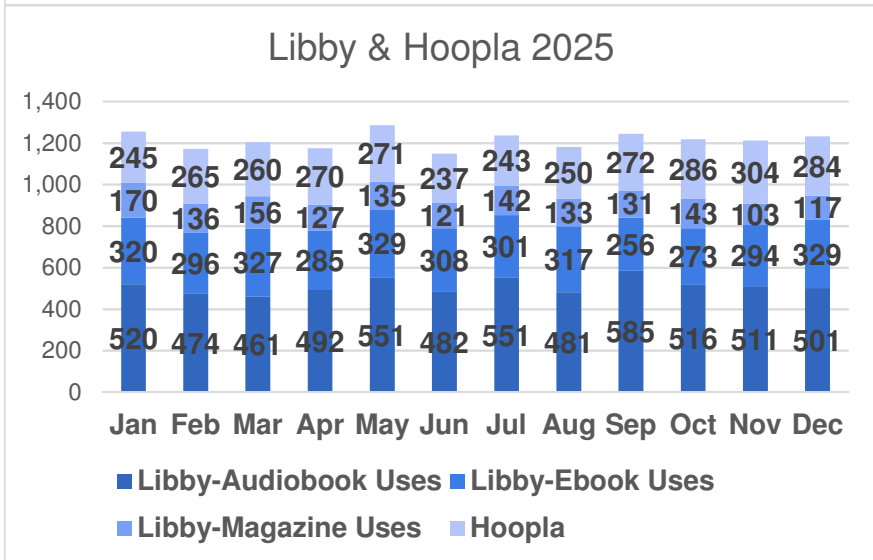
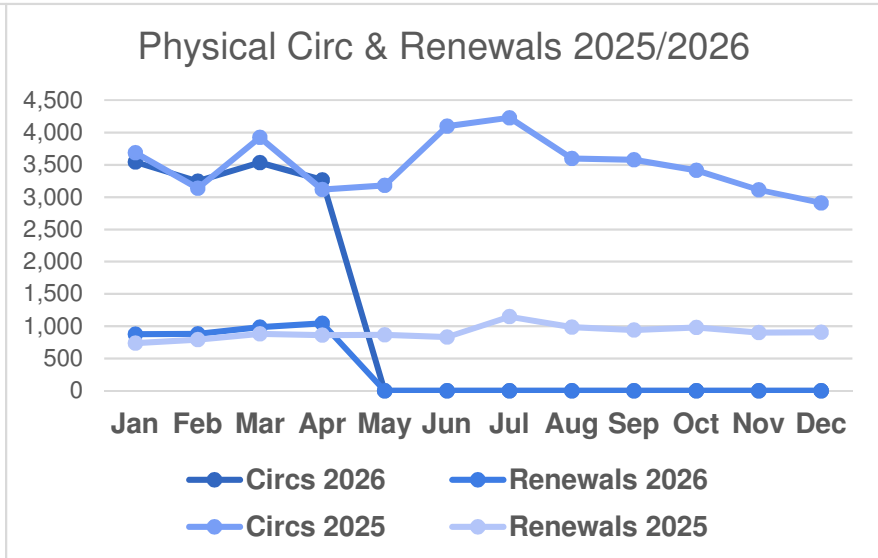
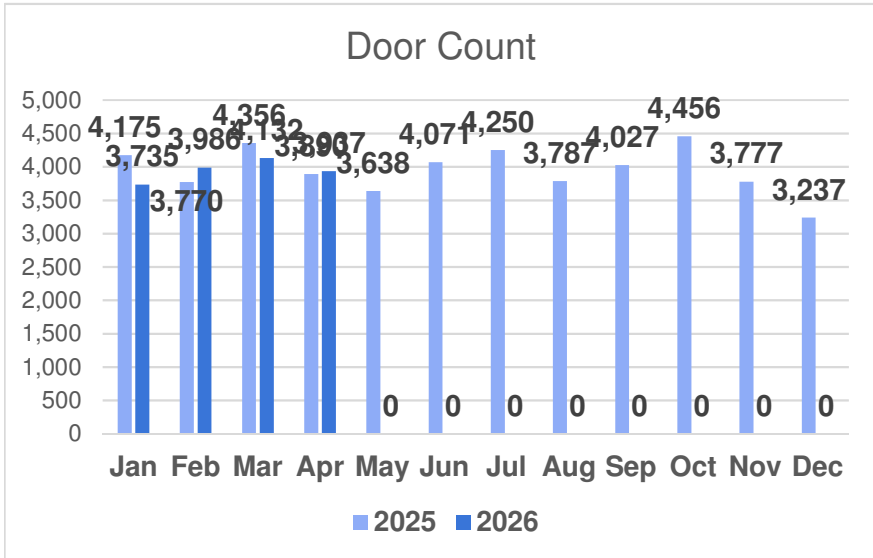
GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

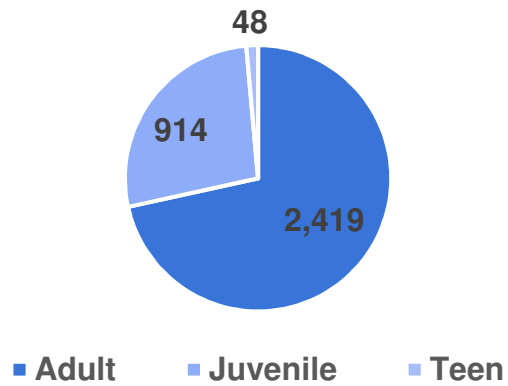
- Angela Rhodes donated \$10.
- Clintonville Moose Lodge donated \$100 for kids programs.

CLINTONVILLE PUBLIC LIBRARY													month	to date	month											13
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	Apr													
Days open	26	24	25	24	0	0	0	0	0	0	0	0	26	99	101	296	302	285	250	179	301	302	303	304	302	
DOOR COUNT																										
Door count	3,735	3,986	4,132	3,937	0	0	0	0	0	0	0	0	3,890	15,790	16,191	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	166	165	164									150	159	160	185	176	147	68	103	268	261	261	278	280	
CIRCULATION																										
Circls	3,543	3,245	3,533	3,265	0	0	0	0	0	0	0	0	3,117	13,586	13,869	43,590	42,867	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394	
Renewals	878	881	986	1,047	0	0	0	0	0	0	0	0	865	3,792	3,284	9,980	8,252	8,268	6,623	7,526	19,020	20,472	20,325	20,331	19,543	
Subtotal Circulation	4,421	4,126	4,519	4,312	0	0	0	0	0	0	0	0	3,982	17,378	17,153	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	172	181	180									153	176	170	181	169	168	131	167	267	295	313	329	324	
Overdrive-Audiobook Uses	557	528	587	537	0	0	0	0	0	0	0	0	492	2,209	1,947	4,689	4,614	4,869	4,002	3,555	3,171	2,361	1,914	1,641	1,439	
Overdrive-Ebook Uses	383	339	319	336	0	0	0	0	0	0	0	0	285	1,377	1,228	3,791	3,747	4,182	3,742	4,355	3,124	2,861	3,136	3,100	2,893	
Overdrive-Magazine Uses	172	130	185	146	0	0	0	0	0	0	0	0	127	633	589	1,324	1,206	509	166	339	378	n/a	n/a	n/a	n/a	
Hoopla	290	297	339	278	0	0	0	0	0	0	0	0	270	1,204	1,040	2,516	2,138	1,582	1,313	1,660	1,432	1,124	697	n/a	n/a	
Total Circulation	5,823	5,420	5,949	5,609	0	0	0	0	0	0	0	0	5,156	22,801	21,957	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	2,048	2,109	2,085	0	0	0	0	0	0	0	0	2,257	8,479	9,231	25,111	29,086	29,124	24,414	14,565	32,480	33,304	35,627	34,944	29,908	
Total borrowed	1,087	991	1,238	1,094	0	0	0	0	0	0	0	0	860	4,410	3,665	11,793	11,199	11,087	9,911	8,494	17,913	19,708	21,559	22,876	22,268	
Net	1,150	1,057	871	991									1,397	4,069	5,566	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	2,419	71%											2,241	2,441	2,241	2,585	2,911	2,916	2,988	2,941	3,577	3,807		3,973	4,326	
Juvenile	914	28%											914	981	914	1,150	1,344	1,308	1,358	1,349	1,743	1,873		1,961	2,032	
Teen	48	1%																								
Total borrowers	3,418												3,186	3,461	3,186	3,769	4,301	4,263	4,397	4,342	5,370	5,710		5,963	6,390	
Resident	1,888	55%											1,737	1,895	1,737	2,039	2,400	2,299	2,441	2,395	2,851	2,968		3,080	3,218	
Nonresident	1,530	45%											1,449	1,566	1,449	1,730	1,901	1,964	1,956	1,947	2,519	2,742		2,883	3,172	
PROGRAMMING																										
Adult programs in library	2	3	3	2	0	0	0	0	0	0	0	0	2	10	10	27	27	49	55	27	37	25	37	56	30	
Attendance	9	53	51	9	0	0	0	0	0	0	0	0	14	122	117	260	234	4,411	8,820	1,989	196	129	255	279	181	
Adult outreach programs	2	1	2	1	0	0	0	0	0	0	0	0	1	6	2	13	0	1	1	16	5	0	0	0	0	
Attendance	21	7	17	8	0	0	0	0	0	0	0	0	17	53	32	141	0	40	46	218	166	0	0	0	0	
Teen programs in library	1	1	1	1	0	0	0	0	0	0	0	0	2	4	10	26	22	4	0	30	89	38	12	19	14	
Attendance	9	11	9	10	0	0	0	0	0	0	0	0	40	39	199	485	331	67	0	1,303	529	282	61	107	86	
Juvenile programs in library	20	18	25	28	0	0	0	0	0	0	0	0	7	91	34	103	56	31	27	146	383	308	245	248	265	
Attendance	537	492	641	816	0	0	0	0	0	0	0	0	520	2,486	2,210	9,028	3,298	1,068	1,028	10,528	6,803	5,914	5,378	5,742	5,594	
Juvenile outreach programs	1	1	2	2	0	0	0	0	0	0	0	0	1	6	5	12	13	32	2	22	121	70	65	86	84	
Attendance	35	41	108	116	0	0	0	0	0	0	0	0	31	300	124	1,039	2,263	2,016	303	324	1,988	1,393	985	1,290	1,187	
General Interest programs	0	0	1	1	0	0	0	0	0	0	0	0	0	2	0											
Attendance	0	0	105	55	0	0	0	0	0	0	0	0	0	160	0											
Total programs	26	24	33	34	0	0	0	0	0	0	0	0	13	117	61	181	118	117	85	241	635	441	359	409	393	
Total attendance	611	604	826	959	0	0	0	0	0	0	0	0	622	3,000	2,682	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	10	10	9	0	0	0	0	0	0	0	0	19	42	71	240	190	185	0	73	277	175	154	154	76	
VOLUNTEERS																										
Number	4	7	9	3	0	0	0	0	0	0	0	0	2	23	13	30	26	20	16	6	45	55	25	1	15	
Hours worked	12.00	13.75	17.75	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.50	54	37	107	79	56	54	26	125	233.00	162.00	8.00	43.00	
COMPUTER STATS																										
Public Computer sessions	252	296	234	171	0	0	0	0	0	0	0	0	230	953	1,017	2,266	1,936	1,939	1,043	1,177	5,141	6,273	7,458	7,395	8,541	
Wireless sessions	518	564	609	595	0	0	0	0	0	0	0	0	591	2,286	2,285	6,999	7,370	5,562	4,072	2,492	6,353	6,630	7,711	7,807	7,147	
Facebook Followers	1,845	1,859	1,889	1,934	0	0	0	0	0	0	0	0	1,529	1,934	1,529	1,482	1,370	1,214	1,067	1,020	959	833	736	650	578	

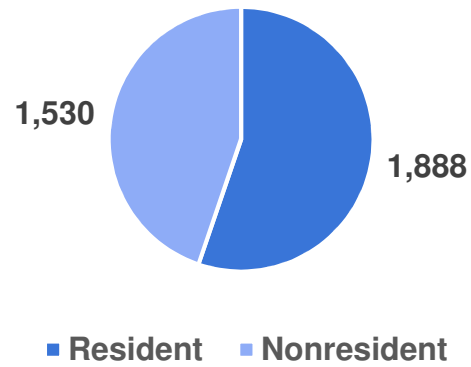
Clintonville Public Library April 2026 Programs & Circulation Statistics



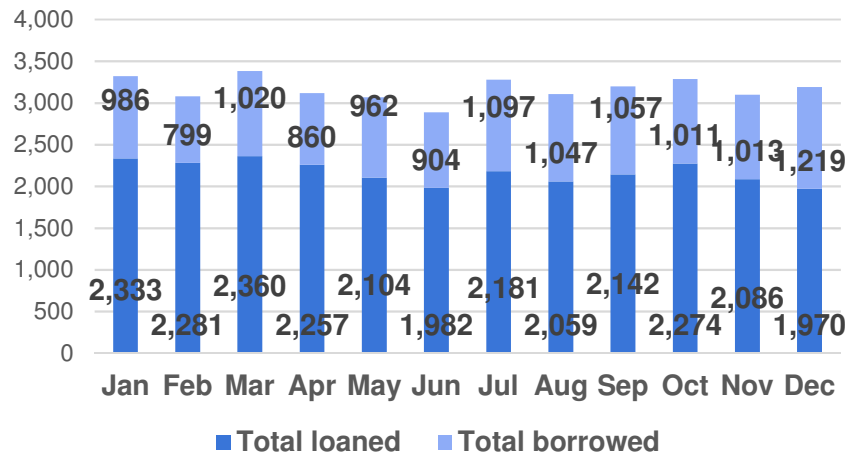
2026 1st Quarter Registered Borrowers



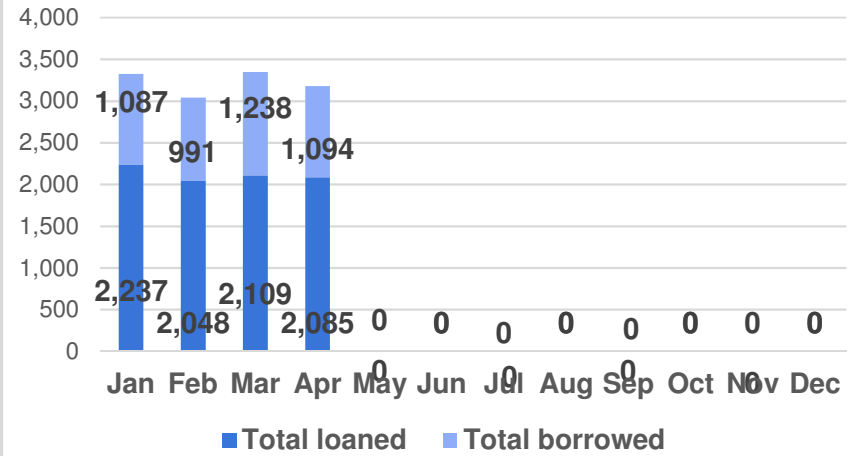
2026 1st Quarter Registered Borrowers



Interlibrary Loan 2025



Interlibrary Loan 2026



LIBRARY PROGRAMMING APR 2026

KIDS PROGRAMS

28 Programs
816 Attendees

TEEN PROGRAMS

1 Program
10 Attendees

ADULT PROGRAMS

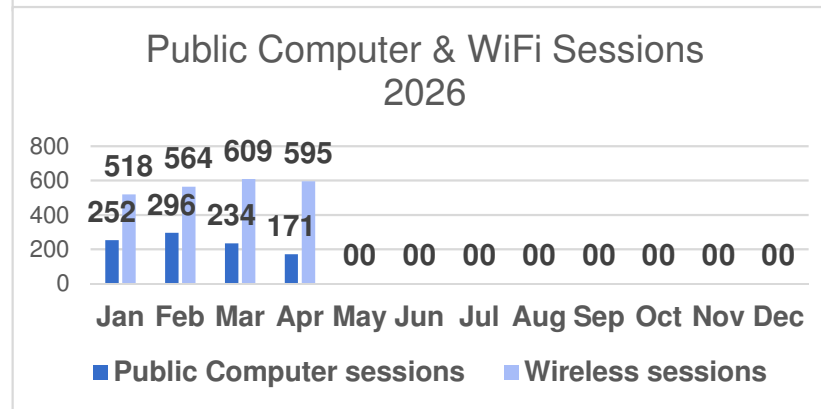
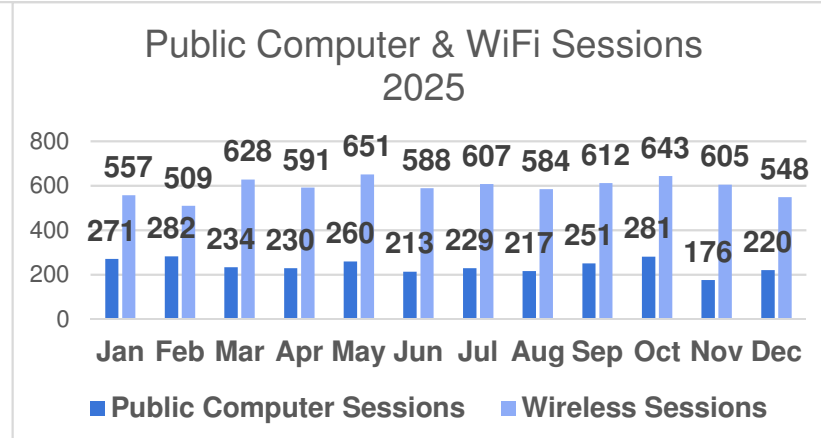
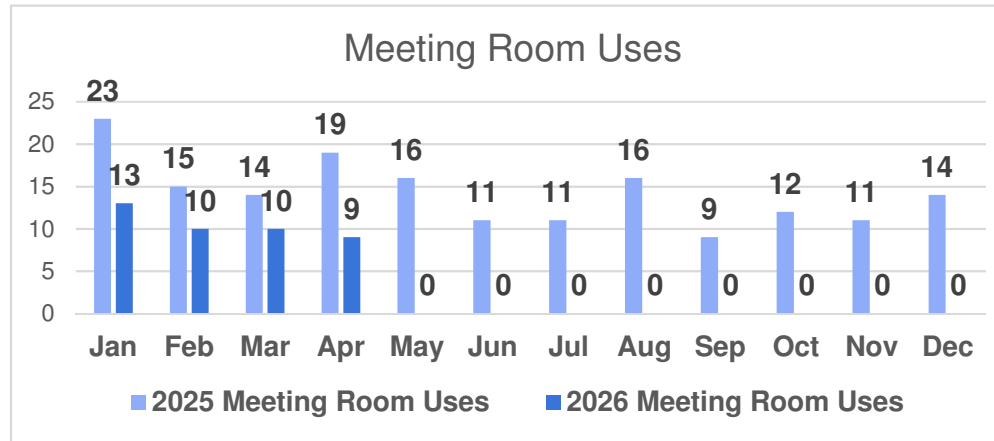
2 Programs
9 Attendees

OUTREACH|GEN. INTEREST

3 Programs | 1 Program
124 Attendees | 55 Attendees

TOTAL PROGRAMS

34 Total Programs
959 Attendees



Memorandum of Understanding

The City of Clintonville Public Library, “Library” by its lawfully organized Board, hereby agrees to allow Compassionate Connections Center, Inc., (a 501c3 entity) “Compassionate Connections” the ability to utilize the green space at the Clintonville Public Library for purposes of hosting a Farmer’s Market upon the Library Grounds upon the following terms and conditions:

1. **Time:** Each Sunday between June 7th, 2026, through October 4th, 2026.
2. **Term:** This is a temporary arrangement for the year 2026 and shall be revisited for future years. The parties agree to revisit and create an agreement for future years in December of 2026.
3. **Insurance:** Compassionate Connections shall provide general casualty and liability insurance for all guests and invitees pursuant to the attached insurance supplement. (Exhibit A). Such insurance shall name the City of Clintonville and the City of Clintonville Library as named additional insureds.
4. **Damage to green space:** No vehicles or trailers will be parked or allowed to travel or traverse upon on lawn areas or any area not specifically denoted or marked for vehicle use.
5. **Contact:** Compassionate Connections shall at all times provide to the Library contact information for a responsible individual able to address any issues related to the Farmer’s Market, with authority
6. **Power usage:** The Library shall not provide any utilities, including natural gas, electricity, water or sewer. No vendors shall utilize generators other than as reasonably necessary and such generators shall comply with city noise ordinances.
7. **Assignment of sites:** The attached area map shall be the location allowed to the Vendors. The Library shall not have any oversight as to specific locations of individual vendors.
8. **Restrooms and Sanitation:** Compassionate Connections shall provide temporary sanitation, such as porta potties, and hygiene stations, with the location selected by the Library. All such facilities shall be secured during times other than when the Farmers Market is open. The facilities and equipment under this paragraph shall comply with all accessibility requirements required by law.
9. **Compensation:** In consideration of the public benefit created by the Farmers Market the Library waives any specific consideration but acknowledges such value.
10. **Set up:** Vendors shall be allowed to commence setting up no sooner than 10:00 am and shall vacate the premises by 4pm on event day.
11. **Governmental Benefits:** Vendors are encouraged to provide SNAP and EBT access to patrons.

- 12. **Library Facilities:** The library will not be required to be open during the event times.
- 13. **Non-Discrimination:** Compassionate Connections agrees, as a condition of this agreement, to ensure that all of their employees and agents shall not discriminate, exclude from participation in, deny the benefits of or otherwise treat any person or entity differently in any manner under applicable civil rights laws. Without limiting the foregoing, the Parties shall provide equal access and opportunity to participate in, attend, vend at, and receive services at the Market without regard to race, color, religion, sex, familial status, ancestry, military status, disability, or national origin, and shall not make, publish, print, circulate, display, or cause to be made any statement, advertisement, notice, or communication relating to the Market that indicates any preference, limitation, or discrimination based on any such protected characteristic, except to the extent expressly permitted by applicable
- 14. **Hold Harmless:** Compassionate Connections agrees to hold the Library and the City of Clintonville harmless and defend the City and Library from all claims related to the Farmers Market being held on Library Property, other than those claims related to the direct negligence or intentional torts of the Library, City or its agents and employees.
- 15. **Legal Authority:** The undersigned represents and warrants that he or she has the legal authority to bind their respective organizations and that minutes or other records will be provided upon request to confirm such authorization.

Dated this ___ day of May, 2026

The City of Clintonville Library Board

By:

Dated this __ day of May, 2026

Compassionate Connections Center, Inc.

By:

Leah Wojnowiak,

Insurance Supplement

- A. Covered Entity:** For all purposes, the City of Clintonville, its elected and appointed officials, officers, employees, authorized representatives and volunteers shall be referred to as the “City”, including the City of Clintonville Municipal Library, its board and employees.
- B. Limits** - The Lessee shall maintain limits no less than the following:
- General Liability – Two million dollars (\$2,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage.
- C. Required Provisions** - The insurance policy required in paragraph A above, shall be endorsed to contain, the following provisions:
1. The City are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Lessees; products and completed operations of the Lessee's premises occupied or used by the Lessee; and vehicles owned, leased, hired or borrowed by the Lessee. The coverage shall contain no special limitations on the scope of protection afforded to the City.
 2. For any claims related to this lease or facility usage, the Lessee's insurance shall be primary insurance for all purposes.
 3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City
 4. The Lessee's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 5. Each insurance policy required by this agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the Lessee, except after sixty (60) days (10 days for non-payment of premium) prior written notice by U.S. mail has been given to the City.
 6. Such liability insurance shall indemnify the City against loss from liability imposed by law upon, or assumed under contract by, the Lessee for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.
 7. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations liability, explosion, collapse, underground excavation, and removal of lateral support, and shall not contain an exclusion for what is commonly referred to by the insurers as the “XCU” hazards. Any automobile liability policy shall cover all owned, non-owned, and hired vehicles.
 8. All of the insurance shall be provided on policy forms and through companies satisfactory to the City and shall have a minimum A.M. Best's rating of A- VII.

D. Deductibles and Self-Insured Retentions - Any deductible must be declared to and approved by the City and such amounts shall be commercially reasonable.

E. Evidence of Insurance - Prior to execution of the agreement, the Lessee shall file with the City a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. Such evidence **shall include** an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions as detailed herein.

F. Property Insurance - Lessee or any contractors or subcontractors, agents or representatives, shall be solely responsible for carrying personal property insurance sufficient to cover loss of their own respective personal property at the facility. Such personal property includes, but is not limited to, equipment, trailers and lighting displays. The City shall not be liable for any damage to or loss of property of Lessee, or their contractors and subcontractors, agents and representatives, or others located on the property except to the extent such damage or loss was caused by the City's sole negligence or willful act.

Homebound Delivery Policy

Eligibility

Home delivery service may be provided to any patron who is a resident of the City of Clintonville, the townships of Matteson, Larrabee, Belle Plaine, or Bear Creek, or the villages of Embarrass or Bear Creek and who is temporarily or permanently unable to come to the Library due to limited mobility, prolonged illness, low vision, lack of transportation, or recent surgery.

Registration

Each home delivery patron must have a registered Outagamie Waupaca Library System (OWLS) card. If they are eligible for a card but do not have one, an application will be completed over the phone with staff assistance and taken to the patron by a volunteer to be signed and returned.

Circulation Rules

All existing circulation rules regarding fines, fees, checkout times, availability of renewals, suspension of services, etc. apply unless determined otherwise by Library staff. All items that the Library can provide through its own collections or through Interlibrary Loan are available. Patron will need to contact library staff when placing holds.

Volunteer Partnership

All delivery is handled by Library volunteers. Both volunteers and Homebound Delivery program participants sign a waiver indemnifying the Library and City against any liability should injury or incident occur during delivery. To ensure safety for everyone involved, Homebound Delivery volunteers will be subject to a background check. Each Homebound Delivery program participant will be partnered with a specific volunteer who will be responsible for selecting, checking out, and delivering items to the participant. Other volunteers may fill in as needed. No volunteer will take any action that makes a Homebound Delivery participant feel uncomfortable or unsafe and vice versa. Participants and volunteers are asked to communicate concerns immediately to the Library Director so that they can be quickly addressed and resolved.

Home Environment Required for Delivery

Patrons participating in the Homebound Delivery program must provide a safe and appropriate environment for volunteers or staff members who make deliveries to their home. The patron, or a family member or caregiver, must be present at time of delivery.

The Library reserves the right to refuse or terminate participation in the program by any volunteer or Homebound Delivery program participant for failure to follow Homebound Delivery program policy and procedure. The Library cannot guarantee to Homebound Delivery program participants that we will have volunteers available and vice versa.

Please verify the information below, filling in the highlighted fields

Last Name	First Name	M.I.	
Former Name (If Applicable)	Date of Birth		
Address			
City	State	ZIP	County
Phone #			
Email			
Preferred way to contact: _____ email _____ Phone _____			
Your email address will not be shared with other organizations.			

Library card holders agree to the following: I accept responsibility for library materials borrowed with this card until I report the card stolen. I agree to reimburse the Library for materials that are lost, damaged, or stolen while in my possession. I agree that this library card may be required to borrow materials.

Signature	Date
-----------	------

ALL PATRONS RECEIVING HOME DELIVERY MATERIALS AS WELL AS VOLUNTEERS WILL BE SUBJECT TO A BACKGROUND CHECK.

Staff use only

Volunteer Name	Volunteer Date of Birth		
Volunteer Email	Volunteer Phone #		
Barcode	Staff Initials	Date	
Preferred way to contact: _____ email _____ Phone _____			
NOTES:			

LIBRARY DELIVERY and RECEIPT WAIVER

Thank you for participating in the Clintonville Public Library Home Delivery program. Please read, complete, and sign the following form to participate in this program.

RECEIPT’S INFORMATION (PLEASE PRINT CAREFULLY)

Name: _____

Address: _____

Phone: _____

Email: _____

HOME DELIVERY AGREEMENT

As a participant in the Clintonville Public Library Home Delivery Program, I release and hold harmless the Clintonville Public Library, the City of Clintonville, and their successors from any and all claims, costs, suits, actions, judgments, or expenses upon any damage, loss, or injury to me or to my property which may arise from my participation in the Home Delivery program organized by the Clintonville Public Library.

I acknowledge that I am fully aware of any and all risks posed by this program which involves the delivery of library materials to my home by volunteers. I have no limitations or conditions existing in my home that would prevent me from participating in the program or would pose a threat to any volunteer who may bring me materials or pick up materials from me. I realize that I must be observant and follow up with the terms of the program.

I acknowledge that I am aware that I must respect the property of the Library and the safety of all volunteers who I may come in contact with through the program.

Both delivery service and volunteer status can be discontinued at any time at the Library’s discretion.

In signing below, I acknowledge that I have read and understand this participant’s waiver and acknowledgement agreement.

Participant’s Signature: _____

NOTE: If the participant is under the age of 18, a parent or legal guardian must sign. If the participant is under a guardianship the Guardian must sign.

Parent/Guardian Signature: _____

LIBRARY DELIVERY VOLUNTEER WAIVER

Thank you for volunteering to help with the Clintonville Public Library Book Delivery program. Please read, complete, and sign the following form to participate in the program.

VOLUNTEER INFORMATION (PLEASE PRINT CAREFULLY)

Name: _____

Address: _____

Phone: _____

Email: _____

EMERGENCY CONTACT INFORMATION

Name: _____

Relationship to Volunteer: _____ Phone: _____

VOLUNTEER AGREEMENT

As a volunteer, I release and hold harmless the Clintonville Public Library, the City of Clintonville, and their successors from any and all claims, costs, suits, actions, judgments, or expenses upon any damage, loss, or injury to me or to my property which may arise from this volunteer program.

I acknowledge that I am fully aware of any and all risks posed by these volunteer activities and that I have no medical condition that prevents me from engaging in them. I realize that I must be observant of my surroundings and be careful as I carry out my deliveries.

I acknowledge that I have been instructed as to the duties I have volunteered to perform and I see no reason I cannot safely and efficiently carry out these voluntary duties.

Both delivery service and volunteer status can be discontinued at any time at the Library's discretion.

In signing below, I acknowledge that I have read and understand this volunteer agreement.

Signature: _____