



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY JANUARY 13, 2022

January 7, 2022

Mike Hankins
Jeanne Witt
Mari Hintz
Donna Lederer

Troy Kuhn
Jeanine Supanich
Polly Goodell

Agenda

1. Call to Order; Roll Call
2. Approval of Agenda
3. Citizens Forum
4. Friends of the Library Report
5. Approval of Minutes from December 9, 2021
6. Approval of December Financial and Special Accounts Reports
7. Approval of January 2022 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Collection Development Policy
10. Discussion/Possible Action on Auto Dialer
11. Set Next Meeting Day and Time
12. Adjourn

MH/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

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

January 7, 2022

Discussion/Possible Action on Collection Development Policy (pgs. 10-12)

Based on our discussion last month, in your packet is the revised Collection Development Policy.

Discussion/Possible Action on Auto Dialer

Federal Security can connect our fire alarm to the panel they use for calling out with the security system that they installed. It would be around \$100 for the installation and \$17 per month or \$204 a year for it to be monitored. The fire chief has already said that this setup would work from their perspective and after the work is done, he would inspect to ensure it is up to code. I'll have a quote and more information at the meeting.

Library Board Minutes Dec. 9, 2021

1. Roll call was taken. All present except for Troy Kuhn (excused)
2. Jeanne motioned to accept the agenda, Mari second. Passed
3. There were no citizens present
4. FOL will have their next meeting Jan. 18, and they are planning a book sale in January.
5. Library report, there was a spelling error in #5 should have been cloud based. Polly motioned to accept as amended, Donna second and the motion was passed
6. A question as to what would happen to any unspent money. It was indicated that it would go into the library fund balance where we could access it if needed (with board and council approval). A question about the library fines revenue. Since we eliminated collecting fines, the impact would be minimal as that the fines was a small portion of our budget and the money could be covered elsewhere. Next year the budget for fines will be reduced to \$500.00 per year. Donna motioned to approve the November Financial and Special Accounts Reports, Mari second. Roll was taken and the motion passed.
7. A question was asked about the counter paint. It is to help with the appearance of the front desk counter. Jeanne motioned to approve the December 2021 bill for a total of \$34,303.06. Donna second. Roll was taken and the motion passed
8. Librarians report. The gentleman who did the metal detecting found mostly debris, but did come across a 1953 Yugoslavian 50 Para coin. Donations were given in memory of Myrtle Kirchner from McLaughlin and Hankins. Raising the amount of books to be able to get checked out is through OWLS, and it was discussed to go from 25 to 50. Holds were discussed, as one member got both an email notification as well as a phone call. There should be an indication on the account when calls are not required. Not many individuals responded to the survey regarding story times. Storytime starts up with January 4th being the first one.
9. Jamie got information from Dan at Federal Security. They can connect a fire alarm to the security panel. Annual fee would be approximately \$20.00 per month. Another program was discussed that would be \$2,967. Installed with an annual fee of \$395 for fire monitoring. More information is needed for proper comparison. Who is monitoring, who tests the system? Jamie was going to see if he could get the fire chief to attend when he met with Dan to help evaluate the service. No action was taken at this time.
10. With the Collection Development Policy should anyone want to file a concern, the staff would review the book and get back to the complainant within a reasonable amount of time (concern about giving an exact date could be problematic with weekends and holidays). The staff does have experts they can reach out to if they would so desire. If the individual does not agree with the staff reply, they can appeal to the board. Revisions to the form will be done and brought back to the board.
11. Discussion on masks - It was requested that the board support Jamie's request that staff must wear masks. This is after one staff member had COVID. In addition, there are more cases in the Waupaca area. It was discussed that decisions about masks and possible adjusting of hours, number of patrons in the building, or closing be left up to Mike and Jamie if a need arises before the next meeting. A motion was made by Jeanine and second by Donna to support Jamie's request for masks to be worn, with the addition that he has the authority to relax the mandate as time and conditions change. A vote was taken with Jeanne opposing and all others for the motion. Motion passed. It was also discussed about if we should put up a sign indicating that patrons are recommended to wear masks, or to just have a sign offering masks. The possibility that a recommendation could get some individuals to put on a mask was discussed. It was also indicated that it was felt that the patrons are intelligent enough to make their own decisions regarding wearing masks. The staff would not be required to speak to patrons about their mask choice (should one not be worn). A vote was taken with Donna, Mike, Jeanine, and Polly voting for a sign recommending masks be worn inside the building and Jeanne and Mari voting no. Motion passed.
12. Next meeting will be January 13th at 4:00
13. Mari motioned to adjourn, and Jeanne second.

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
DECEMBER 2021**

1/6/2022

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	DECEMBER	YTD	BUDGET	BALANCE	to date	December
							2021	2020
							% SPENT	% SPENT
204-55110-41-	1100	SALARIES - STAFF	13,987.32	173,718.06	204,857.00	31,138.94	85%	84%
204-55110-41-	1110	JANITOR SALARIES	1,167.85	15,901.49	20,891.00	4,989.51	76%	66%
204-55110-41-	1500	EMPLOYEE BENEFITS	5,736.26	54,995.81	63,155.00	8,159.19	87%	77%
TOTAL SALARIES			20,891.43	244,615.36	288,903.00	44,287.64	85%	81%
204-55110-41-	2100	COMPUTER EXPENSES	3,484.77	26,316.99	23,000.00	(3,316.99)	114%	95%
204-55110-41-	2250	TELEPHONE SERVICE	217.98	2,639.12	1,700.00	(939.12)	155%	182%
204-55110-41-	2260	GAS	614.18	3,826.00	4,200.00	374.00	91%	59%
204-55110-41-	2270	WATER AND ELECTRICITY	672.70	8,412.42	13,000.00	4,587.58	65%	56%
204-55110-41-	3110	POSTAGE	69.73	334.85	1,500.00	1,165.15	22%	16%
204-55110-41-	3112	COPIES	170.64	1,734.67	1,800.00	65.33	96%	67%
204-55110-41-	3122	STAFF DEVELOPMENT	0.00	1,916.50	1,500.00	(416.50)	128%	22%
204-55110-41-	3123	MAINTENANCE SUPPLIES	1,034.93	1,877.79	1,800.00	(77.79)	104%	41%
204-55110-41-	3150	OFFICE SUPPLIES	957.00	4,328.43	3,800.00	(528.43)	114%	58%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	0.00	730.79	1,500.00	769.21	49%	69%
204-55110-41-	3261	PUBLISHING	0.00	0.00	20.00	20.00	0%	0%
204-55110-41-	3269	BOOKS - ADULT	5,932.59	23,629.41	18,000.00	(5,629.41)	131%	63%
204-55110-41-	3270	BOOKS - JUVENILE	1,333.73	20,445.12	17,000.00	(3,445.12)	120%	72%
204-55110-41-	3272	eBOOKS	300.35	4,611.98	5,400.00	788.02	85%	118%
204-55110-41-	3280	CHILDREN'S PROGRAMS	432.79	2,563.82	3,500.00	936.18	73%	51%
204-55110-41-	3285	FINE ARTS & AV - ADULT	1,646.04	6,560.34	4,500.00	(2,060.34)	146%	65%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	557.99	3,288.26	4,500.00	1,211.74	73%	60%
204-55110-41-	3310	EXPENSE ALLOWANCE	283.48	283.48	1,300.00	1,016.52	22%	12%
204-55110-41-	3490	OTHER OPERATING EXPENSES	156.65	2,093.50	1,800.00	(293.50)	116%	54%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	1,569.46	7,885.36	6,000.00	(1,885.36)	131%	173%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	3,397.85	3,300.00	(97.85)	103%	108%
SUBTOTAL			19,435.01	126,876.68	119,120.00	(7,756.68)	107%	78%
TOTAL OPERATING EXPENSES			40,326.44	371,492.04	408,023.00	36,530.96	91%	80%
CAPITAL FUND								
401-57610-41-	8102	COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
401-57610-41-	8103	OFFICE FURNITURE & EQUIPMEN	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			40,326.44	371,492.04	408,023.00	36,530.96	91%	73%

REVENUE

ACCOUNT	ACCT	DESCRIPTION	DECEMBER	YTD	BUDGET	BALANCE	to date	to date
							2021	2020
							% REC'D	% REC'D
204-41110-41		GENERAL PROPERTY TAXES	0.00	219,269.00	219,269.00	0.00	100%	0%
204-43790-41		OWLS SUPPORT	0.00	175,171.65	176,754.00	(1,582.35)	99%	100%
204-46710-41		LIBRARY FINES	157.22	948.32	5,000.00	(4,051.68)	19%	20%
204-46711-41		COPY MACHINE REVENUE	124.93	1,158.42	3,000.00	(1,841.58)	39%	26%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	0.00	2,435.33	4,000.00	(1,564.67)	0%	0%
SUBTOTAL			282.15	398,982.72	408,023.00	(9,040.28)	98%	44%
TOTAL REVENUE			282.15	398,982.72	408,023.00	(9,040.28)	98%	44%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF DECEMBER 31, 2021**

204-41-ACCOUNT DESCRIPTION	DECEMBER	CURRENT BALANCE	INTEREST YTD	12/31/2020 BALANCE
204 FUND CARRYOVER FROM PREVIOUS YEAR		190,990.00		190,990.00
EXCESS BUDGET REVENUE		17,168.00		0.00
TOTAL 204 FUND BALANCE		208,158.00		190,990.00

805-41-ACCOUNT DESCRIPTION	DECEMBER	CURRENT BALANCE	INTEREST YTD	12/31/2020 BALANCE
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CDS

3394 Gift & Memorial CD due 8/18/22 Bank First 0.35%	Miller	0.00	1,409.46	0.00	1,371.94
	Gift & Memorial	0.00	13,264.72	0.00	12,914.84
	Gift & Memorial CD Balance	0.00	14,674.18		14,286.78
6501021924 Mantin Savings CD due 5/19/22 Bank First 0.35%		0.00	12,169.85	0.00	12,127.37
71755 Combined CD due 8/01/22 at Bank First 0.30%	Thompson	0.00	11,875.08	0.00	11,875.08
	Schultz	0.00	31,206.40	0.00	31,206.40
	Mantin	0.00	12,144.99	0.00	12,144.99
	OES	0.00	12,041.67	0.00	12,041.67
	Combined CD Balance	0.00	67,268.14		67,268.14

BILLINGS ESTATE DONATION

8062461-67162 CD due 8/19/22 Bank First 0.30%	0.00	210,210.73	0.00	210,210.73
6501013581 Billings CD due 8/23/22 Bank First 0.30%	0.00	194,154.92	0.00	194,154.92
Total Billings Estate Donation	0.00	404,365.65		404,365.65

SAVINGS ACCOUNT (Mantin Funds) at Fox Communities

120574 BALANCE - JANUARY 1		2,256.31		2,256.31
INTEREST RECEIVED	0.00	0.00	0.00	0.00
OTHER REVENUE	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	2,256.31	0.00	0.00
EXPENDITURES	0.00	0.00	0.00	0.00
SAVINGS ACCOUNT BALANCE		2,256.31		2,256.31

BANK BALANCE SUBTOTAL 500,734.13 500,304.25

GIFT & MEMORIAL ACCOUNT

BALANCE - JANUARY 1		26,475.69		26,475.69
805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	0.00		0.00
SUBTOTAL		26,475.69		26,475.69
805-55110-41-3492 EXPENDITURES**	0.00	0.00		0.00
SUBTOTAL		26,475.69		26,475.69

TOTAL 805 FUND BALANCE 527,209.82 526,779.94

GIFT & MEMORIAL ACCOUNT DETAIL

805-48500-41 *DONATIONS/CONTRIBUTIONS	DECEMBER	
Hankins-In memory of Myrtle Kirchner	100.00	
Mack & McLaughlin-In memory of Myrtle Kirchner	150.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
TOTAL DONATIONS	250.00	

805-

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

TOTAL 204 & 805 LIBRARY FUND BALANCE 735,367.82 717,769.94

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
JANUARY 2022

DIRECTOR'S REPORT:

Computer Installation

OWLS Computer Technician Julie Leopold installed the Library's new computers on January 16. The computers replaced were the ones at the circulation desk for the staff and a laptop that we can use outside of the Library.

ARPA Grant

The only ARPA grant that we qualified for was the space & safety grant. Nicolet Federated Library System is the fiscal agent for the grant and it includes libraries from Nicolet, OWLS, Winnefox and Manitowoc-Calumet library systems. There is a limit of \$3,000 per library for the grant. We are looking to get some chairs new chairs including one that has privacy walls and an electric outlet.

OWLS Directors Meeting

I attended the OWLS Directors meeting on January 4. The discussion topics were the ARPA grants, OWLS office move, and an update on annual reports.

Security System Installation

Federal Security started installation of the new security system on January 4. The major upgrades are the resolution of the cameras, increasing our cameras from 14 to 16, and the ability to access the cameras via mobile devices.

YOUTH SERVICES LIBRARIAN'S REPORT:

Programming:

- 35 Mini Crafts went out
- We went ahead with our Dec. 30th program despite rising case and transmission rates. 20 attendees joined us for Noon Year's Eve. There were some behavior issues and damaged game boards, but nothing has snowballed into any big drama for the library.
- School visits saw a total of 93 students coming into the library over the month of December. St. Martin's small class sizes have made it possible to do these visits without breaking occupancy limits.
- Family storytimes seem to be the best option according to the Facebook survey and talking with several patrons. Evaluating how safe regular large groups has been pushed back (to consider the holiday surges).

Coming Months:

- March's Read Across America celebration has been toned down. The tentative plan is to have a side set up where patrons can receive a to-go slice of cake and pick out a free book.
- CPL is registered to participate in this year's national Free Comic Book Day! Promotional ads, celebration décor, and the supply of free comics to give patrons will arrive about a month before at no cost to us. The date this year is Saturday, May 7 (it's always the first Saturday in May).

Professional Development:

- This morning (Thursday the 6th) WLA notified me that I've been matched with a WLA Mentor. My assigned mentor is Ashley McHose; I have not been able to talk to her yet but the necessary paperwork does not take long to process.
- PLA has pushed back announcing the scholarship winners until the 12th. Keep keeping those fingers crossed!

TECHNICAL SERVICES LIBRARIAN'S REPORT:

The end of this year has been a little crazy.

This month (and last month), a lot of time was spent figuring out what we needed to purchase and finalize before the end of the year. We put in some large orders for supplies and materials.

I did one HUGE unboxing video with all of the things that had come in the first half of December. I continue to put things on Facebook, including crafting and movie kit announcements and funny memes related to books and reading.

We had crafting kits for December and they all went out. The interactive Christmas movie kits proved to be quite popular this year. We had 29 go out in November, and an additional 43 kits go out (mostly before Christmas) in December.

I continue to plan out a new way to label Non-fiction in a genre-based format similar to bookstores, as well as planning some re-arrangements of shelving and furniture when we get our new carpeting.

As always, I continue to catalog and process materials.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- None to report

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- Beth Wilder donated \$50
- Michael and Amy Mayek donated \$500 in memory of Harriet McCauley

CLINTONVILLE PUBLIC LIBRARY													month	to date									8
2021 MONTHLY ACTIVITIES REPORT													2020	2021	2020	2019	2018	2017	2016	2015	2014		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Dec										
Days open	16	16	19	22	24	26	27	26	24	26	24	22	18	272	179	301	302	303	304	302	303		
DOOR COUNT																							
Door count	0	29	98	122	150	2,370	2,852	2,984	2,787	3,067	2,635	2,641	0	19,735	18,387	80,656	78,764	79,106	84,369	84,469	88,699		
Avg per day open	0	2	5	6	6	91	106	115	116	118	110	120	0	73	103	268	261	261	278	280	293		
CIRCULATION																							
Circs	1,140	1,352	1,524	1,531	1,467	3,509	3,347	3,318	2,716	3,233	2,990	2,868	1,118	28,995	22,410	61,388	68,751	73,866	79,700	78,394	85,619		
Renewals	406	401	598	401	505	579	751	733	736	755	758	627	455	7,250	7,526	19,020	20,472	20,325	20,331	19,543	19,610		
Subtotal Circulation	1,546	1,753	2,122	1,932	1,972	4,088	4,098	4,051	3,452	3,988	3,748	3,495	1,573	36,245	29,936	80,408	89,223	94,191	100,031	97,937	105,229		
Avg circ per day open	97	110	112	88	82	157	152	156	144	153	156	159	87	133	167	267	295	313	329	324	347		
Overdrive-Audiobook Uses	357	322	420	356	374	343	376	407	322	370	355	0	357	4,002	3,503	3,171	2,361	1,914	1,641	1,439	957		
Overdrive-Ebook Uses	329	324	289	300	319	346	331	353	440	372	339	0	301	3,742	4,355	3,124	2,861	3,136	3,100	2,893	2,705		
RBDigital-Audiobook Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	451	543	n/a	n/a	n/a	n/a	n/a		
Overdrive-Magazine Uses	22	31	30	5	7	14	1	0	0	31	25	0	14	166	339	378	n/a	n/a	n/a	n/a	n/a		
Hoopla	121	120	110	102	112	119	130	109	119	127	144	120	101	1,433	1,660	1,432	1,124	697	n/a	n/a	n/a		
Total Circulation	2,375	2,550	2,971	2,695	2,784	4,910	4,936	4,920	4,333	4,888	4,611	3,615	2,346	45,588	40,244	89,056	95,569	99,938	104,864	102,269	108,899		
INTERLIBRARY LOAN																							
Total loaned	1,945	1,944	2,073	1,835	1,765	2,639	2,631	2,341	2,465	2,418	2,358	2,471	1,675	26,885	14,565	32,480	33,304	35,627	34,944	29,908	29,598		
Total borrowed	1,048	1,091	1,161	972	856	876	913	787	715	769	723	992	988	10,903	8,494	17,913	19,708	21,559	22,876	22,268	23,524		
Net	897	853	912	863	909	1,763	1,718	1,554	1,750	1,649	1,635	1,479	687	15,982	6,071	14,567	13,596	14,068	12,068	7,640	6,074		
REGISTERED BORROWERS																							
	1st Q	%		2nd Q	%		3rd Q	%		4th Q	%												
Adult	2,952	68%		2,985	68%		2,995	68%		2,988	68%		2,941	2,995	2,943	3,577	3,807		3,973	4,326	4,722		
Juvenile	1,348	32%		1,362	32%		1,351	32%		1,358	32%		1,349	1,351	1,347	1,743	1,873		1,961	2,032	2,175		
Total borrowers	4,352			4,399			4,398			4,397			4,342	4,398	4,342	5,370	5,710		5,963	6,390	6,923		
Resident	2,398	55%		2,440	55%		2,450	56%		2,441	56%		2,395	2,450	2,296	2,851	2,968		3,080	3,218	3,470		
Nonresident	1,954	45%		1,959	45%		1,948	44%		1,956	44%		1,947	1,948	2,046	2,519	2,742		2,883	3,172	3,453		
PROGRAMMING																							
Adult programs in library	5	6	6	6	6	3	3	3	5	4	4	4	3	55	27	37	25	37	56	30	15		
Attendance	564	1,155	1,137	842	645	360	419	640	520	286	412	1,840	309	8,820	1,989	196	129	255	279	181	146		
Adult outreach programs	0	0	0	0	0	0	0	0	1	0	0	0	0	1	16	5	0	0	0	0	0		
Attendance	0	0	0	0	0	0	0	0	46	0	0	0	0	46	218	166	0	0	0	0	0		
Teen programs in library	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	89	38	12	19	14	17		
Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,303	529	282	61	107	86	89		
Juvenile programs in library	2	1	2	2	1	1	1	3	2	3	4	5	3	27	146	383	308	245	248	265	274		
Attendance	12	15	20	27	22	50	99	147	62	152	187	235	481	1,028	10,528	6,803	5,914	5,378	5,742	5,594	5,401		
Juvenile outreach programs	0	0	0	0	0	0	0	0	0	1	1	0	0	2	22	121	70	65	86	84	82		
Attendance	0	0	0	0	0	0	0	0	0	244	59	0	0	303	324	1,988	1,393	985	1,290	1,187	1,420		
Total programs	7	7	8	8	7	4	4	6	8	8	9	9	6	85	241	635	441	359	409	393	388		
Total attendance	576	1,170	1,157	869	667	410	518	787	628	682	658	2,075	790	10,197	14,362	9,682	7,718	6,679	7,418	7,048	7,056		
Meeting Rm (not lib pgrms)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	73	277	175	154	154	76	80		
VOLUNTEERS																							
Number	0	1	1	1	1	2	2	2	3	1	1	1	0	16	6	45	55	25	1	15	4		
Hours worked	0.00	8.00	5.25	2.00	3.25	9.75	5.50	6.00	9.25	1.50	1.50	1.50	0.00	54	26	125	233.00	162.00	8.00	43.00	15		
COMPUTER STATS																							
Public Computer sessions	0	13	47	53	65	121	126	182	133	160	143	130	0	1,173	1,177	5,141	6,273	7,458	7,395	8,541	8,843		
In-Library Laptop sessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	29	98	87	114	117	260		
Wireless sessions	95	116	261	324	402	385	387	396	454	440	395	417	118	4,072	2,492	6,353	6,630	7,711	7,807	7,147	8,010		
In Library page views	0	20	50	55	70	125	130	200	140	170	150	150	0	1,260	2,590	14,883	19,601	22,268	20,361	16,913	18,358		
Out of Library page views	1,522	1,541	1,903	1,734	1,307	1,802	1,943	2,345	1,909	1,754	1,541	1,562	1,297	20,863	17,185	15,389	16,088	16,331	17,070	13,991	15,948		
Total page views	1,522	1,561	1,953	1,789	1,377	1,927	2,073	2,545	2,049	1,924	1,691	1,712	1,297	22,123	19,775	30,272	35,689	38,599	37,431	30,904	34,306		
Facebook likes	1,024	1,038	1,043	1,039	1,038	1,041	1,044	1,047	1,049	1,050	1,052	1,067	1,020	1,067	1,020	959	833	736	650	578	448		
Instagram Followers	248	257	258	256	257	257	257	257	257	252	252	252	248	252	248	202	n/a	n/a	n/a	n/a	n/a		

A. Objectives

The purpose of the Clintonville Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Clintonville Public Library Board of Trustees and are integral parts of the policy. Access to all content legally obtainable is assured to our users. This includes content that reflects a diversity of issues, whether they be political, economic, religious, social, ethnic, or sexual. Our collection reflects a diversity of content, not an equality of numbers.

The library will not promote specific beliefs or views but will provide enough suitable material to enable the public to make informed and intelligent decisions.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Clintonville Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:

- a) individual merit of each item
- b) popular appeal/demand
- c) suitability of material for the clientele
- d) existing library holdings
- e) budget

2. Reviews are a major source of information about new materials but the lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Clintonville Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to try to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

F. Potential Problems or Challenges

The Clintonville Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

G. Challenged Materials

Although materials are carefully selected, differences of opinion regarding the suitability of materials can arise. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" form which is available in the library. The questioned material will be reviewed by Library staff, in its entirety, and once a decision has been made regarding the retention or removal of the material the Library Director will issue a response to the person, explaining the decision.

If the person is dissatisfied with the decision, he/she may appeal to the Clintonville Public Library Board of Trustees ("Library Board") within fourteen (14) regular business days after the send date of the decision. The Library Board will reconsider the decision based at its next regularly scheduled meeting, allowing for fourteen (14) calendar days review time by the Library Board. The person appealing the decision shall be notified of the date, time and the location the Library Board will hear the matter and may appear at the meeting to be heard. Should the person requesting the appeal be unable to appear in person, he/she may ask the Library Board to consider the merits of the request based on a written statement.

CLINTONVILLE PUBLIC LIBRARY
MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY
Prior Date of Review and Approval: 18 July 2007
Date of Review and Approval: 18 March 2010

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The Library Board shall base its reconsideration on whether the decision conforms to this Policy and the matter will be heard and voted on in accordance with the Board of Trustee's Bylaws. The decision of the Library Board shall be final. The inquiry will be placed on the agenda of the next regular meeting of the Clintonville Public Library Board of Trustees.