



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
WEDNESDAY OCTOBER 18, 2023

October 16, 2023

Brandon Braden
Jeanne Witt
Mari Hintz

Troy Kuhn
Jeanine Supanich
Polly Goodell

Amended 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 September 14, 2023
6. Approval of September Financial and Special Accounts Reports
7. Approval of October 2023 bills
8. Discussion of Librarian's Report
9. Discussion on Board Member Resignation
10. Discussion/Possible Action on the 2024 Budget
11. Convene into Closed Session
 - a. Adjourn into closed session pursuant to Wis. State Stats 19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility/Director's Performance Appraisal/Reconvene into open session for possible action
12. Reconvene into Open Session
 - a. Discussion/Possible Action on Director's Performance Appraisal
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

CLINTONVILLE PUBLIC LIBRARY

AGENDA INFORMATION

October 6

Discussion on Board Member Resignation

Donna Lederer sent an email to the Library indicating that she would be resigning her position on the Library Board due to health reasons. Donna started on the Library Board in April of 2014 and served as Vice-President from 2020-2021. Thank you to Donna for her 9 years of service to the Library Board! Jamie has sent word of Donna's resignation to Mayor Steve Kettenhoven who will appoint her replacement.

Discussion/Possible Action on the 2024 Budget (Pages 16-17)

The budget has now been updated with salaries and benefits. The benefits went over what we had for revenue by around \$26,000, so I along with Hannah and Ashley worked on changes to make this budget balanced without the use of fund balance.

This budget includes the raises mentioned last month, but reduces the hours worked by front desk staff. Additionally, this includes closing the library Saturdays in the summer along with the Saturdays before and after Thanksgiving.

Under expenditures, I added \$500 each to Staff Development and Travel & Training Expenses, and \$1,000 to eContent.

On the revenue side, I added \$1,000 to copy machine revenue and \$2,800 to miscellaneous revenue.

There may be some changes between now and when the city budget is approved in November, but it won't be much of a change compared to what is in your packet. I'm looking for approval of the Library's 2024 Budget.

Discussion/Possible Action on Director's Performance Appraisal in Closed Session (Pages 18-22)

In your packet is the form used for the Library Director's Performance Appraisal.

CLINTONVILLE PUBLIC LIBRARY

**Board Meeting
September 14, 2023**

1. Roll call was taken. Present: Brandon Braden, Jeanne Witt, Jeanine Supanich and Polly Goodell. Absent: Mari Hintz, Donna Lederer, and Troy Kuhn.
2. Jeanne Witt motioned to approve the agenda, seconded by Brandon.
3. No citizens were present.
4. No Friends of the Library report.
5. Polly motioned to approve the minutes from 8/10/23; seconded by Jeanne.
6. Jeanne motioned to approve August Financial and Special Accounts Reports; seconded by Brandon. Roll Call vote with all in favor.
7. Motion to approve September 2023 bills in the amount of \$46,027.92 made by Jeanne, seconded by Brandon. Roll Call showed all in favor.
8. Discussion of the Librarian report was very positive. Many new activities are drawing in the community. Jamie will let Hannah know the board appreciates her creativity and enthusiasm in her new position.
9. Jeanne motioned to approve the 2024 calendar of days closed; seconded by Brandon.
10. Polly motioned to approve revisions to the Circulation Policy; seconded by Brandon.
11. Discussion of the 2024 budget is waiting on the Employee Benefits estimate.
12. Discussion on Directors 2023 Goals Progress. All board members are asked to submit their Goals evaluation to Jeanine.
13. Brandon motioned to adjourn into closed session to discuss Directors Performance Appraisal; seconded by Jeanne. Roll call vote with all in favor.
14. Brandon motioned to reconvene to open session, seconded by Jeanne. Roll call vote with all in favor. Board members are asked to submit their Performance Appraisal to Jeanine.
15. Next meet will be October 12th, 2023 @4PM
16. Jeanne motioned to adjourn, seconded by Brandon.

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
SEPTEMBER 2023

| EXPENDITURES | | | | | | | to date | September |
|---------------------------------|------|-----------------------------|------------------|-------------------|-------------------|---------------------|-------------|------------|
| ACCOUNT | ACCT | DESCRIPTION | SEPTEMBER | YTD | BUDGET | BALANCE | 2023 | 2022 |
| | | | | | | | % SPENT | % SPENT |
| 204-55110-41- 1100 | | SALARIES - STAFF | 23,822.05 | 153,165.86 | 215,289.83 | 62,123.97 | 71% | 73% |
| 204-55110-41- 1110 | | JANITOR SALARIES | 1,968.77 | 12,887.93 | 19,233.47 | 6,345.54 | 67% | 71% |
| 204-55110-41- 1500 | | EMPLOYEE BENEFITS | 6,127.28 | 54,364.60 | 78,503.64 | 24,139.04 | 69% | 81% |
| TOTAL SALARIES | | | 31,918.10 | 220,418.39 | 313,026.94 | 92,608.55 | 70% | 75% |
| 204-55110-41- 2100 | | INFORMATION TECHNOLOGY | 32.97 | 16,654.14 | 16,500.00 | (154.14) | 101% | 83% |
| 204-55110-41- 2250 | | TELEPHONE SERVICE | 256.93 | 1,958.87 | 2,600.00 | 641.13 | 75% | 65% |
| 204-55110-41- 2260 | | GAS | 25.50 | 4,389.18 | 4,200.00 | (189.18) | 105% | 111% |
| 204-55110-41- 2270 | | WATER AND ELECTRICITY | 1,910.78 | 9,117.53 | 9,300.00 | 182.47 | 98% | 78% |
| 204-55110-41- 3110 | | POSTAGE | 34.83 | 815.57 | 700.00 | (115.57) | 117% | 85% |
| 204-55110-41- 3112 | | COPIES | 310.19 | 2,495.49 | 1,700.00 | (795.49) | 147% | 102% |
| 204-55110-41- 3122 | | STAFF DEVELOPMENT | 1,283.06 | 1,877.06 | 1,500.00 | (377.06) | 125% | 41% |
| 204-55110-41- 3123 | | MAINTENANCE SUPPLIES | 14.26 | 664.91 | 1,600.00 | 935.09 | 42% | 28% |
| 204-55110-41- 3150 | | OFFICE SUPPLIES | 542.63 | 2,361.08 | 3,000.00 | 638.92 | 79% | 99% |
| 204-55110-41- 3260 | | SUBSCRIPTIONS & PERIODICALS | 39.97 | 486.94 | 150.00 | (336.94) | 325% | 60% |
| 204-55110-41- 3261 | | MARKETING | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 0% |
| 204-55110-41- 3269 | | BOOKS - ADULT | 1,317.69 | 11,963.14 | 12,500.00 | 536.86 | 96% | 98% |
| 204-55110-41- 3270 | | BOOKS - JUVENILE | 610.79 | 12,684.94 | 12,500.00 | (184.94) | 101% | 78% |
| 204-55110-41- 3272 | | eCONTENT | 415.39 | 4,895.79 | 5,000.00 | 104.21 | 98% | 78% |
| 204-55110-41- 3280 | | PROGRAMS | 186.65 | 3,334.78 | 3,000.00 | (334.78) | 111% | 36% |
| 204-55110-41- 3285 | | FINE ARTS & AV - ADULT | 292.32 | 2,617.52 | 3,500.00 | 882.48 | 75% | 83% |
| 204-55110-41- 3286 | | FINE ARTS & AV - JUVENILE | 807.30 | 1,795.02 | 3,000.00 | 1,204.98 | 60% | 90% |
| 204-55110-41- 3310 | | TRAVEL & TRAINING EXPENSES | 22.00 | 740.71 | 1,000.00 | 259.29 | 74% | 93% |
| 204-55110-41- 3490 | | OTHER OPERATING EXPENSES | 234.49 | 1,561.31 | 1,500.00 | (61.31) | 104% | 74% |
| 204-55110-41- 3560 | | BUILDING REPAIR/MAINTENANCE | 16,089.24 | 30,986.60 | 4,000.00 | (26,986.60) | 775% | 12% |
| 204-55110-41- 5110 | | INSURANCE ON BUILDINGS | 0.00 | 3,966.89 | 3,845.00 | (121.89) | 103% | 103% |
| SUBTOTAL | | | 24,426.99 | 115,367.47 | 91,095.00 | (24,272.47) | 127% | 55% |
| TOTAL OPERATING EXPENSES | | | 56,345.09 | 335,785.86 | 404,121.94 | 68,336.08 | 83% | 68% |
| 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 | | | 56,345.09 | 335,785.86 | 404,121.94 | 68,336.08 | 83% | 68% |
| REVENUE | | | | | | | to date | to date |
| ACCOUNT | ACCT | DESCRIPTION | SEPTEMBER | YTD | BUDGET | BALANCE | 2023 | 2022 |
| | | | | | | | %REC'D | %REC'D |
| 204-41104-41 | | SURPLUS APPLIED | 0.00 | 0.00 | 14,513.94 | (14,513.94) | 0% | 0% |
| 204-41110-41 | | GENERAL PROPERTY TAXES | 0.00 | 0.00 | 225,500.00 | (225,500.00) | 0% | 0% |
| 204-43790-41 | | OWLS SUPPORT | 0.00 | 156,358.00 | 156,358.00 | 0.00 | 100% | 100% |
| 204-46710-41 | | LIBRARY FEES | 387.26 | 1,454.69 | 750.00 | 704.69 | 194% | 462% |
| 204-46711-41 | | COPY MACHINE REVENUE | 313.84 | 3,333.53 | 3,000.00 | 333.53 | 111% | 78% |
| 204-48110-41 | | INTEREST ON INVESTMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0% | 0% |
| 204-48900-41 | | MISCELLANEOUS REVENUE | 0.00 | 8,441.33 | 4,000.00 | 4,441.33 | 211% | 0% |
| SUBTOTAL | | | 701.10 | 169,587.55 | 404,121.94 | (234,534.39) | 42% | 37% |
| TOTAL REVENUE | | | 701.10 | 169,587.55 | 404,121.94 | (234,534.39) | 42% | 37% |

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF SEPTEMBER 30, 2023**

| 204-41-ACCOUNT DESCRIPTION | SEPTEMBER | CURRENT BALANCE | INTEREST YTD | 12/31/2022 BALANCE |
|--|-----------|--------------------|-----------------|-----------------------|
| 204 FUND CARRYOVER FROM PREVIOUS YEAR | | 211,360.00 | | 211,360.00 |
| EXCESS BUDGET REVENUE | | -91,634.93 | | 0.00 |
| TOTAL 204 FUND BALANCE | | 119,725.07 | | 211,360.00 |

| 805-41-ACCOUNT DESCRIPTION | SEPTEMBER | CURRENT BALANCE | INTEREST YTD | 12/31/2022 BALANCE |
|--|-------------|--------------------|-----------------|-----------------------|
| CDS | | | | |
| 6501036060 Gift & Memorial CD due 5/24/2024 Bank First 2.00% | | | | |
| Miller | 0.00 | 1,413.65 | 0.00 | 1,413.65 |
| Gift & Memorial | 0.00 | 13,303.96 | 0.00 | 13,303.96 |
| Gift & Memorial CD Balance | 0.00 | 14,717.61 | | 14,717.61 |
| 6501036066 Mantin Savings CD due 5/24/2024 Bank First 2.00% | | 0.00 | 12,156.72 | 0.00 |
| 12,156.72 | | | | 12,156.72 |
| 6501036057 Combined CD due 5/24/2024 at Bank First 2.00% | | | | |
| Thompson | 0.00 | 12,435.66 | 0.00 | 12,435.66 |
| Schultz | 0.00 | 32,679.62 | 0.00 | 32,679.62 |
| Mantin | 0.00 | 12,718.25 | 0.00 | 12,718.25 |
| OES | 0.00 | 12,610.18 | 0.00 | 12,610.18 |
| Combined CD Balance | 0.00 | 70,443.71 | | 70,443.71 |
| BILLINGS ESTATE DONATION | | | | |
| 6501036072 CD due 5/24/2024 Bank First 2.00% | | 0.00 | 217,459.46 | 0.00 |
| 217,459.46 | | | | 217,459.46 |
| 6501036069 Billings CD due 5/24/2024 Bank First 2.00% | | 0.00 | 200,820.28 | 0.00 |
| 200,820.28 | | | | 200,820.28 |
| Total Billings Estate Donation | 0.00 | 418,279.74 | | 418,279.74 |

| | | | | |
|--|------|-----------------|------|-----------------|
| 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 | | 517,854.09 | | 517,854.09 |
|------------------------------|--|-------------------|--|-------------------|

| | | | | |
|---------------------------------------|------|------------------|--|------------------|
| GIFT & MEMORIAL ACCOUNT | | | | |
| BALANCE - JANUARY 1 | | 28,660.69 | | 29,031.94 |
| 805-48500-41 DONATIONS/CONTRIBUTIONS* | 0.00 | 1,300.00 | | 0.00 |
| 805- SUBTOTAL | | 29,960.69 | | 29,031.94 |
| 55110-41-3492 EXPENDITURES** | 0.00 | 4,324.77 | | 0.00 |
| SUBTOTAL | | 25,635.92 | | 29,031.94 |

| | | | | |
|-------------------------------|--|-------------------|--|-------------------|
| TOTAL 805 FUND BALANCE | | 543,490.01 | | 546,886.03 |
|-------------------------------|--|-------------------|--|-------------------|

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

| | | | | |
|--|-----------------|--|--|--|
| 805- 55110-41-3492 **EXPENDITURES | | | | |
| Amazon | 481.88 | | | |
| Baker & Taylor | 302.97 | | | |
| Gale Cengage | 53.23 | | | |
| Penworthv | 229.21 | | | |
| | 0.00 | | | |
| | 0.00 | | | |
| | 0.00 | | | |
| | 0.00 | | | |
| TOTAL EXPENDITURES | 1,067.29 | | | |

| | | | | |
|---|--|-------------------|--|-------------------|
| TOTAL 204 & 805 LIBRARY FUND BALANCE | | 663,215.08 | | 758,246.03 |
|---|--|-------------------|--|-------------------|

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
OCTOBER 2023

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 October 12, 2023

RECEIPTS

| | | |
|---------------|--|---------------|
| 204-41110-41 | GENERAL PROPERTY TAXES | 0.00 |
| 204-43790-41 | OWLS SUPPORT | 0.00 |
| 204-46710-42 | LIBRARY FEES - September | 253.88 |
| 204-46710-42 | LIBRARY FEES - October to date | 65.30 |
| 204-46711-42 | COPY MACHINE REVENUE - September | 267.11 |
| 204-46711-42 | COPY MACHINE REVENUE - October to date | 91.90 |
| 204-48900-41 | MISCELLANEOUS REVENUE | |
| 204-48900-41 | TOTAL MISCELLANEOUS REVENUE | 0.00 |
| | 204 ACCOUNTS SUBTOTAL | 678.19 |
| 401-57610-41- | CAPITAL FUND | 0.00 |
| | TOTAL REVENUE | 678.19 |

EXPENDITURES

| | | |
|-------------------------------------|-------------------------|-------------|
| 204-55110-41- | | |
| 1100 SALARIES-STAFF | | |
| Staff | September salaries | 23,822.05 * |
| 1100 SALARIES-STAFF | TOTAL | 23,822.05 |
| 1110 SALARIES-MAINTENANCE | | |
| Maintenance staff | September salaries | 1,968.77 * |
| 1110 SALARIES-MAINTENANCE | TOTAL | 1,968.77 |
| 1500 EMPLOYEE BENEFITS | | |
| Total staff | September benefits | 6,127.28 * |
| 1500 EMPLOYEE BENEFITS | TOTAL | 6,127.28 |
| 2100 COMPUTER EXPENSES | | |
| Integrated Solutions | Content on City website | 32.97 |
| 2100 COMPUTER EXPENSES | TOTAL | 32.97 |
| 2250 TELEPHONE | | |
| Frontier | September bill | 235.94 * |
| 2250 TELEPHONE | TOTAL | 235.94 |
| 2260 GAS | | |
| 2260 GAS | TOTAL | 0.00 |
| 2270 WATER & ELECTRICITY | | |
| Clintonville Utilities | September bill | 762.68 * |
| 2270 WATER & ELECTRICITY | TOTAL | 762.68 |
| 3110 POSTAGE | | |
| Baker & Taylor | Shipping | 5.63 |
| Baker & Taylor | shipping | 2.05 |
| Baker & Taylor | shipping | 1.61 |
| Baker & Taylor | shipping | 1.66 |
| Baker & Taylor | shipping | 6.33 |
| Findaway | Shipping | 9.95 |
| 3110 POSTAGE | TOTAL | 27.23 |
| 3112 COPIES | | |
| Office Outfitters | Copy Paper | 95.98 |
| US Bank | Copier Lease | 80.00 |

| | | | |
|----------------------------------|------------------------------|-------|--------|
| Wisconsin Document Imaging | Copier Use | | 134.21 |
| 3112 COPIES | | TOTAL | 310.19 |
| 3122 STAFF DEVELOPMENT | | | |
| Cardmember Service | WLA Membership Renewal-Jamie | | 153.50 |
| 3122 STAFF DEVELOPMENT | | TOTAL | 153.50 |
| 3123 MAINTENANCE SUPPLIES | | | |
| 3123 MAINTENANCE SUPPLIES | | TOTAL | 0.00 |
| 3150 OFFICE SUPPLIES | | | |
| Amazon | Contact Paper | | 147.65 |
| Amazon | Command Strips | | 31.68 |
| Amazon | Tape & Command Strips | | 82.46 |
| ELM USA Inc. | Disc Cleaner machine usage | | 238.40 |
| 3150 OFFICE SUPPLIES | | TOTAL | 500.19 |

3260 SUBSCRIPTIONS & PERIODICALS

| | | | |
|----------------------------------|----------------------|-------|-------|
| Cardmember Service | subscription-Babybug | | 21.95 |
| 3260 SUBSCRIPTIONS & PERIODICALS | | TOTAL | 21.95 |

3261 MARKETING

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

3269 BOOKS-ADULT

| | | | |
|------------------|-------------------|-------|----------|
| Amazon | adult books | | 39.16 |
| Amazon | adult books | | 42.13 |
| Baker & Taylor | adult books | | 52.18 |
| Baker & Taylor | adult books | | 132.87 |
| Baker & Taylor | adult books | | 156.98 |
| Baker & Taylor | adult books | | 103.99 |
| Baker & Taylor | adult books | | 396.40 |
| Baker & Taylor | adult books | | 17.67 |
| Gale Cengage | Large print books | | 25.49 |
| Gale Cengage | Large print books | | 119.21 |
| Gale Cengage | Large print books | | 73.50 |
| 3269 BOOKS-ADULT | | TOTAL | 1,159.58 |

3270 BOOKS-JUVENILE

| | | | |
|---------------------------|------------------|-------|----------|
| Baker & Taylor | children's books | | 493.90 |
| Baker & Taylor | children's books | | 23.62 |
| Baker & Taylor | children's books | | 4.33 |
| Baker & Taylor | children's books | | 61.90 |
| Brainstorm | children's books | | 405.00 |
| The Penworthy Company LLC | children's books | | 572.98 |
| Scholastic | children's books | | 18.20 |
| Scholastic | children's books | | 54.60 |
| 3270 BOOKS-JUVENILE | | TOTAL | 1,634.53 |

3272 eCONTENT

| | | | |
|---------------|--------|-------|--------|
| Midwest Tape | Hoopla | | 469.55 |
| 3272 eCONTENT | | TOTAL | 469.55 |

3280 PROGRAMS

| | | | |
|----------------------------|------------------|-------|----------|
| Amazon | Program Supplies | | 12.99 |
| Amazon | Program Supplies | | 4.94 |
| Amazon | Program Supplies | | 101.58 |
| Amazon | Program Supplies | | 13.74 MR |
| Tadych's Marketplace Foods | Program Supplies | | 34.39 |
| Tadych's Marketplace Foods | Tortoise Food | | 3.99 |
| Tadych's Marketplace Foods | Tortoise Food | | 6.48 |
| Tadych's Marketplace Foods | Tortoise Food | | 4.55 |
| 3280 CHILDREN'S PROGRAMS | | TOTAL | 182.66 |

3285 A/V MATERIALS-ADULT

| | | | |
|--------------------------|--------|-------|--------|
| Amazon | movies | | 49.92 |
| Amazon | movies | | 24.96 |
| Amazon | movies | | 82.92 |
| Amazon | movies | | 30.25 |
| Amazon | credit | | -0.33 |
| 3285 A/V MATERIALS-ADULT | | TOTAL | 187.72 |

3286 A/V MATERIALS-JUVENILE

| | | | |
|-----------------------------|-----------|-------|--------|
| Amazon | movies | | 105.80 |
| Findaway | Playaways | | 53.99 |
| Findaway | Playaways | | 59.99 |
| 3286 A/V MATERIALS-JUVENILE | | TOTAL | 219.78 |

3310 TRAVEL & TRAINING EXPENSES

| | | | |
|---------------------------------|--|-------|------|
| 3310 TRAVEL & TRAINING EXPENSES | | TOTAL | 0.00 |
|---------------------------------|--|-------|------|

3490 OTHER EXPENSES

| | | |
|----------------------------|------------------------------------|---------------|
| Amazon | Canvas Bags & Vinyl | 42.48 |
| Amazon | Steel Marbles | 6.07 |
| Federal Security | Monitoring Service | 240.00 |
| Harter's | Garbage Service | 9.99 |
| Kimberly Public Library | lost/dmgd item - patron reimbursed | 37.00 |
| 3490 OTHER EXPENSES | TOTAL | 335.54 |

3560 BUILDING REPAIR/MAINTENANCE

| | | |
|----------------------------------|--------------|-------------|
| 3560 BUILDING REPAIR/MAINTENANCE | TOTAL | 0.00 |
|----------------------------------|--------------|-------------|

5110 INSURANCE ON BUILDINGS

| | | |
|-----------------------------|--------------|-------------|
| 5110 INSURANCE ON BUILDINGS | TOTAL | 0.00 |
|-----------------------------|--------------|-------------|

204-55110-41 ACCOUNTS TOTAL 38,152.11

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

| | | |
|------------------------------------|-------------------|-----------------|
| Amazon | Books | 264.90 |
| Amazon | Kitchen Playset | 189.99 |
| Amazon | Kitchen Toys | 26.99 |
| Baker & Taylor | Books | 17.39 |
| Baker & Taylor | Books | 48.94 |
| Baker & Taylor | Books | 236.64 |
| Gale Cengage | Large Print books | 53.23 |
| Penworthy | Children's books | 229.21 |
| GIFT & MEMORIAL ACCOUNT | TOTAL | 1,067.29 |

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 39,219.40

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
OCTOBER 2023

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Tech Days Webinars

I attended the Tech Days webinar series on September 12 and 13. The series is organized by all of the Wisconsin state library systems. The webinars included AI and the Library, Badgerlink Resources, Digital Distractions, and One-on-One Tech Assistance.

AAC Meeting

On Friday, September 15, I attended the Automation Advisory Committee meeting in Little Chute. Topics of discussion included multi-factor authentication, the OWLS website, training opportunities, and resource sharing. We decided to not vote on updates to the OWLSnet Borrowers' Card policy with further edits and at the next meeting in November, we will decide whether OWLS should explore other options for a different Integrated Library System.

Network Circuit Update

On Thursday, September 28, a representative from AT&T came in to update the library's network circuit. This is happening at all of the libraries to help update aging infrastructure to help ensure continued internet access.

City Leadership Meeting

I attended a City Leadership meeting on Tuesday, October 3, where we learned about Workman's Comp. Additionally, we discussed options for celebrating the holidays and employee anniversaries.

OWLS Directors Chat

I attended an OWLS Directors Chat on Tuesday, October 3. We met OWLS new Network Manager, Bryan Durkee, and talked about the 2023 Annual Report changes, Wisconsin State legislative updates, 2024 budgets, and had a demo of buying ebooks and audiobooks in OverDrive.

HANNAH DAHLMAN, YOUTH SERVICES LIBRARIAN'S REPORT:

September ushered in the beginning of Fall programming! Some programs have been a big hit, and it's been fun having kids in the library again after school. Our first Pokémon club we had 4 kids (plus myself) playing, and we had a blast! My plan in the future is to expand our activities in Pokémon club; I had a community member reach out recently offering help with the club; hopefully, we can collaborate on it, making it even better. Our first 'teen night' we had a nerf war outside! It was a beautiful day and we had SO much fun – 9 kids participated.

I started a few things for community outreach this month as well. I attended the Chlibs meeting at the New London library this month and got a chance to meet the other youth services Librarians in the area and hear how their summer reading programs went. We also discussed ideas for next year and ideas for re-engaging our communities post-Covid. I also met with Mandy Hill this month, the school district Librarian, to discuss collaboration ideas. I made sure to get my posters in the schools and we are hoping to collaborate on a performer for Read Across

America early next year. I also started a monthly storytime at Dellwood Day Care this month, going forward I will be there every 3rd Monday of each month.

We've had a total of 10 class visits from St. Martin's this month, totaling 204 kids. When they visit, I read the class a story, tell them about any special events we have coming up, and help them find books to check out.

Programming Stats

Storytime

| Date | Theme | Kids | Adults |
|-------------|--------------|-------------|---------------|
| 9/5 | Music | 17 | 10 |
| 9/12 | Skunks | 16 | 11 |
| 9/19 | Trains | 15 | 10 |
| 9/26 | Fall | 17 | 12 |

LEGO Club

| Date | Theme | Kids | Adults |
|-------------|---------------------|-------------|---------------|
| 9/4 | LABOR DAY-CLOSED | | |
| 9/11 | Castles | 24 | 3 |
| 9/18 | Star Wars | 12 | 1 |
| 9/25 | Self Portrait | 12 | 4 |

Homework Help

Only one child came for homework help group this month.

Find Our Fictional Friend

| Date | Friend | Kids | Adults |
|-------------|---|-------------|---------------|
| 9/5-9/9 | Very Hungry Caterpillar | 20 | 0 |
| 9/11-9/16 | Nemo | 35 | 0 |
| 9/18-9/23 | Grogu (Baby Yoda) | 23 | 0 |
| 9/25-9/30 | Gerald (from Elephant and Piggie books) | 24 | 1 |

DIY Craft Time

| Date | Kids | Adults |
|-------------|-------------|---------------|
| 9/6 | 9 | 0 |
| 9/13 | 6 | 1 |
| 9/20 | 10 | 0 |
| 9/27 | 17 | 5 |

After-School Adventures

| Date | Activity | Kids | Adults |
|------|--|------|--------|
| 9/5 | Sidewalk Chalk | 14 | 0 |
| 9/12 | Soccer | 6 | 0 |
| 9/19 | Tie-dye | 10 | 1 |
| 9/26 | Choose-your-own-adventure book and snack | 6 | 0 |

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN’S REPORT:

I have finished going through the Large Print collection and adding genre stickers to older books. A few patrons have mentioned this makes it easier for them to pick out books for themselves and/or friends/family.

I have continued to provide reference services through e-mail and in person for patrons who need assistance with obituaries and finding information in the Wisconsin room.

Adult crafting this month was hanging sunflower decorations. We had 2 people in attendance. The October craft will be grapevine wreath pumpkins.

As always, I continue to catalog and process materials.

I am planning a puzzle swap, where patrons can bring puzzles into the library and receive a voucher to bring back at a later date. We will put out all the puzzles we receive on a set date and patrons will be able to stop in and pick out different puzzles to take home for fall/winter.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- WLA Conference at Madison Marriott West from October 25-27.

GIFTS AND MEMORIALS:

The following individuals and organizations donated funds to the Library:

- None to report.

| CLINTONVILLE PUBLIC LIBRARY 2023 MONTHLY ACTIVITIES REPORT | | | | | | | | | | | | | month | to date | | | | | | | | | | 14 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|----------|-----------|---------|--------|--------|--------|--------|--------|--------|---------|---------|--|----|
| | | | | | | | | | | | | | 2022 | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 | | |
| | | | | | | | | | | | | | Sep | | | | | | | | | | | |
| | | | | | | | | | | | | | 24 | 228 | 225 | 250 | 63 | 301 | 302 | 303 | 304 | 302 | | |
| Days open | Jan 25 | Feb 23 | Mar 27 | Apr 25 | May 25 | Jun 26 | Jul 25 | Aug 28 | Sep 24 | Oct 0 | Nov 0 | Dec 0 | Sep 24 | 228 | 225 | 250 | 63 | 301 | 302 | 303 | 304 | 302 | | |
| DOOR COUNT | | | | | | | | | | | | | | | | | | | | | | | | |
| Door count | 4,439 | 4,057 | 4,613 | 4,064 | 4,390 | 4,839 | 4,576 | 4,849 | 4,192 | 0 | 0 | 0 | 3,982 | 40,019 | 32,295 | 17,094 | 18,082 | 80,656 | 78,764 | 79,106 | 84,369 | 84,469 | | |
| Avg per day open | 178 | 176 | 171 | 163 | 176 | 186 | 183 | 173 | 175 | | | | 166 | 176 | 144 | 68 | 287 | 268 | 261 | 261 | 278 | 280 | | |
| CIRCULATION | | | | | | | | | | | | | | | | | | | | | | | | |
| Circs | 3,578 | 3,539 | 4,280 | 3,117 | 2,718 | 4,096 | 3,792 | 3,849 | 3,638 | 0 | 0 | 0 | 3,558 | 32,607 | 31,109 | 26,127 | 22,410 | 61,388 | 68,751 | 73,866 | 79,700 | 78,394 | | |
| Renewals | 601 | 553 | 672 | 774 | 666 | 525 | 718 | 762 | 748 | 0 | 0 | 0 | 657 | 6,019 | 6,289 | 6,623 | 7,526 | 19,020 | 20,472 | 20,325 | 20,331 | 19,543 | | |
| Subtotal Circulation | 4,179 | 4,092 | 4,952 | 3,891 | 3,384 | 4,621 | 4,510 | 4,611 | 4,386 | 0 | 0 | 0 | 4,215 | 38,626 | 37,398 | 32,750 | 29,936 | 80,408 | 89,223 | 94,191 | 100,031 | 97,937 | | |
| Avg circ per day open | 167 | 178 | 183 | 156 | 135 | 178 | 180 | 165 | 183 | | | | 176 | 169 | 166 | 131 | 475 | 267 | 295 | 313 | 329 | 324 | | |
| Overdrive-Audiobook Uses | 453 | 372 | 407 | 375 | 393 | 393 | 350 | 363 | 370 | 0 | 0 | 0 | 385 | 3,476 | 3,733 | 4,002 | 3,555 | 3,171 | 2,361 | 1,914 | 1,641 | 1,439 | | |
| Overdrive-Ebook Uses | 373 | 366 | 350 | 349 | 331 | 334 | 302 | 267 | 274 | 0 | 0 | 0 | 324 | 2,946 | 3,146 | 3,742 | 4,355 | 3,124 | 2,861 | 3,136 | 3,100 | 2,893 | | |
| Overdrive-Magazine Uses | 57 | 47 | 78 | 87 | 66 | 66 | 83 | 91 | 112 | 0 | 0 | 0 | 51 | 687 | 350 | 166 | 339 | 378 | n/a | n/a | n/a | n/a | | |
| Hoopla | 156 | 213 | 175 | 155 | 173 | 158 | 178 | 178 | 197 | 0 | 0 | 0 | 125 | 1,583 | 1,187 | 1,313 | 1,660 | 1,432 | 1,124 | 697 | n/a | n/a | | |
| Total Circulation | 5,218 | 5,090 | 5,962 | 4,857 | 4,347 | 5,572 | 5,423 | 5,510 | 5,339 | 0 | 0 | 0 | 5,100 | 47,318 | 45,814 | 41,973 | 40,244 | 88,513 | 95,569 | 99,938 | 104,864 | 102,269 | | |
| INTERLIBRARY LOAN | | | | | | | | | | | | | | | | | | | | | | | | |
| Total loaned | 2,371 | 2,447 | 2,901 | 2,410 | 2,403 | 2,427 | 2,500 | 2,770 | 2,508 | 0 | 0 | 0 | 2,472 | 22,737 | 22,834 | 24,414 | 14,565 | 32,480 | 33,304 | 35,627 | 34,944 | 29,908 | | |
| Total borrowed | 1,032 | 861 | 1,170 | 986 | 852 | 827 | 819 | 980 | 959 | 0 | 0 | 0 | 942 | 8,486 | 8,507 | 9,911 | 8,494 | 17,913 | 19,708 | 21,559 | 22,876 | 22,268 | | |
| Net | 1,339 | 1,586 | 1,731 | 1,424 | 1,551 | 1,600 | 1,681 | 1,790 | 1,549 | | | | 1,530 | 14,251 | 14,327 | 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 | | 2,964 | 68% | | 2,821 | 68% | | 2,876 | 68% | | | | 2,893 | 2,876 | 2,893 | 2,988 | 2,941 | 3,577 | 3,807 | | 3,973 | 4,326 | | |
| Juvenile | | 1,334 | 32% | | 1,309 | 32% | | 1,341 | 32% | | | | 1,298 | 1,341 | 1,298 | 1,358 | 1,349 | 1,743 | 1,873 | | 1,961 | 2,032 | | |
| Total borrowers | | 4,337 | | | 4,167 | | | 4,254 | | | | | 4,235 | 4,254 | 4,235 | 4,397 | 4,342 | 5,370 | 5,710 | | 5,963 | 6,390 | | |
| Resident | | 2,400 | 55% | | 2,235 | 54% | | 2,368 | 56% | | | | 2,352 | 2,368 | 2,352 | 2,441 | 2,395 | 2,851 | 2,968 | | 3,080 | 3,218 | | |
| Nonresident | | 1,937 | 45% | | 1,932 | 46% | | 1,886 | 44% | | | | 1,883 | 1,886 | 1,883 | 1,956 | 1,947 | 2,519 | 2,742 | | 2,883 | 3,172 | | |
| PROGRAMMING | | | | | | | | | | | | | | | | | | | | | | | | |
| Adult programs in library | 3 | 1 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 4 | 19 | 36 | 55 | 27 | 37 | 25 | 37 | 56 | 30 | | |
| Attendance | 78 | 8 | 15 | 20 | 15 | 13 | 9 | 9 | 10 | 0 | 0 | 0 | 307 | 177 | 2,712 | 8,820 | 1,989 | 196 | 129 | 255 | 279 | 181 | | |
| Adult outreach programs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 16 | 5 | 0 | 0 | 0 | 0 | | |
| Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 40 | 0 | 40 | 46 | 218 | 166 | 0 | 0 | 0 | 0 | | |
| Teen programs in library | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 1 | 2 | 0 | 0 | 0 | 1 | 12 | 1 | 0 | 30 | 89 | 38 | 12 | 19 | 14 | | |
| Attendance | 23 | 31 | 40 | 23 | 34 | 15 | 6 | 9 | 15 | 0 | 0 | 0 | 4 | 196 | 4 | 0 | 1,303 | 529 | 282 | 61 | 107 | 86 | | |
| Juvenile programs in library | 2 | 4 | 3 | 3 | 2 | 5 | 6 | 5 | 6 | 0 | 0 | 0 | 2 | 36 | 19 | 27 | 146 | 383 | 308 | 245 | 248 | 265 | | |
| Attendance | 94 | 109 | 110 | 115 | 122 | 321 | 314 | 319 | 353 | 0 | 0 | 0 | 94 | 1,857 | 738 | 1,028 | 10,528 | 6,803 | 5,914 | 5,378 | 5,742 | 5,594 | | |
| Juvenile outreach programs | 1 | 2 | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 9 | 30 | 2 | 22 | 121 | 70 | 65 | 86 | 84 | | |
| Attendance | 175 | 432 | 524 | 121 | 334 | 268 | 0 | 0 | 214 | 0 | 0 | 0 | 0 | 2,068 | 1,546 | 303 | 324 | 1,988 | 1,393 | 985 | 1,290 | 1,187 | | |
| Total programs | 7 | 8 | 8 | 8 | 6 | 10 | 10 | 8 | 11 | 0 | 0 | 0 | 8 | 76 | 87 | 85 | 241 | 635 | 441 | 359 | 409 | 393 | | |
| Total attendance | 370 | 580 | 689 | 279 | 505 | 617 | 329 | 337 | 592 | 0 | 0 | 0 | 445 | 4,298 | 5,040 | 10,197 | 14,362 | 9,682 | 7,718 | 6,679 | 7,418 | 7,048 | | |
| Meeting Rm (not lib pgrms) | 14 | 11 | 20 | 12 | 11 | 16 | 10 | 18 | 16 | 0 | 0 | 0 | 17 | 128 | 142 | 0 | 131 | 277 | 175 | 154 | 154 | 76 | | |
| VOLUNTEERS | | | | | | | | | | | | | | | | | | | | | | | | |
| Number | 2 | 2 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 1 | 20 | 17 | 16 | 19 | 45 | 55 | 25 | 1 | 15 | | |
| Hours worked | 5.75 | 7.75 | 9.25 | 16.50 | 3.00 | 3.50 | 3.75 | 3.50 | 8.50 | 0.00 | 0.00 | 0.00 | 1.50 | 62 | 52 | 54 | 26 | 125 | 233.00 | 162.00 | 8.00 | 43.00 | | |
| COMPUTER STATS | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Computer sessions | 173 | 155 | 225 | 191 | 157 | 149 | 184 | 184 | 127 | 0 | 0 | 0 | 177 | 1,545 | 1,569 | 1,043 | 1,177 | 5,141 | 6,273 | 7,458 | 7,395 | 8,541 | | |
| Laptop Checkouts | 0 | 1 | 0 | 0 | 3 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 7 | 6 | 0 | 2 | 29 | 98 | 87 | 114 | 117 | | |
| Wireless sessions | 503 | 480 | 595 | 595 | 672 | 679 | 642 | 674 | 624 | 0 | 0 | 0 | 537 | 5,464 | 4,077 | 4,072 | 2,492 | 6,353 | 6,630 | 7,711 | 7,807 | 7,147 | | |
| Total website page views | 1,544 | 1,720 | 1,498 | 1,887 | 1,695 | 1,446 | 1,292 | 1,141 | 1,009 | 0 | 0 | 0 | 1,577 | 13,232 | 14,761 | 22,123 | 13,265 | 30,272 | 35,689 | 38,599 | 37,431 | 30,904 | | |
| Facebook likes | 1,228 | 1,230 | 1,244 | 1,252 | 1,258 | 1,267 | 1,278 | 1,310 | 1,317 | 0 | 0 | 0 | 1,192 | 1,317 | 1,192 | 1,067 | 1,020 | 959 | 833 | 736 | 650 | 578 | | |

LIBRARY REVENUE

| Account Number | Account Description | 2021 Actual | 2022 Actual | 2023 Budget | As Of 6/30 Actual | 2023 EOY Estimate | 2024 Budget |
|-----------------|------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|
| | FUND BALANCE | | | | | | |
| Revenues | | | | | | | |
| 204-41-41104 | SURPLUS APPLIED | \$ - | \$ - | \$ - | \$ - | | |
| 204-41-41110 | GENERAL PROPERTY TAXES | \$ 219,269 | \$ 221,169 | \$ 225,500 | \$ 225,500 | \$ 225,500.00 | \$ 232,265.00 |
| 204-41-43790 | OWLS SUBSIDY | \$ 175,172 | \$ 162,091 | \$ 156,358 | \$ 87,830 | \$ 156,358.00 | \$ 164,277.00 |
| 204-41-46710 | LIBRARY FINES | \$ 948 | \$ 1,659 | \$ 750 | \$ 856 | \$ 1,500.00 | \$ 750.00 |
| 204-41-46711 | COPY MACHINE REVENUE | \$ 1,158 | \$ 3,136 | \$ 3,000 | \$ 2,401 | \$ 4,200.00 | \$ 4,000.00 |
| 204-41-48500 | DONATIONS | \$ 35 | \$ - | \$ - | \$ - | | |
| 204-41-48900 | MISCELLANEOUS REVENUES | \$ 2,435 | \$ 1,106 | \$ 4,000 | \$ 2,797 | \$ 10,000.00 | \$ 6,800.00 |
| 204-41-49300 | FUND BALANCE APPLIED | \$ - | \$ - | \$ 14,514 | \$ - | \$ 12,617.00 | |
| TOTALS | | \$ 399,018 | \$ 389,161 | \$ 404,122 | \$ 319,384 | \$ 410,175.00 | \$ 408,092.00 |

LIBRARY EXPENDITURES

| | | | | | | | |
|-------------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|
| 204-41-55110-1100 | SALARIES | \$ 175,458 | \$ 200,697 | \$ 215,290 | \$ 99,259 | \$ 200,000.00 | \$ 201,003.00 |
| 204-41-55110-1110 | JANITOR SALARIES | \$ 15,811 | \$ 16,496 | \$ 19,233 | \$ 8,320 | \$ 17,000.00 | \$ 19,891.00 |
| 204-41-55110-1500 | EMPLOYEE BENEFITS | \$ 56,426 | \$ 67,352 | \$ 78,504 | \$ 38,901 | \$ 60,000.00 | \$ 93,627.00 |
| 204-41-55110-2100 | INFORMATION TECHNOLOGY | \$ 37,831 | \$ 18,058 | \$ 16,500 | \$ 17,411 | \$ 19,500.00 | \$ 17,000.00 |
| 204-41-55110-2250 | TELEPHONE | \$ 2,833 | \$ 2,634 | \$ 2,600 | \$ 1,425 | \$ 2,400.00 | \$ 2,600.00 |
| 204-41-55110-2260 | GAS | \$ 3,826 | \$ 4,644 | \$ 4,200 | \$ 4,310 | \$ 4,700.00 | \$ 4,700.00 |
| 204-41-55110-2270 | WATER & ELECTRIC | \$ 9,659 | \$ 10,680 | \$ 9,300 | \$ 6,250 | \$ 10,500.00 | \$ 10,000.00 |
| 204-41-55110-3110 | POSTAGE | \$ 344 | \$ 862 | \$ 700 | \$ 614 | \$ 1,000.00 | \$ 700.00 |
| 204-41-55110-3112 | COPY EXPENSE | \$ 1,815 | \$ 2,437 | \$ 1,700 | \$ 1,924 | \$ 3,000.00 | \$ 2,500.00 |
| 204-41-55110-3122 | STAFF DEVELOPMENT | \$ 1,917 | \$ 2,030 | \$ 1,500 | \$ 594 | \$ 1,600.00 | \$ 1,500.00 |
| 204-41-55110-3123 | MAINTENANCE | \$ 3,196 | \$ 1,077 | \$ 1,600 | \$ 571 | \$ 1,600.00 | \$ 1,500.00 |
| 204-41-55110-3150 | OFFICE SUPPLIES | \$ 4,998 | \$ 4,038 | \$ 3,000 | \$ 1,568 | \$ 3,200.00 | \$ 3,000.00 |
| 204-41-55110-3260 | SUBSCRIPTIONS & PERIODICALS | \$ 767 | \$ 627 | \$ 150 | \$ 447 | \$ 475.00 | \$ 150.00 |
| 204-41-55110-3261 | MARKETING | \$ - | \$ - | \$ - | \$ - | | |
| 204-41-55110-3269 | BOOKS-ADULT | \$ 25,390 | \$ 21,574 | \$ 12,500 | \$ 9,182 | \$ 15,500.00 | \$ 10,697.00 |
| 204-41-55110-3270 | BOOKS-JUVENILE | \$ 22,836 | \$ 15,666 | \$ 12,500 | \$ 11,024 | \$ 15,500.00 | \$ 10,688.00 |
| 204-41-55110-3272 | ECONTENT | \$ 4,861 | \$ 4,963 | \$ 5,000 | \$ 4,043 | \$ 6,000.00 | \$ 7,000.00 |
| 204-41-55110-3280 | PROGRAMS | \$ 2,640 | \$ 2,742 | \$ 3,000 | \$ 2,824 | \$ 4,000.00 | \$ 3,000.00 |
| 204-41-55110-3285 | A/V MATERIALS-ADULT | | \$ 4,909 | \$ 3,500 | \$ 1,485 | \$ 4,000.00 | \$ 3,500.00 |
| 204-41-55110-3286 | A/V MATERIALS-JUVENILE | | \$ 3,733 | \$ 3,000 | \$ 908 | \$ 3,500.00 | \$ 3,000.00 |
| 204-41-55110-3310 | TRAVEL & TRAINING EXPENSES | | \$ 1,727 | \$ 1,000 | \$ 627 | \$ 1,200.00 | \$ 1,500.00 |
| 204-41-55110-3490 | OPERATING EXPENSES | | \$ 2,971 | \$ 1,500 | \$ 1,191 | \$ 1,500.00 | \$ 1,000.00 |
| 204-41-55110-3560 | BLDG. REPAIR/MAINTENANCE | | \$ 87,280 | \$ 4,000 | \$ 8,813 | \$ 30,000.00 | \$ 4,000.00 |
| 204-41-55110-5110 | INSURANCE - BUILDINGS | | \$ 3,599 | \$ 3,845 | \$ 3,967 | \$ 4,000.00 | \$ 3,676.00 |
| 204-41-55110-5130 | INSURANCE - GEN. LIABILITY | | | | | | \$ 1,860.00 |
| 204-41-55112-8200 | CAPITAL IMPROVEMENTS | | \$ - | \$ - | \$ - | | |
| 204-41-59250-9050 | TRANSFER TO SMALL CAPITAL | | \$ - | \$ - | \$ - | | |
| TOTALS | | \$ 370,605 | \$ 480,796 | \$ 404,122 | \$ 225,658 | \$ 410,175.00 | \$ 408,092.00 |

| | | | | | | | |
|--------------------------------|--|------------------|--------------------|------------------|------------------|-------------|-------------|
| TOTAL SURPLUS/(DEFICIT) | | \$ 28,413 | \$ (91,635) | \$ 14,514 | \$ 93,726 | \$ - | \$ - |
|--------------------------------|--|------------------|--------------------|------------------|------------------|-------------|-------------|

**City of Clintonville
Evaluation of Managerial Employees
Library**

Performance Measurement Criteria

| | |
|-----------|--------|
| Employee: | Title: |
| Rater: | |

1. Work habits: After hours work

Does not meet expectations: Never does after hours work (Rating: 0)

Meets expectations: Periodically does work outside normal hours when asked (Ratings: 1, 2)

Exceeds expectations: Regularly works outside of normal hours when asked (Ratings: 3, 4)

Exceptional performance: Regularly volunteers to work outside of normal work hours when needed and rarely misses the opportunity to help out. (Ratings: 5, 6)

2. Performance: Technical and professional knowledge

Does not meet expectations: Needs additional instruction to meet minimum standards of work practices. Mistakes are commonplace. (Rating: 0)

Meets expectations: As a rule, understands technical aspects of duties with minimum reinforcement. Makes few mistakes. (Ratings: 1, 2)

Exceeds expectations: Shows superior knowledge and abilities and is willing to help others as needed.

Rarely makes a mistake. (Ratings: 3, 4)

Exceptional performance: Routinely suggests improvements in work practices to increase productivity or safety. Works error-free and clarifies assignments when it is productive to do so. (Ratings: 5, 6)

3. Performance: Initiative and problem solving

Does not meet expectations: Fails to meet reasonable deadlines. Unable to overcome challenges as they arise. (Rating: 0)

Meets expectations: Regularly meets deadlines. Seeks help when challenges arise (Ratings: 1, 2)

Exceeds expectations: Regularly meets deadlines. Rarely needs assistance in dealing with challenges (Ratings: 3, 4)

Exceptional performance: Completes work proactively and effectively prioritizes tasks. Regularly overcomes challenges to work completion (Ratings: 5, 6)

4. Performance: Communication with Library Board

Does not meet expectations: Does not regularly or accurately provide appropriate information. Poor oral and written communication skills. (Rating: 0)

Meets expectations: As a general rule, regularly and accurately provides appropriate information. Quality of oral and written communication skills are generally acceptable. (Ratings: 1, 2)

Exceeds expectations: Regularly provides appropriate information in clear oral or written form as requested. Oral and written communication skills are above average with few mistakes (Ratings: 3, 4)

Exceptional performance: Regularly provides appropriate information in clear oral and/or written form with additional information on context and implications and with recommendations. Oral and written communication skills are polished and professional with almost no mistakes. (Ratings: 5, 6)

5. Performance: Providing recommendations for individual/unit performance improvement

Does not meet expectations: Does not provide recommendations (Rating: 0)

Meets expectations: Provides recommendations on major duties as needed (Ratings: 1, 2)

Exceeds expectations: Reviews total work product and makes recommendations (Ratings: 3, 4)

Exceptional performance: Develops systematic improvement plans in conjunction with employee supervisor (Ratings: 5, 6)

6. General: Interpersonal skills

Does not meet expectations: Does not interact appropriately with customers, contractors, and the community. Does not work well with other employees. (Rating: 0)

Meets expectations: Is courteous and respectful with others. Maintains adequate interpersonal relationships. (Ratings: 1, 2)

Exceeds expectations: Provides clear and complete service. Encourages cooperation and shared responsibility with other employees. (Ratings: 3, 4)

Exceptional performance: Looks for and suggests ways to improve interpersonal relationships amongst staff. Goes well beyond expected services on a regular basis. Provides leadership skills in working with others and in setting an example. (Ratings: 5, 6)

7. General: Conveys a positive image of the City

Does not meet expectations: Does not convey a positive image (Rating: 0)

Meets expectations: Dresses appropriately and exhibits positive work habits (Ratings: 1, 2)

Exceeds expectations: Consciously works to convey a positive image in describing and presenting municipal services (Ratings: 3, 4)

Exceptional performance: Develops a strategy to increase the positive image of the City and makes public presentations/prepares materials to enhance the City image (Ratings: 5, 6)

8. General: Service Delivery Interaction and Management

Does not meet expectations: Does not respond to citizen requests and comments (Rating: 0)

Meets expectations: Responds to citizen requests and comments, either directly or through Council/Administrator/Library Board requests (Ratings: 1, 2)

Exceeds expectations: Responds in a timely and positive manner to citizens and informs the Administrator/Library Board of results as needed (Ratings: 3, 4)

Exceptional performance: Proactively communicates with the community. Develops approaches to enhance citizen input and response (Ratings: 5, 6)

9. Supervisory: Leadership

Does not meet expectations: Fails to provide any leadership/direction to staff. Unable to foster cooperative environment amongst staff. Unable to influence and motivate others (Rating: 0)

Meets Expectations: Provides consistent leadership/direction to staff. Encourages cooperation and mutual respect amongst staff. Generally able to influence and motivate others (Ratings: 1,2)

Exceeds Expectations: Provides consistent leadership/direction to staff. Sometimes seeks ways to enhance cooperation and mutual respect amongst staff. Consistently influences and motivates employees (Ratings: 3,4)

Exceptional Performance: Provides superior leadership/direction to staff. Consistently works to enhance cooperation and mutual respect amongst staff. Sought out by peers on ways to influence and motivate staff. (Ratings: 5,6)

10. Supervisory: Planning/Organizing/Time Management

Does not meet expectations: Fails to set realistic short term and long-range plans and schedules. Fails to anticipate problems. Consistently reactive. (Rating: 0)

Meets Expectations: Sets realistic short term and long-range plans and schedules with some guidance from Library Board. Able to anticipate some problems. Generally proactive. (Ratings: 1,2)

Exceeds Expectations: Sets realistic short term and long-range plans and schedules with little guidance from Library Board. Regularly able to anticipate problems. Consistently proactive. (Ratings: 3,4)

Exceptional Performance: Sets realistic short-term and long-range plans and schedules with almost no guidance from the Library Board. Provides useful suggestions on future projects to the Library Board. Rarely fails to anticipate a problem. Always proactive. (Ratings: 5,6)

11. Supervisory: Resource and Budgetary Management

Does not meet expectations: Fails to exercise good judgment in balancing cost, quality, needs, and productivity. Fails to establish a reasonably accurate budget with costs consistently over or significantly under budget. (Rating: 0)

Meets Expectations: Generally exercises good judgment in balancing cost, quality, needs, and productivity. Establishes a reasonably accurate budget though costs may sometimes be over or significantly under budget. (Ratings: 1,2)

Exceeds Expectations: Consistently exercises good judgment in balancing cost, quality, needs, and productivity. Produces a reasonably accurate budget with very little budget to actual differences excluding those lacking significant managerial control. (Ratings: 3,4)

Exceptional Performance: Consistently exercised good judgment in balancing cost, quality, needs, and productivity and recommends/implements improvements producing cost-savings. Produces an exceptionally accurate budget with very little budget to actual differences and is able to predict a fairly accurate end of year estimate. (Ratings: 5,6)

12. Coaching/Professional Development of Staff

Does not meet expectations: Fails to develop subordinate staff. Rarely provides feedback or recognition or sets realistic and challenging goals. Fails to delegate or secure professional development training opportunities for subordinates. (Rating: 0)

Meets Expectations: Attempts to develop staff through occasional feedback and recognition and the occasional setting of realistic and challenging goals. Limited delegation. May secure some professional development training opportunities for staff. (Ratings: 1,2)

Exceeds Expectations: Consistently provides feedback and recognition and sets realistic and challenging goals. Regularly delegates. Makes professional development training opportunities a priority. (Ratings: 3,4)

Exceptional Performance: Consistently provides quality feedback and recognition and involves staff in the development of realistic and challenging goals. Effectively utilizes delegation as a development tool. Develops an annual training plan for subordinate staff and allocates sufficient funds professional development training opportunities. (Ratings: 5,6)

Managerial Employee Overall Performance Evaluation Rating Form

Work/Performance/General Measure

Rating

- | | |
|--|-------|
| 1. After-hours work | _____ |
| 2. Technical and professional knowledge | _____ |
| 3. Initiative and problem solving | _____ |
| 4. Communication with Library Board and Committees | _____ |
| 5. Providing recommendations for individual/unit improvement | _____ |
| 6. Interpersonal skills | _____ |
| 7. Conveys a positive image of the City | _____ |
| 8. Service Delivery Interaction and Management | _____ |
| 9. Leadership | _____ |
| 10. Planning/Organizing/Time Management | _____ |
| 11. Resource and Budgetary Management | _____ |
| 12. Coaching/Professional Development of Staff | _____ |

Total Points _____

Overall Work/Performance Rating

(Divide total points by 12)

Annual Goals

Rating

- | | |
|--------------|-------|
| Goal 1 _____ | _____ |
| Goal 2 _____ | _____ |
| Goal 3 _____ | _____ |
| Goal 4 _____ | _____ |

Total points _____

Overall Goal Rating

(Divide total points by number of goals)

Comments:

Work/Performance Rating x 40% = _____

Goal Rating x 60% = _____

Total Rating Points = _____

Overall Rating Category: _____

Rater Signature: _____

Date: _____

Employee Signature: _____
(Acknowledging Receipt)

Date: _____