



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY SEPTEMBER 14, 2023

September 8, 2023

Brandon Braden
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 August 10, 2023
6. Approval of August Financial and Special Accounts Reports
7. Approval of September 2023 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Calendar of Days Closed 2024
10. Discussion/Possible Action on Circulation Policy
11. Discussion/Possible Action on the 2024 Budget
12. Discussion/Possible Action on Director's 2023 Goals Progress
13. 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
14. Reconvene into Open Session
 - a. Discussion/Possible Action on Director's Performance Appraisal
15. Set Next Meeting Day and Time
16. 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

September 8

Discussion/Possible Action on Calendar of Days Closed 2024 (Page 14)

In your packet is the calendar of days closed for the Library in 2024. I'm looking for approval of the calendar.

Discussion/Possible Action on Circulation Policy (Pages 15-17)

In your packet is an updated copy of the library's circulation policy with the changes discussed last month. I'm looking for approval of the changes to the policy.

Discussion/Possible Action on the 2024 Budget (Pages 18-19)

The only part that has changed since last time is the addition of salaries, which is a little over 4% increase for each staff member. I may have a number for benefits by the time of the meeting. The city is looking at a 10% increase in health insurance costs for 2024.

Discussion/Possible Action on Director's 2023 Goals Progress (Pages 20-21)

In your packet are my goals along with my progress on them. The progress is highlighted in bold and italicized text.

Discussion/Possible Action on Director's Performance Appraisal in Closed Session (Pages 22-26)

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

CLINTONVILLE PUBLIC LIBRARY

Board Meeting August 10, 2023

1. Roll Call was taken; Present: Mari Hintz, Troy Kuhn, Jeanine Supanich and Polly Goodell. Absent: Brandon Braden, Jeanne Writt and Donna Lederer.
2. Motion to approve agenda by Mari, seconded by Troy. All in favor.
3. No citizens present.
4. No Friends of the Library report.
5. Troy motioned to approve the minutes from July 20, 2023; seconded by Mari.
6. Troy motioned to approve July Financial and Special Accounts; seconded by Mari. Roll call with all in favor.
7. Mari motioned to approve August 2023 bills in the amount of \$30,082.58. Polly seconded. Roll call with all in favor
8. Librarians Report showed many programs offered this month with good attendance. Exciting!
9. Discussion on Circulation Policy brought up questions regarding the maximum of 150 per card holder. Troy suggested a smaller amount for individuals and permission for more. Troy also suggested leaving out the word Caveats. We will revisit this issue for action.
10. Troy motioned to approve the Unattended Children Policy, seconded by Mari.
11. Discussion of draft 2024 budget. No action.
12. Next Meeting is September 14, 2023.
13. Troy motioned to adjourn, seconded by Mari.

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
AUGUST 2023**

EXPENDITURES							to date	August
ACCOUNT	ACCT	DESCRIPTION	AUGUST	YTD	BUDGET	BALANCE	2023	2022
							% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	15,990.61	129,343.81	215,289.83	85,946.02	60%	62%
204-55110-41- 1110		JANITOR SALARIES	1,365.34	10,919.16	19,233.47	8,314.31	57%	60%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,794.08	48,237.32	78,503.64	30,266.32	61%	71%
TOTAL SALARIES			22,150.03	188,500.29	313,026.94	124,526.65	60%	64%
204-55110-41- 2100		INFORMATION TECHNOLOGY	82.96	16,621.17	16,500.00	(121.17)	101%	83%
204-55110-41- 2250		TELEPHONE SERVICE	253.22	1,701.94	2,600.00	898.06	65%	57%
204-55110-41- 2260		GAS	28.05	4,363.68	4,200.00	(163.68)	104%	110%
204-55110-41- 2270		WATER AND ELECTRICITY	957.06	7,206.75	9,300.00	2,093.25	77%	69%
204-55110-41- 3110		POSTAGE	153.37	780.74	700.00	(80.74)	112%	81%
204-55110-41- 3112		COPIES	261.52	2,185.30	1,700.00	(485.30)	129%	86%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	594.00	1,500.00	906.00	40%	41%
204-55110-41- 3123		MAINTENANCE SUPPLIES	79.17	650.65	1,600.00	949.35	41%	27%
204-55110-41- 3150		OFFICE SUPPLIES	250.73	1,818.45	3,000.00	1,181.55	61%	95%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICALS	0.00	446.97	150.00	(296.97)	298%	56%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41- 3269		BOOKS - ADULT	878.74	10,645.45	12,500.00	1,854.55	85%	84%
204-55110-41- 3270		BOOKS - JUVENILE	456.33	12,074.15	12,500.00	425.85	97%	76%
204-55110-41- 3272		eCONTENT	437.32	4,480.40	5,000.00	519.60	90%	71%
204-55110-41- 3280		PROGRAMS	238.24	3,148.13	3,000.00	(148.13)	105%	31%
204-55110-41- 3285		FINE ARTS & AV - ADULT	441.64	2,325.20	3,500.00	1,174.80	66%	77%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	79.61	987.72	3,000.00	2,012.28	33%	90%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	0.00	718.71	1,000.00	281.29	72%	93%
204-55110-41- 3490		OTHER OPERATING EXPENSES	96.17	1,326.82	1,500.00	173.18	88%	64%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANCE	5,416.86	14,897.36	4,000.00	(10,897.36)	372%	5%
204-55110-41- 5110		INSURANCE ON BUILDINGS	0.00	3,966.89	3,845.00	(121.89)	103%	103%
SUBTOTAL			10,110.99	90,940.48	91,095.00	154.52	100%	49%
TOTAL OPERATING EXPENSES			32,261.02	279,440.77	404,121.94	124,681.17	69%	59%
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			32,261.02	279,440.77	404,121.94	124,681.17	69%	59%
REVENUE							to date	to date
ACCOUNT	ACCT	DESCRIPTION	AUGUST	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	68,528.50	156,358.00	156,358.00	0.00	100%	57%
204-46710-41		LIBRARY FEES	47.75	1,067.43	750.00	317.43	142%	386%
204-46711-41		COPY MACHINE REVENUE	319.14	3,019.69	3,000.00	19.69	101%	65%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	199.97	8,441.33	4,000.00	4,441.33	211%	0%
SUBTOTAL			69,095.36	168,886.45	404,121.94	(235,235.49)	42%	21%
TOTAL REVENUE			69,095.36	168,886.45	404,121.94	(235,235.49)	42%	21%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF AUGUST 31, 2023**

204-41-ACCOUNT DESCRIPTION	AUGUST	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	AUGUST	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	3,257.48		0.00
SUBTOTAL		26,703.21		29,031.94
TOTAL 805 FUND BALANCE		544,557.30		546,886.03

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

805- 55110-41-3492 **EXPENDITURES				
Baker & Taylor	189.56			
Findaway	260.95			
Gale Cengage	188.95			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
TOTAL EXPENDITURES	639.46			

TOTAL 204 & 805 LIBRARY FUND BALANCE 664,282.37 758,246.03

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
SEPTEMBER 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 September 14, 2023

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	68,632.50
204-46710-42	LIBRARY FEES - August	46.75
204-46710-42	LIBRARY FEES - September to date	0.00
204-46711-42	COPY MACHINE REVENUE - August	226.72
204-46711-42	COPY MACHINE REVENUE - September to date	46.73
204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00
	204 ACCOUNTS SUBTOTAL	68,952.70
401-57610-41-	CAPITAL FUND	0.00
	TOTAL REVENUE	68,952.70

EXPENDITURES

204-55110-41-		
1100 SALARIES-STAFF		
Staff	August salaries	15,990.61 *
1100 SALARIES-STAFF	TOTAL	15,990.61
1110 SALARIES-MAINTENANCE		
Maintenance staff	August salaries	1,365.34 *
1110 SALARIES-MAINTENANCE	TOTAL	1,365.34
1500 EMPLOYEE BENEFITS		
Total staff	August benefits	4,794.08 *
1500 EMPLOYEE BENEFITS	TOTAL	4,794.08
2100 COMPUTER EXPENSES		
Amazon	External Hard Drive	49.99
Integrated Solutions	Content on City website	32.97
2100 COMPUTER EXPENSES	TOTAL	82.96
2250 TELEPHONE		
Frontier	August bill	232.93 *
2250 TELEPHONE	TOTAL	232.93
2260 GAS		
We Energies	August bill	28.05 *
We Energies	September bill	25.50 *
2260 GAS	TOTAL	53.55
2270 WATER & ELECTRICITY		
Clintonville Utilities	August bill	1,148.10 *
2270 WATER & ELECTRICITY	TOTAL	1,148.10
3110 POSTAGE		
Baker & Taylor	Shipping	1.27
Baker & Taylor	shipping	1.18
Baker & Taylor	shipping	2.81
Baker & Taylor	shipping	1.21
Baker & Taylor	shipping	0.85
Baker & Taylor	shipping	6.99
Cardmember Service	Nametags Shipping	10.49
Demco	Shipping	6.00

Demco	Shipping	6.00
USPS	Stamps	132.00
3110 POSTAGE	TOTAL	168.80
3112 COPIES		
US Bank	Copier Lease	80.00
Wisconsin Document Imaging	Copier Use	181.52
3112 COPIES	TOTAL	261.52
3122 STAFF DEVELOPMENT		
Cardmember Service	WLA Membership-Hannah	98.06
Cardmember Service	WLA Conference Registration-Jamie	395.00
Cardmember Service	WLA Conference Registration-Ashley	395.00
Cardmember Service	WLA Conference Registration-Hannah	395.00
3122 STAFF DEVELOPMENT	TOTAL	1,283.06
3123 MAINTENANCE SUPPLIES		
Amazon	AA Batteries	15.36
Amazon	Handsoap & Dusters	52.23
Amazon	Disposable Gloves	11.58
Amazon	Cleaner	14.26
Parks & Rec	Paper Towels & Toilet Paper	68.56
3123 MAINTENANCE SUPPLIES	TOTAL	161.99
3150 OFFICE SUPPLIES		
Amazon	Color Paper	16.24
Amazon	Thermal Laminating Pouches	19.53
Amazon	Permanent Markers	9.62
Demco	Book Covers, Label Protectors	153.10
Demco	Book Covers	115.28
ELM USA Inc.	Disc Cleaner machine usage	25.00
3150 OFFICE SUPPLIES	TOTAL	338.77

3260 SUBSCRIPTIONS & PERIODICALS

Cardmember Service	Subscription-Good Housekeeping		39.97
3260 SUBSCRIPTIONS & PERIODICALS		TOTAL	39.97

3261 MARKETING

3261 MARKETING		TOTAL	0.00
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3269 BOOKS-ADULT

Amazon	adult books		44.98
Amazon	adult books		15.33
Amazon	adult books		24.78
Amazon	adult books		37.08
Amazon	adult books		19.79
Amazon	adult books		14.84
Baker & Taylor	adult books		87.60
Baker & Taylor	adult books		68.99
Baker & Taylor	adult books		183.97
Baker & Taylor	adult books		49.82
Baker & Taylor	adult books		67.24
Baker & Taylor	adult books		18.35
Baker & Taylor	adult books		559.90
3269 BOOKS-ADULT		TOTAL	1,192.67

3270 BOOKS-JUVENILE

Amazon	children's books		12.78
Baker & Taylor	children's books		38.92
Baker & Taylor	children's books		38.32
Baker & Taylor	children's books		70.10
Baker & Taylor	children's books		71.21
Baker & Taylor	children's books		4.95
3270 BOOKS-JUVENILE		TOTAL	236.28

3272 eCONTENT

Midwest Tape	Hoopla		415.39
3272 eCONTENT		TOTAL	415.39

3280 PROGRAMS

Amazon	Candy for Summer Activities		13.60
Amazon	Program Supplies		18.99
Amazon	Program Supplies		45.79
Amazon	Program Supplies		10.99
Amazon	Program Supplies		32.73
Cardmember Service	Walmart/Programming Materials		14.31
Cardmember Service	Hobby Lobby/Programming Supplies		12.95
3280 CHILDREN'S PROGRAMS		TOTAL	149.36

3285 A/V MATERIALS-ADULT

Amazon	movies		23.62
Amazon	movies		67.88
Amazon	movies		19.96
Amazon	movies		72.41
Amazon	movies		32.92
Amazon	movies		59.88
Amazon	movie		29.96
Amazon	movies		44.68
Amazon	credit		-2.02
3285 A/V MATERIALS-ADULT		TOTAL	349.29

3286 A/V MATERIALS-JUVENILE

Amazon	movies		11.99
Amazon	movie		7.99
Amazon	movie		11.99
Amazon	movie		9.96
Amazon	movie		24.96

Findaway	Playaways	472.43
Findaway	Playaways	305.95
3286 A/V MATERIALS-JUVENILE	TOTAL	845.27
3310 TRAVEL & TRAINING EXPENSES		
3310 TRAVEL & TRAINING EXPENSES	TOTAL	0.00
3490 OTHER EXPENSES		
Amazon	Tortoise Bedding	34.41
Cardmember Service	Nametags	87.04
Crivitz Branch Library	lost/dmgd item - patron reimbursed	35.00
Harter's	Garbage Service	22.98
Unique Management Services, Inc.	Accounts sent to collections	9.85
3490 OTHER EXPENSES	TOTAL	189.28
3560 BUILDING REPAIR/MAINTENANCE		
Automated Comfort Controls	Semi-Annual Service	1,070.00
Automated Comfort Controls	Hot Water Pumps Installation	12,750.00
Dearco Paint & Decorating, Inc	Tabletop Glass	2,010.24
Torborg's	Ceiling Tile Materials Credit	-195.00
Wisconsin Backflow Testing, LLC	Backflow Inspection	454.00
3560 BUILDING REPAIR/MAINTENANCE	TOTAL	16,089.24
5110 INSURANCE ON BUILDINGS		
5110 INSURANCE ON BUILDINGS	TOTAL	0.00
204-55110-41 ACCOUNTS TOTAL		45,388.46
GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)		
Baker & Taylor	Books	11.02
Baker & Taylor	Books	26.54
Baker & Taylor	Books	12.99
Baker & Taylor	Books	139.01
Findaway	Children's Playaways	260.95
Gale Cengage	Large Print books	89.97
Gale Cengage	Large Print books	52.48
Gale Cengage	Large Print books	46.50
GIFT & MEMORIAL ACCOUNT	TOTAL	639.46
COMPUTERS & EQUIPMENT (401-57610-41-8102)		
COMPUTERS & EQUIPMENT	TOTAL	0.00
OFFICE FURNITURE & EQUIPMENT (401-57610-41-8103)		
OFFICE FURNITURE & EQUIPMENT	TOTAL	0.00
CAPITAL IMPROVEMENTS (401-57610-41-8200)		
CAPITAL IMPROVEMENTS	TOTAL	0.00
*prepaid	**additional bill	
		GRAND TOTAL 46,027.92
***adjusted amount	MR=Miscellaneous Revenue	

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
SEPTEMBER 2023

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Trustee Training Week

I attended Nurturing Your Library Culture and LGBTQ-Inclusive Trusteeship during Trustee Training Week on August 23 & 24. I found both sessions great and I hope all of you had time to catch one of these sessions or others during that week.

In-Person OWLS Directors Meeting

On August 31, I visited the Marion Public Library for the in-person OWLS Directors Meeting. We welcomed a new director at Shiocton and discussed how there will be two more new directors before the end of 2023 at Manawa and Little Chute. We also learned about building/facility projects in New London, Appleton, Fremont, and Weyauwega. Other topics of discussion included Wisconsin Public Libraries Compensation study, Visual Novels, OWLS website, Outagamie County workforce development grant, and Intellectual freedom update.

Summer Reading Program

The Summer Library Program ended on August 18. There were 1,616 tickets turned in for the children's program, 603 tickets for the teen program, and 566 for the adult. There were 627 total guesses on the jar guess and 421 slips turned in for the word find. I sent out a survey for patrons to fill out asking how the Summer Reading Program went and received 24 responses. Majority of the respondents were positive on the program, specifically the word find and the prize wheel. It was a busy summer and we're looking forward to what the school year brings!

HANNAH DAHLMAN, YOUTH SERVICES LIBRARIAN'S REPORT:

August was a busy month! We finished up our 2023 summer reading program, all prize winners were selected, and all prizes have been picked up. We showed our final summer movie "Vivo" and had 2 kids and 2 adults attend. We also had our biggest event of the summer, the NEW Zoo Zoomobile which was so much fun! We had 115 kids and 55 adults show up for that program. After summer reading ended, I took a break from regular programming to finalize my plans for the Fall.

For the Fall, I have activities or groups planned for every day after school Monday-Thursday, and have school visits from St. Martin's classes scheduled for Fridays every week starting in September. Mondays will be Lego club, Tuesdays we have Storytime and After-School Adventures (ages 8-12, variety of activities), Wednesdays are DIY crafts and alternating Pokémon club and Teen Nights, and Thursdays we have Homework Help for all ages. I also have a small scavenger hunt called 'Find our Fictional Friend' where kids can find the character I've hidden each week and get a small prize. I'm also planning a Halloween Costume Swap for the end of September/Beginning of October, and have partnered with Goodfellows of Clintonville and Marion who have clothing racks and hangers they will allow me to borrow. I'm very excited to start all my programs and get to know the kids and families in our community even more!

Programming Stats

Storytime

Date	Theme	Kids	Adults
8/1	The Moon (w/ Squirtle)	22	14
8/8	Ducks	14	8

LEGO Nights

Date	Theme	Kids	Adults
8/7	Free Build	10	3
8/14	Free Build	14	8

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

I have been going through the Large Print collection and adding genre stickers to older books.

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 diffuser necklaces. We had 4 people in attendance. The September craft will be mason jar lid and fabric sunflowers.

As always, I continue to catalog and process materials.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- OWLSnet Automation Advisory Committee (AAC) Meeting on September 15.
- 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										12
													2022	2023	2022	2021	2020	2019	2018	2017	2016	2015		
													Aug											
													27	204	201	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 0	Oct 0	Nov 0	Dec 0	Aug 27	204	201	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	0	0	0	0	3,865	35,827	28,313	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					143	176	141	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	0	0	0	0	3,676	28,969	27,551	26,127	22,410	61,388	68,751	73,866	79,700	78,394		
Renewals	601	553	672	774	666	525	718	762	0	0	0	0	563	5,271	5,632	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	0	0	0	0	4,239	34,240	33,183	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					157	168	165	131	475	267	295	313	329	324		
Overdrive-Audiobook Uses	453	372	407	375	393	393	350	363	0	0	0	0	421	3,106	3,348	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	0	0	0	0	336	2,672	2,822	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	0	0	0	0	43	575	299	166	339	378	n/a	n/a	n/a	n/a		
Hoopla	156	213	175	155	173	158	178	178	0	0	0	0	139	1,386	1,062	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	0	0	0	0	5,178	41,979	40,714	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	0	0	0	0	2,560	20,229	20,362	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	0	0	0	0	896	7,527	7,565	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					1,664	12,702	12,797	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%							2,852	2,821	2,852	2,988	2,941	3,577	3,807		3,973	4,326		
Juvenile		1,334	32%		1,309	32%							1,261	1,309	1,261	1,358	1,349	1,743	1,873		1,961	2,032		
Total borrowers		4,337			4,167								4,160	4,167	4,160	4,397	4,342	5,370	5,710		5,963	6,390		
Resident		2,400	55%		2,235	54%							2,336	2,235	2,336	2,441	2,395	2,851	2,968		3,080	3,218		
Nonresident		1,937	45%		1,932	46%							1,824	1,932	1,824	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	0	0	0	0	4	17	32	55	27	37	25	37	56	30		
Attendance	78	8	15	20	15	13	9	9	0	0	0	0	234	167	2,405	8,820	1,989	196	129	255	279	181		
Adult outreach programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	16	5	0	0	0	0		
Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46	218	166	0	0	0	0	0		
Teen programs in library	1	1	1	1	1	2	2	1	0	0	0	0	0	10	0	0	30	89	38	12	19	14		
Attendance	23	31	40	23	34	15	6	9	0	0	0	0	0	181	0	0	1,303	529	282	61	107	86		
Juvenile programs in library	2	4	3	3	2	5	6	5	0	0	0	0	3	30	17	27	146	383	308	245	248	265		
Attendance	94	109	110	115	122	321	314	319	0	0	0	0	105	1,504	644	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	0	0	0	0	0	8	30	2	22	121	70	65	86	84		
Attendance	175	432	524	121	334	268	0	0	0	0	0	0	0	1,854	1,546	303	324	1,988	1,393	985	1,290	1,187		
Total programs	7	8	8	8	6	10	10	8	0	0	0	0	7	65	79	85	241	635	441	359	409	393		
Total attendance	370	580	689	279	505	617	329	337	0	0	0	0	339	3,706	4,595	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	0	0	0	0	17	112	125	0	115	277	175	154	154	76		
VOLUNTEERS																								
Number	2	2	3	3	2	2	2	2	0	0	0	0	2	18	16	16	18	45	55	25	1	15		
Hours worked	5.75	7.75	9.25	16.50	3.00	3.50	3.75	3.50	0.00	0.00	0.00	0.00	2.50	53	50	54	26	125	233.00	162.00	8.00	43.00		
COMPUTER STATS																								
Public Computer sessions	173	155	225	191	157	149	184	184	0	0	0	0	188	1,418	1,392	1,043	1,177	5,141	6,273	7,458	7,395	8,541		
Laptop Checkouts	0	1	0	0	3	1	0	1	0	0	0	0	1	6	5	0	2	29	98	87	114	117		
Wireless sessions	503	480	595	595	672	679	642	674	0	0	0	0	466	4,840	3,540	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	0	0	0	0	1,666	12,223	13,184	22,123	12,345	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	0	0	0	0	1,167	1,310	1,167	1,067	1,020	959	833	736	650	578		

Clintonville Public Library - 2024 Days Closed Calendar

January						
S	M	T	W	T	F	S
	H	H	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	C
26	H	28	29	30	31	

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	C

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	CE	H	H	30

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	H	C
31						

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	H	H	26	27	28
29	30	H				

H = Holidays

January 1 & 2 - New year's Eve and Day observed

March 29 - Good Friday

May 27 - Memorial Day

July 4 - Independence Day

September 2 - Labor Day

November 28 - Thanksgiving Day

November 29 - Day after Thanksgiving

December 24 - Christmas Eve

December 25 - Christmas Day

C = Closed Days (in addition to Sundays)

March 30 - Good Friday/Easter Weekend

May 25 - Memorial Day Weekend

August 31 - Labor Day Weekend

CE = Close Early (Close at 5pm)

November 27 - Thanksgiving Eve

CLINTONVILLE PUBLIC LIBRARY

CIRCULATION POLICY

Date of Board Approval: August 12, 2021

Circulation Policy

Anyone can get a library card. Library cards are free of charge. ~~A replacement fee of \$3 will be charged for a lost or damaged card.~~

Verification

Photo ID and proof of current address are required to obtain a library card.

Photo identification may include, but not limited to, a driver's license, state ID, tribal ID or student ID. Proof of address may include, but not limited to, mortgage/rental papers, utility bill or printed checks.

Juvenile Cards

Parents or legal guardians must be present when children (18 years and younger) apply for a card. The parent or legal guardian's identification serves as proof of address for the child.

Community Cards

Community cards are available for patrons in a temporary living situation and have a lower checkout limit.

Renewing a Card

All library cards expire after 1 year.

Lost Cards

The Library must be contacted immediately if a card is lost or stolen.

Borrowing Privileges

Loan periods and limits on checkout are:

Format	Loan Period
DVDs, Videogames	14 7 days
Music CDs, Periodicals	14 days
Books, Audiobooks, Software	28 days
Equipment	Up to 7 days
Pamphlets	Do Not Circulate
Periodicals-Current Issue	Do Not Circulate

Cardholders may have a maximum of ~~150~~75 items out at one time although some formats may have smaller limits.

CLINTONVILLE PUBLIC LIBRARY CIRCULATION POLICY

Date of Board Approval: August 12, 2021

Library borrowing and computer privileges are withheld when more than \$5 is owed on the account.

Renewals

Items may be renewed three times if there is no reserve on the item. Renewals can be made in person with a current library card, by phone or on-line through the Infosoup catalog.

Holds

Materials that are not currently available may be requested in-person, by phone, or online through the Infosoup catalog. Patrons will be notified when the material is available by phone, e-mail or text. The library card which was used to place the hold, must be produced in order to pick-up the hold at the library.

Library Card Unavailable

Checking out without a library card is permissible if the patron can provide a picture ID (~~allowable one time per year~~).

Fines

All Clintonville accounts and materials will not be charged overdue ~~do not accrue~~ fines. *

*~~Caveats~~ The following fines may be charged:

- Materials belonging to other libraries will still have overdue fines assessed.
- All items that are damaged will still be charged for repair or replacement.
- All items that are long overdue will be assumed lost, and a bill will be sent for replacement.

Damages

The patron must pay for the replacement cost of damaged items. Identical replacement items may be pre-approved at the discretion of the Library Director. Damage may include, but not limited to, broken or missing media case, missing barcode, missing pieces, liquid damage, torn pages, or markings. Charges for damages will be at the discretion of the Library Director.

Damages are:

Replace Media Case	\$2.50
Missing barcode	\$2.50
Other Miscellaneous Damages	Discretion of the Library Director

**CLINTONVILLE PUBLIC LIBRARY
CIRCULATION POLICY**

Date of Board Approval: August 12, 2021

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Lost Items

The list price will be charged for all lost items.

Refunds will be issued if a paid item is returned, dependent on condition of item.

LIBRARY

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	\$ 3,000.00
204-41-48500	DONATIONS	\$ 35	\$ -	\$ -	\$ -		
204-41-48900	MISCELLANEOUS REVENUES	\$ 2,435	\$ 1,106	\$ 4,000	\$ 2,797	\$ 10,000.00	\$ 4,000.00
204-41-49300	FUND BALANCE APPLIED	\$ -	\$ -	\$ 14,514	\$ -	\$ 12,617.00	
TOTALS		\$ 399,018	\$ 389,161	\$ 404,122	\$ 319,384	\$ 410,175.00	\$ 404,292.00

Expenditures

204-41-55110-1100	SALARIES	\$ 175,458	\$ 200,697	\$ 215,290	\$ 99,259	\$ 200,000.00	\$ 221,719.00
204-41-55110-1110	JANITOR SALARIES	\$ 15,811	\$ 16,496	\$ 19,233	\$ 8,320	\$ 17,000.00	\$ 19,843.00
204-41-55110-1500	EMPLOYEE BENEFITS	\$ 56,426	\$ 67,352	\$ 78,504	\$ 38,901	\$ 60,000.00	\$ -
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	\$ 2,500.00
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	\$ 1,000.00
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	\$ 12,500.00
204-41-55110-3270	BOOKS-JUVENILE	\$ 22,836	\$ 15,666	\$ 12,500	\$ 11,024	\$ 15,500.00	\$ 12,500.00
204-41-55110-3272	ECONTENT	\$ 4,861	\$ 4,963	\$ 5,000	\$ 4,043	\$ 6,000.00	\$ 6,000.00
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	\$ 1,000.00
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	\$ 4,000.00
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	\$ 335,112.00

TOTAL SURPLUS/(DEFICIT)	\$ 28,413	\$ (91,635)	\$ 14,514	\$ 93,726	\$ -	\$ 69,180.00
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2023 Goals

- Create and implement a new hire onboarding/training program
 - When hiring new staff, our plan has changed with each new hire. I would like to create and implement a more organized effort in ensuring that new hires get what they need when they start.
 - **Progress:**
 - ***With promoting from within twice this year, there has been some good information on how to help make this better. Despite this, not much progress has been made. There are checklists that detail major job duties and tasks for staff and supervisor to review, but that is about it.***
- Implement the Library's marketing plan
 - With the newly created marketing plan, I would like to focus on the goals of offering & promoting a tech assistance program, promoting and increasing usage of meeting spaces, implementing and promoting a new Library website, and increasing programming and attendance. Additionally, I want to create new marketing roles for staff members to help with this plan.
 - **Progress:**
 - ***I've created marketing roles for library staff members which has helped alleviate the majority of the marketing off of mine and Ashley's shoulders. Hannah has been heading up most of our Facebook marketing with help from Heather and Emily who both work the front desk. We are all getting better with using the tools for the new website.***
 - ***I've updated information on offering one-on-one tech assistance on the Library's website and we have been getting requests for assistance. We still need to promote it better in different places besides the website.***
 - ***With our increased marketing through multiple roles, we have seen a dramatic increase in programs and program attendance. Hannah is the one to thank for a lot for her usage of Facebook to get people to Storytime each week and the NEW Zoo Zoomobile program. Additionally, Emily has helped out a great deal with not only the monthly Adult Crafting program but also the popular summer programs Crafternoons and Tween/Teen Crafts.***
 - ***There has been progress made on this goal and the marketing plan in general, but there is still more work to do in promoting & increasing usage of meeting rooms, utilizing the Library's website, and promoting tech assistance.***
- Investigate options for additional revenue sources
 - To continue the level of service and provide wages that will help us in hiring and retaining employees, we need to find other possible revenue sources. I would like to investigate other revenue sources and have a plan in place for the 2024 budget.
 - **Progress:**
 - ***I've investigated this somewhat and didn't come up with much in terms of options.***
 - ***Some options I have looked into:***
 - ***Charging for meeting room use***

- *Some libraries charge groups who have closed/private meetings or are a for profit organization a fee, such as \$10/hour or \$50 for a day.*
- *Increasing fees for copies, printouts, and faxes*
 - *In investigating this, I found our competitors (Erickson's and Marketplace Foods) only charge \$0.25 for copies whether it is black and white or color compared to our \$0.15 B/W and \$0.25 color. For faxing, both places charge \$1 for the first page, but Marketplace Foods charges \$0.50 for each additional page, while Erickson's charges \$0.25. We charge \$1 per page.*
 - *Something to be learned from this is checking on an annual basis on what these other businesses are charging for evaluating what we are charging and whether we need to make changes.*

**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: _____