CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY JULY 14, 2022

July 8, 2022

Peggy Zaemisch
Jeanne Writt
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 June 9, 2022
6. Approval of June Financial and Special Accounts Reports
7. Approval of July 2022 bills
8. Discussion of Librarian's Report
9. Honoring Ginny Federwitz's years of service
10. Info–Trustee Training Week and Trustee 101 sessions
11. Discussion/Possible Action on OWLS Membership Agreement
12. 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
13. Reconvene into Open Session
    a. Discussion/Possible Action on Director's Performance Appraisal
14. Set Next Meeting Day and Time
15. Adjourn

JS/jh

Posted: Clintonville City Hall, Clintonville Public Library, Community Center

Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Clintonville Public Library at 715-823-4563

www.clintonvillelibrary.org
e-mail: cpl@clintonvillelibrary.org

CLINTONVILLE PUBLIC LIBRARY
AGENDA INFORMATION
July 8

Honoring Ginny Federwitz's years of service

Ginny was appointed to the Library Board in 2002 and stepped down in 2020. We have been waiting for a time that would work best to have Ginny come to a board meeting to be honored for her years of service, the majority of them as Secretary to the board.

Info - Trustee Training Week and Trustee 101 sessions

In the email with the monthly bills, I provided a couple of links to some trustee training sessions. One is for the upcoming Trustee Training Week from August 22 to 26. The other is a link to recordings of the Trustee 101, 201, and 301 webinars. If you are new or new-ish to the board, I would recommend watching them.

Discussion/Possible Action on OWLS Membership Agreement (pages 11-14)

The current agreement between us and OWLS expires on 12/31/2022. In your packet is an updated agreement for 2023-2025. Some changes made in this agreement is:

- Changing "special needs" to "inclusive services"
- Adding adjacent county requests to system section
- Making it a 3-year agreement instead of 2-year

I would recommend approving the agreement.

Closed Session/Director's Performance Appraisal (pages 15-20)

On page 15 of your packet is a list of my goals for the past year and the progress so far. Page 16-20 is the evaluation form we have used.

Library Board Minutes of June 9, 2022

1. Meeting was called to order at 4:00 by president Jeanine Supanich. Roll call taken – Present – Jeanine S., Mari H, Jeanne W, Troy K. Excused – Donna L, Polly G. Absent – Peggy Z.
2. Approval of agenda – Motion by Jeanne, seconded by Jeanine. Motion passed.
3. Citizens Forum – No citizens present
4. Friends of the Library Report – Jamie reported that the next meeting of the Friends is scheduled for July 19, 2022. They are looking for replacement board members for those leaving.
5. Approval of Minutes from May 19, 2022 – Correction of item 8, - to read, 'Ashley and Jamie were going to the Appleton {OWLS} open house. Motioned by Jeanne, seconded by Mari to approve as amended. Motion passed.

   Peggy Z arrived at 4:07

6. Approval of May Financial and Special Accounts Reports – Motioned by Mari, seconded by Jeanine to accept as presented. Motion passed.
7. Approval of June 2022 bills – Motion by Troy, seconded by Jeanne to pay the June 2022 bills in the amount of $26,687.95. Roll call was taken and the motion passed.
8. Librarian's report – Jamie reported on the 2 new employees. They are doing well and starting Monday, June 13, 2022, the library will be open its full hours, which are Monday thru Thursday 9-8, Friday 9-5, Saturday 9-1. He was looking to fill a Custodian 2 position, but has since had talks with the city about using someone from the Public Works Dept.
9. Welcome to new board member Peggy Zaemisch.
10. Info – Jamie provided the most current roster of Board members and staff
11. Discussion/Possible action on Library Staff Job Descriptions – Discussion of changes to the job descriptions as presented. Motion by Troy, seconded by Jeanne to approve the changes as discussed. Motion passed.
12. Discussion/Possible Action on Library Financial CDs – Motion by Jeanne, seconded by Jeanine to roll over all the current CD's we have on deposit with Bank First into new, higher earning CDs at Bank First, in the total amount of $515,733.61, plus accumulated interest and minus any penalties for early withdrawal. CDs are to be separated as they currently are. Roll call vote was taken. Motion passed.
13. Catalog App options – Jamie did a short presentation on the 2 apps that are being evaluated by the OWLS technology committee. The apps presented were myLibro and Capira mobile.
14. Next meeting is July 14, 2022, 4 pm
15. Adjourn – Motion by Troy, seconded by Jeanne. Motion passed.

Submitted by
Mari Hintz
Substitute Secretary

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
JUNE 2022

7/6/2022

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	JUNE	YTD	BUDGET	BALANCE	to date 2022 % SPENT	June 2021 % SPENT
204-55110-41-	1100	SALARIES - STAFF	15,492.28	98,243.77	208,277.00	110,033.23	**47%**	39%
204-55110-41-	1110	JANITOR SALARIES	1,251.55	7,964.57	17,652.00	9,687.43	**45%**	38%
204-55110-41-	1500	EMPLOYEE BENEFITS	4,593.13	36,150.11	64,060.00	27,909.89	**56%**	45%
		TOTAL SALARIES	**21,336.96**	**142,358.45**	**289,989.00**	**147,630.55**	**49%**	40%
204-55110-41-	2100	COMPUTER EXPENSES	0.00	17,326.91	21,500.00	4,173.09	**81%**	97%
204-55110-41-	2250	TELEPHONE SERVICE	213.42	1,097.17	2,700.00	1,602.83	**41%**	60%
204-55110-41-	2260	GAS	148.02	3,813.29	3,500.00	(313.29)	**109%**	68%
204-55110-41-	2270	WATER AND ELECTRICITY	563.96	5,028.21	9,250.00	4,221.79	**54%**	32%
204-55110-41-	3110	POSTAGE	25.81	277.26	700.00	422.74	**40%**	14%
204-55110-41-	3112	COPIES	180.56	1,108.24	1,700.00	591.76	**65%**	41%
204-55110-41-	3122	STAFF DEVELOPMENT	0.00	598.00	1,500.00	902.00	**40%**	83%
204-55110-41-	3123	MAINTENANCE SUPPLIES	65.86	283.13	1,600.00	1,316.87	**18%**	30%
204-55110-41-	3150	OFFICE SUPPLIES	325.21	1,791.88	3,200.00	1,408.12	**56%**	34%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	390.00	429.97	750.00	320.03	**57%**	39%
204-55110-41-	3261	PUBLISHING	0.00	0.00	0.00	0.00	**0%**	0%
204-55110-41-	3269	BOOKS - ADULT	1,712.71	10,996.54	15,500.00	4,503.46	**71%**	45%
204-55110-41-	3270	BOOKS - JUVENILE	575.92	10,347.02	15,750.00	5,402.98	**66%**	53%
204-55110-41-	3272	eBOOKS	264.96	2,995.37	5,000.00	2,004.63	**60%**	55%
204-55110-41-	3280	CHILDREN'S PROGRAMS	237.96	756.48	3,200.00	2,443.52	**24%**	33%
204-55110-41-	3285	FINE ARTS & AV - ADULT	359.11	2,361.59	4,000.00	1,638.41	**59%**	48%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	193.68	2,766.36	3,698.00	931.64	**75%**	16%
204-55110-41-	3310	EXPENSE ALLOWANCE	520.91	697.96	750.00	52.04	**93%**	0%
204-55110-41-	3490	OTHER OPERATING EXPENSES	99.62	655.67	1,500.00	844.33	**44%**	71%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	23.94	1,466.35	64,500.00	63,033.65	**2%**	47%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	3,598.85	3,500.00	(98.85)	**103%**	103%
		SUBTOTAL	**5,901.65**	**68,396.25**	**163,798.00**	**95,401.75**	**42%**	56%
		TOTAL OPERATING EXPENSES	**27,238.61**	**210,754.70**	**453,787.00**	**243,032.30**	**46%**	45%
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	**27,238.61**	**210,754.70**	**453,787.00**	**243,032.30**	**46%**	44%

REVENUE

ACCOUNT	ACCT	DESCRIPTION	JUNE	YTD	BUDGET	BALANCE	to date 2022 %REC'D	to date 2021 %REC'D
204-41104-41		SURPLUS APPLIED	0.00	0.00	63,500.00	(63,500.00)	**0%**	0%
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	221,169.00	(221,169.00)	**0%**	0%
204-43790-41		OWLS SUPPORT	0.00	92,560.79	161,868.00	(69,307.21)	**57%**	55%
204-46710-41		LIBRARY FINES	197.73	736.48	250.00	486.48	**295%**	6%
204-46711-41		COPY MACHINE REVENUE	267.89	1,445.72	3,000.00	(1,554.28)	**48%**	2%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	**0%**	0%
204-48900-41		MISCELLANEOUS REVENUE	996.22	1,057.76	4,000.00	(2,942.24)	**0%**	0%
		SUBTOTAL	1,461.84	**95,800.75**	**453,787.00**	**(357,986.25)**	**21%**	78%
		TOTAL REVENUE	**1,461.84**	**95,800.75**	**453,787.00**	**(357,986.25)**	**21%**	78%

CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF JUNE 30, 2022

204-41-ACCOUNT DESCRIPTION	JUNE	CURRENT BALANCE	INTEREST YTD	12/31/2021 BALANCE
204 FUND CARRYOVER FROM PREVIOUS YEAR		208,158.00		208,158.00
EXCESS BUDGET REVENUE		0.00		0.00
TOTAL 204 FUND BALANCE		**208,158.00**		**208,158.00**

805-41-ACCOUNT DESCRIPTION	JUNE	CURRENT BALANCE	INTEREST YTD	12/31/2021 BALANCE
CDS				
6501036060 Gift & Memorial CD due 5/24/2024 Bank First 2.00%				
Miller	-0.79	1,413.65	4.98	1,409.46
Gift & Memorial	-7.19	13,303.96	46.43	13,264.72
Gift & Memorial CD Balance	-7.98	**14,717.61**		**14,674.18**
6501036066 Mantin Savings CD due 5/24/2024 Bank First 2.00%	-34.25	**12,156.72**	21.12	**12,169.85**
6501036057 Combined CD due 5/24/2024 at Bank First 2.00%				
Thompson	2.00	12,435.66	558.58	11,875.08
Schultz	5.24	32,679.62	1,467.98	31,206.40
Mantin	2.03	12,718.25	571.23	12,144.99
OES	2.02	12,610.18	566.49	12,041.67
Combined CD Balance	11.29	**70,443.71**		**67,268.14**
BILLINGS ESTATE DONATION				
6501036072 CD due 5/24/2024 Bank First 2.00%	-54.53	217,459.46	328.46	**217,185.53**
6501036069 Billings CD due 5/24/2024 Bank First 2.00%	-50.36	200,820.28	303.32	**200,567.32**
Total Billings Estate Donation	-104.89	**418,279.74**		**417,752.85**
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**		**514,121.33**
GIFT & MEMORIAL ACCOUNT				
BALANCE - JANUARY 1		28,660.69		28,660.69
805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	1,100.00		0.00
805- SUBTOTAL		29,760.69		28,660.69
55110-41-3492 EXPENDITURES**	0.00	0.00		0.00
SUBTOTAL		**29,760.69**		**28,660.69**
TOTAL 805 FUND BALANCE		**547,614.78**		**542,782.02**

GIFT & MEMORIAL ACCOUNT DETAIL

805-48500-41 *DONATIONS/CONTRIBUTIONS	JUNE
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
TOTAL DONATIONS	0.00

805-
55110-41-3492 **EXPENDITURES

	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
TOTAL EXPENDITURES	0.00

TOTAL 204 & 805 LIBRARY FUND BALANCE	**755,772.78**	**750,940.02**

CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
JULY 2022

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

Rotary Presentation

Connie Mitchell of the Clintonville Rotary Club invited me as a guest speaker on June 6. I talked about the Summer Library Program, summer performers, storytime & crafts programs, updated hours, and the library going fine-free.

OWLS Directors Meeting

I attended the OWLS Directors meeting on June 7 via GoToMeeting. One of the topics discussed was that Bradley Shipps, OWLS Director, will be visiting member library board meetings this summer. She will be visiting Clintonville at our August meeting on August 11. Other topics of discussion were OWLS Membership Agreements, Joint Strategic Planning with Nicolet Federated Library System, spending remaining professional development funds, and selling library furnishings.

Library Staff Meeting

I organized and ran the monthly library staff meeting on June 16. We talked about increased checkout limits, 1st Amendment Audits, renewing patron accounts, and Nonfiction categories.

Library Grounds Meeting

I met with City Administrator Caz Muske and Director of Public Works Justin McAuly to talk about the library's groundskeeping and how the city can help. Luckily, the person who has been assisting the Library was recently promoted to full-time and will be able to continue taking care of the Library grounds along with other help from Public Works.

Mayor Visit

I invited Mayor Steve Kettenhoven to visit the Library on June 27. I gave him a tour of our facility, met with library staff, and gave a quick overview of all the different things the Library does. He was thoroughly impressed and commended us on our great staff and all the ways we are helping the Clintonville community.

Carpet Project Meeting

On June 28, I met with Bob Gross of Torborg's and Chris Monroe of Boulevard Relocation Services to organize our carpeting project at the LIbrary. We have decided the carpeting project will start on Monday, December 5. When we get closer to the date, we will be meeting again to help Chris and his team get things organized for moving and have more precise details on how long this will take. We are hoping to be closed the week of December 5, but it may carry over into the following week.

Delivering Materials to Historical Society

Ashley and I delivered materials of historical significance to the historical society. The documents included were items relating to the Clintonville Woman's Club and Hospital Auxiliary.

City Sponsored Farmer's Market

The City of Clintonville sponsored two nights of the Farmer's Market. I was able to attend the June 30 date where I handed information about the upcoming performance of Nate & Dustin Go On Vacation. Caz Muske was also there representing the City and she brought some fun activities for the kids including an ax-throwing game, bubble wands, and sidewalk chalk.

DELANIE SHARPE, YOUTH SERVICES LIBRARIAN'S REPORT:
Storytime attendance has been up and down ALOT: but now that summer school is over and families are settling into their regular summer routines I'm hopeful there will continue to be groups of 15 or more participants (this week we had over 20!)

The Randy Peterson concert went very well! A total of 22 kids and 12 adults attended. Facebook comments were very positive.

The new Teen Area has transitioned into the former periodicals area. If any board members are interested in taking some of the wood art decorations please let Ms. Delanie know. OR if anyone knows the late Earl Laatsch's family reach out. She is currently looking for the next of kin.

This past week I talked to Jamie about my proposal for a small Winter Reading Program this coming December and January. Stay tuned as a formal proposal will be made to the Friends for additional funding.

We're finally at a place where it feels safe to start reintroducing cloth and other more germ-friendly toys back into the play area.

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:
I have provided reference help to some patrons through e-mail, by phone, and in person. This includes obituary requests, which continue to be the most frequent type of reference request.

I continue to create a monthly blog post on weeding topics for the WLA YSS (Youth Services Section) blog.

The new adult craft has been prepared and is ready for July. The June craft was hanging planters. We had 3 patrons attend. Our July craft is sea glass art.

We have also been hard at work getting some re-arranging of collections done in preparation for the new carpeting in the fall. We have eliminated all of the book spinners, moved the YA and paperback collections, and are still working on some other arrangements.

In addition to the moving of collections, I have also been working more on the re-labeling of the non-fiction, trying to get enough done for us to determine the best way for the books to go back on the shelves once we get new carpeting and re-arrange the shelving in the non-fiction area.

As always, I continue to catalog and process library materials.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:

- OWLS Automation Advisory Committee (AAC) meeting at the Little Chute Library on July 15 at 9:30 am
- Friends of the Clintonville Library Meeting on July 19 at 6 pm
- City Leadership Meeting at the Clintonville Airport on August 1 at 9 am

GIFTS AND MEMORIALS:
The following individuals and organizations donated funds to the Library:

- None to report.

CLINTONVILLE PUBLIC LIBRARY													month	**to date**							**9**
2022 MONTHLY ACTIVITIES REPORT													2021	**2022**	2021	2020	2019	2018	2017	2016	2015
	Jan	Feb	Mar	Apr	May	**Jun**	Jul	Aug	Sep	Oct	Nov	Dec	Jun								
Days open	24	24	27	24	24	**26**	0	0	0	0	0	0	26	**149**	123	63	301	302	303	304	302
DOOR COUNT																					
Door count	2,855	3,176	3,712	3,094	4,196	**3,983**	0	0	0	0	0	0	2,370	**21,016**	2,769	18,082	80,656	78,764	79,106	84,369	84,469
Avg per day open	119	132	137	129	175	**153**							91	**141**	23	287	268	261	261	278	280
CIRCULATION																					
Circs	3,004	3,003	3,950	3,018	3,245	**4,200**	0	0	0	0	0	0	3,509	**20,420**	10,523	22,410	61,388	68,751	73,866	79,700	78,394
Renewals	680	744	903	717	730	**646**	0	0	0	0	0	0	579	**4,420**	2,890	7,526	19,020	20,472	20,325	20,331	19,543
Subtotal Circulation	3,684	3,747	4,853	3,735	3,975	**4,846**	0	0	0	0	0	0	4,088	**24,840**	13,413	29,936	80,408	89,223	94,191	100,031	97,937
Avg circ per day open	154	156	180	156	166	**186**							157	167	109	475	267	295	313	329	324
Overdrive-Audiobook Uses	436	367	436	451	454	**390**	0	0	0	0	0	0	343	**2,534**	2,172	3,555	3,171	2,361	1,914	1,641	1,439
Overdrive-Ebook Uses	436	362	385	344	329	**312**	0	0	0	0	0	0	346	**2,168**	1,907	4,355	3,124	2,861	3,136	3,100	2,893
Overdrive-Magazine Uses	26	33	47	41	34	**41**	0	0	0	0	0	0	14	**222**	109	339	378	n/a	n/a	n/a	n/a
Hoopla	144	133	129	123	131	**131**	0	0	0	0	0	0	119	**791**	684	1,660	1,432	1,124	697	n/a	n/a
Total Circulation	4,726	4,642	5,850	4,694	4,923	**5,720**	0	0	0	0	0	0	4,910	**30,555**	18,285	40,244	88,513	95,569	99,938	104,864	102,269
INTERLIBRARY LOAN																					
Total loaned	2,457	2,550	2,826	2,599	2,547	**2,436**	0	0	0	0	0	0	2,639	**15,415**	12,201	14,565	32,480	33,304	35,627	34,944	29,908
Total borrowed	950	1,006	1,221	1,000	795	**809**	0	0	0	0	0	0	876	**5,781**	6,004	8,494	17,913	19,708	21,559	22,876	22,268
Net	1,507	1,544	1,605	1,599	1,752	**1,627**							1,763	**9,634**	6,197	6,071	14,567	13,596	14,068	12,068	7,640
REGISTERED BORROWERS		1st Q	%		**2nd Q**	**%**		3rd Q	%		4th Q	%									
Adult		2,814	69%		**2,852**	**69%**							2,985	**2,852**	2,985	2,941	3,577	3,807	3,975	3,973	4,326
Juvenile		1,214	31%		**1,261**	**31%**							1,362	**1,261**	1,362	1,349	1,743	1,873	1,935	1,961	2,032
Total borrowers		4,078			**4,160**								4,399	**4,160**	4,399	4,342	5,370	5,710	5,942	5,963	6,390
Resident		2,287	56%		**2,336**	**56%**							2,440	**2,336**	2,440	2,395	2,851	2,968	3,067	3,080	3,218
Nonresident		1,800	44%		**1,824**	**44%**							1,959	**1,824**	1,959	1,947	2,519	2,742	2,875	2,883	3,172
PROGRAMMING																					
Adult programs in library	3	4	5	4	5	**4**	0	0	0	0	0	0	3	**25**	32	27	37	25	37	56	30
Attendance	183	282	177	326	570	**350**	0	0	0	0	0	0	360	**1,888**	4,703	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	16	5	0	0	0	0
Attendance	0	0	0	0	0	**0**	0	0	0	0	0	0	0	**0**	0	218	166	0	0	0	0
Teen programs in library	0	0	0	0	0	**0**	0	0	0	0	0	0	0	**0**	0	30	89	38	12	19	14
Attendance	0	0	0	0	0	**0**	0	0	0	0	0	0	0	**0**	0	1,303	529	282	61	107	86
Juvenile programs in library	2	2	2	1	1	**2**	0	0	0	0	0	0	1	**10**	9	146	383	308	245	248	265
Attendance	52	61	41	43	65	**84**	0	0	0	0	0	0	50	**346**	146	10,528	6,803	5,914	5,378	5,742	5,594
Juvenile outreach programs	2	2	2	0	24	**0**	0	0	0	0	0	0	0	**30**	0	22	121	70	65	86	84
Attendance	169	342	364	0	671	**0**	0	0	0	0	0	0	0	**1,546**	0	324	1,988	1,393	985	1,290	1,187
Total programs	7	8	9	5	30	**6**	0	0	0	0	0	0	4	**65**	41	241	635	441	359	409	393
Total attendance	404	685	582	369	1,306	**434**	0	0	0	0	0	0	410	**3,780**	4,849	14,362	9,682	7,718	6,679	7,418	7,048
Meeting Rm (not lib pgrms)	11	16	16	20	16	**15**	0	0	0	0	0	0	0	**94**	0	83	277	175	154	154	76
VOLUNTEERS																					
Number	1	2	2	2	2	**3**	0	0	0	0	0	0	1	**12**	5	12	45	55	25	1	15
Hours worked	9.00	4.25	3.75	4.50	10.00	**12.00**	0.00	0.00	0.00	0.00	0.00	0.00	8.25	**44**	27	26	125	233.00	162.00	8.00	43.00
COMPUTER STATS																					
Public Computer sessions	135	154	199	168	153	**202**	0	0	0	0	0	0	121	**1,011**	299	1,177	5,141	6,273	7,458	7,395	8,541
Laptop Checkouts	1	0	0	0	0	**2**	0	0	0	0	0	0	0	**3**	0	2	29	98	87	114	117
Wireless sessions	355	407	453	457	507	**435**	0	0	0	0	0	0	385	**2,614**	1,583	2,492	6,353	6,630	7,711	7,807	7,147
Total website page views	1,657	1,662	1,790	1,587	1,610	**1,685**	0	0	0	0	0	0	1,802	**9,991**	9,809	10,136	30,272	35,689	38,599	37,431	30,904
Facebook likes	1,077	1,106	1,120	1,128	1,139	**1,146**	0	0	0	0	0	0	1,041	**1,146**	1,041	1,020	959	833	736	650	578

Hoopla Statistics 2022	Jan	Feb	Mar	Apr	May	**Jun**	Jul	Aug	Sep	Oct	Nov	Dec	**Total**
Registered patrons	8	6	5	3	3	**7**	0	0	0	0	0	0	**315**
Audiobooks borrowed	82	83	92	78	86	**84**	0	0	0	0	0	0	**505**
BingePass	0	0	0	2	2	**3**							
Comics borrowed	13	15	0	0	2	**0**	0	0	0	0	0	0	**30**
eBooks borrowed	30	20	24	26	20	**31**	0	0	0	0	0	0	**151**
Movies borrowed	11	11	6	15	8	**8**	0	0	0	0	0	0	**59**
Music borrowed	0	0	1	0	0	**1**	0	0	0	0	0	0	**2**
TV episodes borrowed	8	4	6	2	13	**4**	0	0	0	0	0	0	**37**
Total borrows	144	133	129	123	131	**131**	0	0	0	0	0	0	**784**
Total cost per month	$320.02	$246.49	$297.71	$261.41	$264.96	**$298.17**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$1,688.76**
													10

MEMBERSHIP AGREEMENT
Clintonville Public Library
Outagamie Waupaca Library System

Article I: General

The Outagamie Waupaca Counties Federated Library System Board and the Board of the Clintonville Public Library, located in the City of Clintonville, County of Waupaca, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

Article II: Definitions

For the purposes of this agreement:

(1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.

(2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.

(3) The Clintonville Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes* that administers the Clintonville Public Library.

(4) The Clintonville Public Library is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Clintonville to provide municipal public library service.

(5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

Article III: Eligibility for Membership

The Clintonville Public Library Board certifies that the Clintonville Public Library:

(1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes;*

(2) Is located in Waupaca County;

(3) Is authorized by its municipal governing body to participate in the System;

(4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of Clintonville in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;

(5) Employs a head librarian holding certification required by the Department of Public Instruction;

(6) Is open to the public an average of at least 20 hours each week;

(7) Annually spends at least $2,500 on library materials.

Article IV: Local Library Participation

The Clintonville Public Library Board agrees that the Clintonville Public Library shall:

(1) Participate in system activities as described in the System's Plan of Service;

(2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);

(3) Provide to the System:

(a) Notice of each Clintonville Public Library Board meeting;

(b) Minutes of each Clintonville Public Library Board meeting;

(c) A copy of any library planning documents adopted by the Board;

(d) Such service records and financial records as may be required by the Department of Public Instruction;

(4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);

(5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

Article V: System Participation

The Outagamie Waupaca Counties Federated Library System shall:

(1) Provide services to the Clintonville Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:

(a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

(b) Operation and development of a shared automation network;

(c) Training and assistance in using technology and electronic information resources;

(d) Delivery services among system member libraries;

(e) Continuing education programs and scholarships;

(f) Professional consultant services provided by system staff and project consultants;

(g) Promotion and facilitation of inclusive services;

(h) Service agreements with all adjacent library systems;

(i) Graphic design and reproduction services;

(j) Support for member library services provided to children and young adults;

(2) Annually compensate the Clintonville Public Library for providing library service to residents of Waupaca County living outside of municipalities with public libraries in accordance with the Library Service Plan for Waupaca County;

(3) Annually coordinate requests for reimbursement for providing library service to residents of adjacent counties living outside of municipalities with public libraries in accordance with Section 43.12 of the *Wisconsin Statutes* and relevant intersystem and intrasystem agreements.

(4) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*:

(5) Provide to the Clintonville Public Library:

(a) Notice of each System Board meeting;

(b) Minutes of each System Board meeting;

(c) Copies of the System's Plan of Service and annual budget;

(6) Provide to the Clintonville Public Library any other services as are mutually agreeable.

Article VI: Mutual Understandings

It is mutually understood and agreed that:

(1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.

(2) Membership in the System shall continue for the term of this agreement unless terminated by the Clintonville Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.

(3) The System may reduce services to or expel, in accordance with *Wisconsin Statutes* s. 43.18, the Clintonville Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.

(4) This agreement shall continue in force from the date of signing through December 31, 2025 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2025, the term of this agreement shall be automatically extended through December 31, 2026.

(5) This agreement may be amended at any time as is mutually agreeable to both parties.

For the Clintonville Public Library:

_____

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

_____

(President) (Date)

2022 Goals for Library Director

- Creation of Library Marketing Plan
    - Progress: This plan is in progress and getting close to finishing it. I predict that I will have this at either our August or September meeting to review.
- Evaluation and revamp of Library space
    - Progress: In anticipation for the carpeting project, the Library staff and I have made some changes already to the space. Working with Delanie and Ashley, we have come up with some other changes to the space with help from the movers working during the carpet installation.
- Increase patron interactions outside of the Library
    - Progress: This is an on-going goal that aligns with our strategic plan. This year so far I have had a speaking engagement with the Rotary club and meeting with people at the Farmer's Market as part of the City Leadership. In September, Delanie and I will be participating in Fall Frenzy again.
- Bring back in-person programming/Increase and create new programming offerings
    - Progress: We started having in-person programming back in March and that has continued since then. We are slowly adding more programming as we go along as we have had one performer on June 24 and another will be here on July 21. This will be on-going as well as per our strategic plan and we will be adding more programming in the near future.

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:_____ Date:_____
(Acknowledging Receipt)