



CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY AUGUST 11, 2022

August 5, 2022

Peggy Zaemisch
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 July 14, 2022
6. Approval of July Financial and Special Accounts Reports
7. Approval of August 2022 bills
8. Discussion of Librarian's Report
9. Info – County Funding Presentation – Bradley Shipps, OWLS Director
10. Discussion/Possible Action on Proposed 2023 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

August 5

Info - County Funding Presentation - Bradley Shipps, OWLS Director

OWLS Director Bradley Shipps will be presenting on county funding.

Discussion/Possible Action on Proposed 2023 Budget (pages 11-12)

In your packet is a rough draft of expenditures and revenue for 2023. There are still unknowns at this point for salaries and benefits, but I input a 2% increase in salaries. I've also updated my estimate for 2022. This is a preview and hopefully, we will have some more concrete numbers next month for the board to approve.

Closed Session/Director's Performance Appraisal (pages 13-17)

I've put a copy of my evaluation form in the packet in case anyone needs one.

Library Board Minutes of July 14, 2022

1. Meeting was called to order at 4:05 by President Jeanine Suspanich. Roll call taken – Present-Jeanine S, Jeanne W, Peggy Z, Mari H. Excused – Troy K, Polly G. Jamie announced that Donna L has submitted her letter of resignation from the Library Board.
2. Approval of agenda – Motion by Jeanne, seconded by Jeanine to approve the agenda as presented. Motion passed.
3. Citizens Forum – No citizens were present.
4. Friends of Library Report – Jamie announced they will be having a meeting on 7/19/22. They will be planning for their annual meeting in October.
5. Approval of Minutes of June 2022 meeting – Motion by Jeanne, seconded by Jeanine to approve the minutes as presented. Motion passed.
6. Approval of Financial and Special Accounts Report – Motion by Mari, seconded by Peggy to approve the report as presented. Roll call was taken. Motion passed.
7. Approval of June 2022 bills – Motion by Jeanne, seconded by Mari to approve the bills to be paid, in the amount of \$27,381.09. Roll call was taken. Motion approved.
8. Discussion of Librarian’s Report – Jamie highlighted the carpet installation. It is scheduled for the week of December 5, 2022. The library will be closed during the work. Jeanine asked that the schools be notified well in advance of this time, so teachers don’t expect students to do research at the library during the week we are closed. Jeanne asked if any painting will be done inside the library before the carpet work. Jamie said he would work with the staff on this.
9. Honoring Ginny Federwitz’s years of service – Ginny was unable to be present, but Jamie will make sure she gets a certificate acknowledging her 18 years of service to the Library Board.
10. Info-Trustee Training Week and Trustee 101 sessions – Jamie talked about the training that is available to new Library Trustees.
11. Discussion/Possible Action on OWLS Membership agreement – Jamie highlighted the changes to the new OWLS agreement. Motion by Jeanine, seconded by Peggy to approve and sign the new 3-year agreement. Roll call was taken. Motion passed.
12. Convene into Closed Session – Motion by Jeanine, seconded by Mari to convene in Closed Session. The motion passed.
13. Reconvene into Open Session-Motion by Jeanine, seconded by Jeanne to reconvene into Open Session. The motion passed.
 - a. Discussion/Possible Action on Director’s Performance Appraisal. Jeanine would like board members appraisal materials returned by the next board meeting.
14. Set next meeting day and time – Next meeting is Thursday, August 4, 2022, 4 pm.
15. Adjourn – Motion by Mari, seconded by Jeanne. Motion approved.

Submitted by
Mari Hintz
Substitute Secretary

**CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
JULY 2022**

8/3/2022

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	JULY	YTD	BUDGET	BALANCE	to date 2022 % SPENT	July 2021 % SPENT
204-55110-41-	1100	SALARIES - STAFF	15,444.41	113,688.18	208,277.00	94,588.82	55%	46%
204-55110-41-	1110	JANITOR SALARIES	1,266.11	9,230.68	17,652.00	8,421.32	52%	43%
204-55110-41-	1500	EMPLOYEE BENEFITS	4,592.20	40,998.77	64,060.00	23,061.23	64%	51%
TOTAL SALARIES			21,302.72	163,917.63	289,989.00	126,071.37	57%	47%
204-55110-41-	2100	COMPUTER EXPENSES	485.67	17,812.58	21,500.00	3,687.42	83%	99%
204-55110-41-	2250	TELEPHONE SERVICE	214.20	1,311.37	2,700.00	1,388.63	49%	84%
204-55110-41-	2260	GAS	26.35	3,839.64	3,500.00	(339.64)	110%	71%
204-55110-41-	2270	WATER AND ELECTRICITY	726.10	5,754.31	9,250.00	3,495.69	62%	38%
204-55110-41-	3110	POSTAGE	259.23	536.49	700.00	163.51	77%	15%
204-55110-41-	3112	COPIES	178.07	1,286.31	1,700.00	413.69	76%	49%
204-55110-41-	3122	STAFF DEVELOPMENT	0.00	598.00	1,500.00	902.00	40%	83%
204-55110-41-	3123	MAINTENANCE SUPPLIES	10.97	294.10	1,600.00	1,305.90	18%	30%
204-55110-41-	3150	OFFICE SUPPLIES	341.86	2,133.74	3,200.00	1,066.26	67%	34%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICALS	-7.32	422.65	750.00	327.35	56%	38%
204-55110-41-	3261	PUBLISHING	0.00	0.00	0.00	0.00	0%	0%
204-55110-41-	3269	BOOKS - ADULT	985.36	11,981.90	15,500.00	3,518.10	77%	53%
204-55110-41-	3270	BOOKS - JUVENILE	1,197.09	11,544.11	15,750.00	4,205.89	73%	54%
204-55110-41-	3272	eBOOKS	298.17	3,293.54	5,000.00	1,706.46	66%	60%
204-55110-41-	3280	CHILDREN'S PROGRAMS	69.62	826.10	3,200.00	2,373.90	26%	34%
204-55110-41-	3285	FINE ARTS & AV - ADULT	379.33	2,740.92	4,000.00	1,259.08	69%	59%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	268.89	3,035.25	3,698.00	662.75	82%	18%
204-55110-41-	3310	EXPENSE ALLOWANCE	-14.82	683.14	750.00	66.86	91%	0%
204-55110-41-	3490	OTHER OPERATING EXPENSES	246.54	902.21	1,500.00	597.79	60%	83%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANCE	257.00	1,723.35	64,500.00	62,776.65	3%	50%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	3,598.85	3,500.00	(98.85)	103%	103%
SUBTOTAL			5,922.31	74,318.56	163,798.00	89,479.44	45%	60%
TOTAL OPERATING EXPENSES			27,225.03	238,236.19	453,787.00	215,550.81	52%	51%
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			27,225.03	238,236.19	453,787.00	215,550.81	52%	48%

REVENUE

ACCOUNT	ACCT	DESCRIPTION	JULY	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%	100%
204-43790-41		OWLS SUPPORT	0.00	92,560.79	161,868.00	(69,307.21)	57%	55%
204-46710-41		LIBRARY FINES	72.39	808.87	250.00	558.87	324%	9%
204-46711-41		COPY MACHINE REVENUE	202.13	1,647.85	3,000.00	(1,352.15)	55%	6%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0%	0%
204-48900-41		MISCELLANEOUS REVENUE	0.00	1,057.76	4,000.00	(2,942.24)	0%	0%
SUBTOTAL			274.52	96,075.27	453,787.00	(357,711.73)	21%	78%
TOTAL REVENUE			274.52	96,075.27	453,787.00	(357,711.73)	21%	78%

**CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF JULY 31, 2022**

204-41-ACCOUNT DESCRIPTION	JULY	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	JULY	CURRENT BALANCE	INTEREST YTD	12/31/2021 BALANCE
CDS				
6501036060 Gift & Memorial CD due 5/24/2024 Bank First 2.00%				
Miller	0.00	1,413.65	4.98	1,409.46
Gift & Memorial	0.00	13,303.96	46.43	13,264.72
Gift & Memorial CD Balance	0.00	14,717.61		14,674.18
6501036066 Mantin Savings CD due 5/24/2024 Bank First 2.00%	0.00	12,156.72	21.12	12,169.85
6501036057 Combined CD due 5/24/2024 at Bank First 2.00%				
Thompson	0.00	12,435.66	558.58	11,875.08
Schultz	0.00	32,679.62	1,467.98	31,206.40
Mantin	0.00	12,718.25	571.23	12,144.99
OES	0.00	12,610.18	566.49	12,041.67
Combined CD Balance	0.00	70,443.71		67,268.14
BILLINGS ESTATE DONATION				
6501036072 CD due 5/24/2024 Bank First 2.00%	0.00	217,459.46	328.46	217,185.53
6501036069 Billings CD due 5/24/2024 Bank First 2.00%	0.00	200,820.28	303.32	200,567.32
Total Billings Estate Donation	0.00	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
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GIFT & MEMORIAL ACCOUNT				
BALANCE - JANUARY 1		28,660.69		28,660.69
805-48500-41 DONATIONS/CONTRIBUTIONS*	0.00	1,100.00		0.00
SUBTOTAL		29,760.69		28,660.69
805-55110-41-3492 EXPENDITURES**	370.11	370.11		0.00
SUBTOTAL		29,390.58		28,660.69
TOTAL 805 FUND BALANCE		547,244.67		542,782.02

GIFT & MEMORIAL ACCOUNT DETAIL				
805-48500-41 *DONATIONS/CONTRIBUTIONS	JULY			
	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/Memorial Books	42.59			
Baker & Taylor/Memorial Books	98.68			
Gale Cengage/Memorial Large Print Books	182.34			
Gale Cengage/Memorial Large Print Books	46.50			
	0.00			
	0.00			
	0.00			
	0.00			
TOTAL EXPENDITURES	370.11			

TOTAL 204 & 805 LIBRARY FUND BALANCE	755,402.67	750,940.02
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CLINTONVILLE PUBLIC LIBRARY
MONTHLY REPORTS
JULY 2022

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

AAC Meeting

On July 15, I attended the OWLSnet Automation Advisory Committee (AAC) meeting at the Little Chute Public Library. At this meeting, we decided to go with Capira as the app for Infosoup libraries. This is the app I demonstrated that Appleton currently uses. It will take some time to set up the app for all the libraries and thus it will probably be available in November or December of this year. We also discussed procedures surrounding damaged items and OWLS staff is going to set up dates and times to visit libraries to learn more about our workflows.

Friends of the Library Meeting

I attended the Friends of the Library Board meeting on July 19. The board recently lost Steve Shelton as Vice-President and will be losing Ann Klemp as Treasurer at the end of October. Ralph Williams is stepping up to fill in as Vice-President for the remainder of Steve's term, while Jeff Hoffman will take over as Treasurer later this year. They are searching for some new board members and by this time I believe they have found them. They will announce the new slate of officers at their annual meeting in October. For their annual meeting, the Friends are inviting Jon Pahl to speak on Fethullah Gulen, a Turkish Muslim preacher, and scholar. They are currently working on a mutually agreeable date.

Website Redesign Meeting

One of the goals for OWLS this year is to move all member library websites from the platform Drupal to WordPress. WordPress is more widely used for website design and thus has a lot more tools that can be utilized. Ashley, Delanie, and I met with Chad Glamann, OWLS Web & Marketing Coordinator, on July 27 to discuss our new website and what we would like to implement. Chad has a test site set up for us and we will soon see what he has designed for us. We are excited for this considering the design elements WordPress can provide over Drupal.

DELANIE SHARPE, YOUTH SERVICES LIBRARIAN'S REPORT:

Programming:

1. Standing programming has expanded to Lego Nights every Tuesday and Teen-Only Hours in the new Teen Area.
2. Summer Reading will be wrapping up the week of Aug. 22nd. The week-long finale event is Deep Sea Cinema. We'll be showing free matinees of ocean-themed movies with complimentary popcorn. (To the Board members: just a reminder to turn in any raffle tickets before that Friday!)
3. Raffle winners will be drawn and contacted the following week. For privacy reasons, winners will not be announced publicly. If the winner consents, I'd like to take a picture of them with their prize and put it on FB and maybe in the papers.
4. The Nate & Dustin show had a great turnout and reception; with a total of 46 kids (and 14 adults) in attendance. I'm considering booking their Halloween shows too.

5. Dellwood Daycare now visits every Thursday for a storytime and browsing session. These usually see 15 kids walking over with 3 teachers.

Coming School Year:

1. Weekly class visits to be finalized with St. Martins and the public schools before September.
2. Thanks to both schools' websites I have a list of half days and days off for the coming months. I'll work to bring back the tradition of having some kind of special event to coincide with those days.
3. The aforementioned Teen-Only Hours in the new Teen Area will begin the week of August 29th and run through the school year; with some exceptions during breaks and vacations.

Other:

1. The Legos now only come out on Tuesdays. Wooden trains and Duplo blocks now stay out on the green table full-time. Also, I've put out more toys, kid's puzzles, and games in the back area.
2. Squirtle got a replacement lamp and new bedding all at once, which got a bit expensive but was a necessary one-time splurge. An interactive coin bank has been purchased for the children's area to begin fundraising for a new hutch. (An idea I took from my old library. Kids loved to 'feed the elephant' bank and watch the coins roll down a track.) Ideally, a new house can be moved in with the furniture coming back after the carpeting installation.

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 July craft had two people in attendance. Our August craft will be a mixture of the past several months of crafting. Patrons will be able to choose which item they want to make or come up with something on their own with the leftover materials we have! We have begun to re-evaluate our current crafting time by polling patrons on our Facebook page to see what days/nights and times work best for most people. In the fall, we will change our time depending on what the results show to hopefully increase the number of patrons attending.

We have also been hard at work getting some re-arranging of collections done in preparation for the new carpeting later in the year. This last month, we re-arranged the audiobooks, music, paperbacks, puzzles, and magazines. This is the last big change we will make to the layout until we get the new carpeting.

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:

- Trustee Training Week August 22-26 online.

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 24	Feb 24	Mar 27	Apr 24	May 24	Jun 26	Jul 25	Aug 0	Sep 0	Oct 0	Nov 0	Dec 0	Jul 27	174	150	63	301	302	303	304	302		
DOOR COUNT																							
Door count	2,855	3,176	3,712	3,094	4,196	3,983	3,432	0	0	0	0	0	2,852	24,448	5,621	18,082	80,656	78,764	79,106	84,369	84,469		
Avg per day open	119	132	137	129	175	153	137						106	141	37	287	268	261	261	278	280		
CIRCULATION																							
Circs	3,004	3,003	3,950	3,018	3,245	4,200	3,455	0	0	0	0	0	3,347	23,875	13,870	22,410	61,388	68,751	73,866	79,700	78,394		
Renewals	680	744	903	717	730	646	649	0	0	0	0	0	751	5,069	3,641	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	4,104	0	0	0	0	0	4,098	28,944	17,511	29,936	80,408	89,223	94,191	100,031	97,937		
Avg circ per day open	154	156	180	156	166	186	164						152	166	117	475	267	295	313	329	324		
Overdrive-Audiobook Uses	436	367	436	451	454	390	393	0	0	0	0	0	376	2,927	2,548	3,555	3,171	2,361	1,914	1,641	1,439		
Overdrive-Ebook Uses	436	362	385	344	329	312	318	0	0	0	0	0	331	2,486	2,238	4,355	3,124	2,861	3,136	3,100	2,893		
Overdrive-Magazine Uses	26	33	47	41	34	41	34	0	0	0	0	0	1	256	110	339	378	n/a	n/a	n/a	n/a		
Hoopla	144	133	129	123	131	131	132	0	0	0	0	0	130	923	814	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	4,981	0	0	0	0	0	4,936	35,536	23,221	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	2,387	0	0	0	0	0	2,631	17,802	14,832	14,565	32,480	33,304	35,627	34,944	29,908		
Total borrowed	950	1,006	1,221	1,000	795	809	888	0	0	0	0	0	913	6,669	6,917	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	1,499						1,718	11,133	7,915	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	3	0	0	0	0	0	3	28	35	27	37	25	37	56	30		
Attendance	183	282	177	326	570	350	283	0	0	0	0	0	419	2,171	5,122	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	4	0	0	0	0	0	1	14	10	146	383	308	245	248	265		
Attendance	52	61	41	43	65	84	193	0	0	0	0	0	99	539	245	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	7	0	0	0	0	0	4	72	45	241	635	441	359	409	393		
Total attendance	404	685	582	369	1,306	434	476	0	0	0	0	0	518	4,256	5,367	14,362	9,682	7,718	6,679	7,418	7,048		
Meeting Rm (not lib pgms)	11	16	16	20	16	15	14	0	0	0	0	0	0	108	0	97	277	175	154	154	76		
VOLUNTEERS																							
Number	1	2	2	2	2	3	2	0	0	0	0	0	1	14	6	14	45	55	25	1	15		
Hours worked	9.00	4.25	3.75	4.50	10.00	12.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	48	31	26	125	233.00	162.00	8.00	43.00		
COMPUTER STATS																							
Public Computer sessions	135	154	199	168	153	202	193	0	0	0	0	0	126	1,204	425	1,177	5,141	6,273	7,458	7,395	8,541		
Laptop Checkouts	1	0	0	0	0	2	1	0	0	0	0	0	0	4	0	2	29	98	87	114	117		
Wireless sessions	355	407	453	457	507	435	460	0	0	0	0	0	387	3,074	1,970	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	1,527	0	0	0	0	0	1,943	11,518	11,752	11,804	30,272	35,689	38,599	37,431	30,904		
Facebook likes	1,077	1,106	1,120	1,128	1,139	1,146	1,150	0	0	0	0	0	1,044	1,150	1,044	1,020	959	833	736	650	578		

CLINTONVILLE PUBLIC LIBRARY
2023 Budget-Revenue

LIBRARY REVENUE		2020	2021	2022	ACTUAL TO	2022	PROPOSED
ACCOUNT	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	6/30/2022	ESTIMATE	2023
							BUDGET
204-41-41104	SURPLUS APPLIED	\$0	\$0	\$63,500	\$0	\$78,031	\$3,500
204-41-41110	GENERAL PROPERTY TAXES	\$215,000	\$219,269	\$221,169	\$0	\$221,169	\$0
204-41-43790	OWLS SUPPORT**	\$177,912	\$175,172	\$161,868	\$92,561	\$161,868	\$156,358
204-41-46710	LIBRARY FINES	\$2,122	\$948	\$250	\$736	\$750	\$750
204-41-46711	COPY REVENUE	\$1,535	\$1,158	\$3,000	\$1,446	\$3,000	\$3,000
204-41-48110	INTEREST ON INVESTMENTS	\$0	\$0	\$0	\$0	\$0	\$0
204-41-48500	DONATIONS	\$0	\$0	\$0	\$0	\$0	\$0
204-41-48900	MISCELLANEOUS REVENUE	\$1,292	\$2,435	\$4,000	\$1,058	\$4,000	\$4,000
TOTAL REVENUE		\$397,861	\$398,983	\$453,787	\$95,801	\$468,818	\$167,608

**OWLS Support is calculated on proposed figures for Waupaca and Outagamie County budgets.
Intersystem = Nicolet Federated Library System and OWLS payment for service to residents of Shawano County.

2019 OWLS Support=WAU 145,116 + OUT 19,970 + Intersystem 36,268
2020 OWLS Support=WAU 139,449 + OUT 20,596 + Intersystem 17,804
2021 OWLS Support=WAU 135,771 + OUT 18,573 + Intersystem 18,910
2022 OWLS Support=WAU 118,483 + OUT 20,476 + Intersystem 22,909
2023 OWLS Support Proposed=WAU 118,411 + OUT 18,646 + Intersystem 19,301 (OWLS: 971; NFLS: 18,330)

Projected Annual Costs for 2023	
OWLSnet fee:	\$16,375
WPLC Buying Pool Share:	\$1,609
Three desktop computers:	\$3,000

Clintonville Public Library
2023 Budget-Expenditures

Account #	Description	2022 BUDGET	2022 TO DATE	2022	PROPOSED
			6/30/2022	ESTIMATE	2023
204-41-55110-1100	Staff Salaries	208,277.00	98,243.77	198,188.00	210,735.00
204-41-55110-1110	Janitor Salaries	17,652.00	7,964.57	15,531.00	19,315.00
204-41-55110-1500	Benefits	64,060.00	36,539.67	64,500.00	70,265.00
Total Salaries		289,989.00	142,748.01	278,219.00	300,315.00
204-41-55110-2100	Information Technology	21,500.00	17,677.37	19,500.00	19,900.00
204-41-55110-2250	Telephone	2,700.00	1,287.31	2,600.00	2,600.00
204-41-55110-2260	Gas	3,500.00	3,813.29	4,150.00	3,500.00
204-41-55110-2270	Water/Elec.	9,250.00	5,754.31	9,300.00	9,250.00
204-41-55110-3110	Postage	700.00	495.71	750.00	700.00
204-41-55110-3112	Copies	1,700.00	1,188.24	2,000.00	1,700.00
204-41-55110-3122	Staff Development	1,500.00	598.00	1,600.00	1,500.00
204-41-55110-3123	Maintenance Supplies	1,600.00	283.13	1,600.00	1,600.00
204-41-55110-3150	Office Supplies	3,200.00	2,133.74	3,750.00	3,000.00
204-41-55110-3260	Subscriptions/Periodicals	750.00	422.65	500.00	545.00
204-41-55110-3261	Publishing	0.00	0.00	0.00	0.00
204-41-55110-3269	Adult Books	15,500.00	11,327.50	20,000.00	15,000.00
204-41-55110-3270	Juvenile Books	15,750.00	11,076.91	20,000.00	15,000.00
204-41-55110-3272	eBooks	5,000.00	3,293.54	5,000.00	5,000.00
204-41-55110-3280	Children's Programs	3,200.00	788.28	2,500.00	3,000.00
204-41-55110-3285	Fine Arts & A/V Adult	4,000.00	2,605.12	4,500.00	4,000.00
204-41-55110-3286	Fine Arts & A/V Juvenile	3,698.00	2,826.78	4,250.00	3,500.00
204-41-55110-3310	Expenses Allowed	750.00	683.14	1,000.00	1,000.00
204-41-55110-3490	Other Expenses	1,500.00	684.11	1,500.00	1,500.00
204-41-55110-3560	Repair/Maintenance	64,500.00	1,466.35	82,000.00	4,000.00
204-41-55110-5110	Insurance	3,500.00	3,598.85	3,599.00	3,600.00
204-41-59250-9050	Small Capital	0.00	0.00	0.00	0.00
Subtotal		163,798.00	72,004.33	190,099.00	99,895.00
Total Operating Expenses		453,787.00	214,752.34	468,318.00	400,210.00

**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: _____