VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Monday, August 5, 2019 **5:15 PM** **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
   a. Motion to approve the minutes of the July 1, 2019 meeting.
   b. Approval of the July 2019 general fund bills and trust fund bills.
4. INFORMATION ITEMS
   a. 2019 Budget Update
   b. Director's Report
      1. Library system report
      2. Friends report
      3. Endowment report
   c. Monthly Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Trustee Continuing Education
   b. Joint Meeting Date
   c. 2020 Budget
   d. Library Hours for September 18, 2019
   e. Director's Performance Evaluation
6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 5, 2019**

SECTION: **Approval of Minutes**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Motion to approve the minutes of the July 1, 2019 meeting.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board July 2019 Minutes

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, July 1, 2019 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Karin Mandli, Sharon Payne, Evan Richards, Peter Sobol, Ken Machtan, Mary Pat Lytle, Michael Shumway

Members not present: None

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Approval of the draft Minutes of the June 3, 2019 Library Board meeting.*
Motion by Ken Machtan, second by Karin Mandli, to approve the draft Minutes of the June 3, 2019 Library Board meeting with one change (removing the second "approval" in the motion for passing the May minutes). Motion carries 7 - 0 - 0 by acclamation.

b. *Approval of the June general fund bills and trust fund bills*
Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to approve the June general fund bills and trust fund bills totaling $8,170.06. Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *2019 Budget Update*

b. *Director's Report Library systems report*
Friends report
Endowment report

c. *Monthly Report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *2020 Budget*
Priorities for the 2020 budget were discussed.

b. *Joint Trustee Meeting*

The joint trustee meeting between the Library Board and the Village Board was discussed.

c. *Revised Landscaping quote*

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to award the landscaping contract for the front of the library to Avant Gardening and Landscaping for $8,202.09. Motion carries 7 - 0 - 0 by acclamation.

d. *Strategic Plan*

Motion by Evan Richards, second by Karin Mandli, to approve Strategic Plan Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Ken Machtan, second by Sharon Payne, to adjourn at 6:02

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 5, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the July 2019 general fund bills and trust fund bills.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Invoices - July 2019

Row Labels	Sum of Amount	Description
Alliant Energy	$2,316.08	Utilities
ARAMARK	$222.00	Mat Rental
BAKER & TAYLOR BOOKS	$3,781.19	Books
Cardmember Services	$1,375.71	Visa Bill
CLARK, KATHARINE	$46.18	Craft Supplies
CORPORATE BUSINESS SYSTEMS	$337.99	Copier Lease
COX, HEIDI	$135.78	Mileage and supplies
DEMCO INC	$100.19	Library Supplies
EBI INC	$3,058.40	Furniture
ENVIRONMENT CONTROL	$1,304.00	Janitorial Services
FRONTIER	$138.15	Phone Bills
HEASTY, KELLY	$47.00	Office Supplies
JEFFERSON FIRE & SAFETY INC	$125.10	Fire extinguisher repair and testing
LEFT BANK WINE COMPANY	$145.26	Wine Tasting Program
MICROMARKETING LLC	$465.93	Audio Books
MIDWEST TAPE	-$74.22	Credit for DVDs and CDs
Pellitteri Waste Systems	$36.75	Confidential Shredding
SCHILLING SUPPLY COMPANY	$456.26	Bathroom supplies
SOUTH CENTRAL LIBRARY SYS	$183.48	RFID tags
STRUTZ, CARL	$285.00	Program Fee
STUCKEY, LINDA	$30.40	Mileage and supplies
THE LIBRARY STORE INC	$327.30	Library Supplies
UNIQUE MANAGEMENT SERVICES INC	$35.80	Collection Services
Total	$14,879.73	

Trust Fund Village of McFarland	$247.62	Yard Games
Grand Total	$15,127.35	

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 5, 2019**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2019 Budget Update**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Budget Update
2. 2019 capital Budget Update

2019 Budget Update

REVENUES										
		Budget Amount	May Actual	June Actual	July Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target	2019 Projected
Property Tax		$ 544,500.00	$ -	$ -	$ -	$ 544,500.00	100.00%			$ 544,500.00
County Library Aids		$ 281,250.00	$ -	$ 280,392.00	$ -	$ 281,242.00	100.00%			$ 281,250.00
Library Fines		$ 12,500	$ 1,336.70	$ 716.58	$ 846.81	$ 4,992.57	39.94%	58%	$ 7,875.00	$ 8,558.69
Miscellaneous Revenue		$ 500	$ -	$ -	$ -	$ -				$ -
Interest		$ -	$ 984.88	$ -	$ -	$ 4,879.63				$ 8,365.08
Library Fees		$ 5,000	$ 586.85	$ 274.55	$ 349.50	$ 2,652.05	53.04%	58%	$ 2,916.67	$ 4,546.37
		$ 843,750.00	**$ 2,908.43**	**$ 281,383.13**	**$ 1,196.31**	$ 838,266.25	**99.35%**			**$ 847,220.14**
Expenditures						$ -				
Salaries	110	$299,250.00	$ 22,414.97	$ 21,997.32	$ 21,607.26	$150,445.01	50.27%	58%	$ 174,562.50	$ 257,181.50
Part-time	120	$159,750	$ 9,394.74	$ 10,246.18	$ 10,461.91	$82,636.90	51.73%	58%	$ 93,187.50	$ 144,349.98
Health Insurance	130	$98,000	$ 7,149.80	$ 6,832.40	$ 7,155.15	$49,435.20	50.44%	58%		$ 91,707.85
Retirement	131	$25,250	$ 1,760.50	$ 1,765.92	$ 1,808.80	$13,430.38	53.19%	58%	$ 14,729.17	$ 24,390.16
SS/Medicare	132	$34,750	$ 2,266.87	$ 2,270.86	$ 2,242.95	$17,272.72	49.71%	58%		$ 31,144.54
Other Benefits	135	$2,250	$ 86.56	$ 96.52	$ 90.64	$634.48	28.20%	58%		$ 1,087.68
Wage Adjustment	140	$ 8,000	$ -	$ -		$0.00	0.00%	58%	$ 4,666.67	$ 8,000.00
Expense Reimbursement	141	$ 500	$ -	$ -		$0.00				$ -
Total Personnel		**$627,750.00**	**$43,073.44**	**$43,209.20**	**$43,366.71**	**$313,854.69**	**50.00%**	58%	**$ 366,187.50**	$ 557,861.71
								58%		
Support Services	210	$ 23,750	$ 1,282.95	$ 1,321.90	$ 1,339.80	$9,214.35	38.80%	58%	$ 13,854.17	$ 21,748.37
Consulting Services	211	$ 43,500	$ 395.86	$ -	$ -	$44,795.54	102.98%	58%	$ 25,375.00	$ 44,800.00
Utilities	220	$ 28,000	$1,865.87	$ 2,080.44	$2,316.08	$15,206.36	54.31%	58%	$ 16,333.33	$ 25,779.91
Communication	221	$ 1,000	$62.34	$ 69.01	$67.80	$474.60	47.46%	58%	$ 583.33	$ 813.60
Equipment Maintenance	240	$ 8,500	$235.55	$ 325.18	$528.53	$7,120.78	83.77%	58%	$ 4,958.33	$ 8,513.00
Facility Maintenance	242	$ 14,000	$730.59	$ 2,448.45	$110.00	$9,079.25	64.85%	58%	$ 8,166.67	$ 17,938.71
Total Services		**$ 118,750.00**	**$ 4,573.16**	**$ 6,244.98**	**$ 4,362.21**	**$ 85,890.88**	**72.33%**	58%	**$ 69,270.83**	$ 119,593.59
Office Supplies	310	$ 9,000	$ 420.93	$ 571.96	$ 97.67	$ 3,162.69	35.14%	58%	$ 5,250.00	$ 9,000.00
Postage	311	$ 250	$ -	$ -	$ -	$ 39.72	15.89%	58%	$ 145.83	$ 250.00
Dues	320	$ 500	$ -	$ -	$ -	$ -	0.00%	58%	$ 291.67	$ 500.00
Meeting Expenses	330	$ 1,000	$ -	$ -	$ 115.66	$ 440.50	44.05%	58%	$ 583.33	$ 1,000.00
Training Expenses	331	$ 2,750	$ -	$ 930.00	$ -	$ 930.00	33.82%	58%	$ 1,604.17	$ 4,000.00
Operating Supplies	340	$ 5,500	$ -	$ -	$ 47.00	$ 957.44	17.41%	58%	$ 3,208.33	$ 5,500.00
Technology	342	$ 6,500	$ 71.37	$ -	$ -	$ 6,755.10	103.92%	58%	$ 3,791.67	$ 7,755.00
Collection - Print	344	$ 53,250	$ 6,675.30	$ 1,577.51	$ 1,354.39	$ 27,158.81	51.00%	58%	$ 31,062.50	$ 55,000.00
Collection - AV	345	$ 12,000	$ 917.51	$ 1,215.07	$ 34.99	$ 5,796.08	48.30%	58%	$ 7,000.00	$ 12,500.00
Library Miscellaneous	390	$ -	$ -			$ -		58%		$ -
Programming	391	$ 6,000	$ 884.87	$ (135.61)	$ 170.50	$ 2,780.15	46.34%	58%	$ 3,500.00	$ 8,000.00
Other Total		**$ 96,750.00**	**$ 8,969.98**	**$ 4,294.54**	**$ 1,649.71**	$ 37,242.94	**38.49%**	58%	**$ 56,437.50**	**$ 103,505.00**
Total Budget		**$ 843,250.00**	**$ 56,616.58**	**$ 53,748.72**	**$ 49,378.63**	**$ 436,988.51**	**51.82%**	58%	**$ 491,895.83**	**$ 780,960.30**

CAPITAL							
Equipment - Furniture		$ -	$3,871.20	$2,310.06		$ 6,381.25	
Equipment - Shelving		$ 10,000.00	$ 6,143.88			$ 6,143.88	
Equipment - Other		$ -				$ 5,344.46	
Technology - Hardware		$ 16,250.00	$ 873.53	$ 529.98		$ 9,731.27	
Technology - Software		$ -	$ -				
Facility-Sturcutral Work		$ 45,000.00	$ -	$ 1,555.00		$ 1,555.00	
Facility - Mechanicals		$ -	$ -				
Total Capital Budget		$ 71,250.00				$ 29,155.86	

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 5, 2019**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Director's Report**

1. **Library system report**
2. **Friends report**
3. **Endowment report**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report July 2019

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
July 2019

July Highlights

- **HVAC** – The blower motor for the air handler burned out. The motor wasn't made for a variable speed motor and the bearings got very hot and overheated the motor. For one day we didn't have air conditioning. Harker was able to replace the motor within one day. The new motor is more expensive and is made for variable speed drives. The old motor lasted five years and now that it is removed, it will be taken back to the shop for a post mortem.
- **Village News -** Mary Pat will give an update
- **Endowment –**
    - **Development Committee** – The Development Committee didn't meet in July. The balance of the Endowment as of May 30, 2019 is $112,717.98. We received the second half of the challenge grant ($17,500) from the Madison Community Foundation in June.
    - **Friends** – The next Friend's book sale is September 21 and 22. The Friends are working on organizing the annual pie sale.
- **Systems Report** – An All-Director's Meeting will be held in July at the Central branch of the Madison Public Library. The agenda will mostly deal with the 2020 budget. The system is planning an update to our wireless access points. I've been working with them on an upgrade plan.
- **Furniture –** The ottoman was delivered in the beginning of July and is a great addition to the teen area. I've asked Emmons Business Interiors to send us a quote on a new train table and Lego table since our tables are starting to decline.
- **Automatic Doors** – The issues with the automatic doors have been resolved and are now operating properly.
- **Young Adult Services Librarian position** – Our new Young Adult Services Librarian, Abby Seymour starts on August 12th. Abby currently works part-time at the Menomonie Public Library and part-time at the Altoona Public Library.
- **Small Conference room updates** – The TV has been installed and staff have been meeting in there regularly for training and group work.
- **Credit card payments** – We are now able to take credit card payments at the desk for fines, fees, lost and damaged items, and Friends merchandise.
- **Adult Services Librarian Position –** We received 26 resumes for the Adult Services positon. We are currently reviewing them and will get them down to four.
- **Active-Shooter Training-** I have scheduled Officer John Miller from our police department to do active shooter training for our staff on September 18th. We'll also be doing a welcome breakfast for new staff before the meeting.
- **Display furniture has been ordered** – I have ordered the display furniture from JE Cabinetry and we are hoping for deliver the first week of September.
- **New RFID/Self-Check Vendor** – Over the winter, SCLS met with different vendors for RFID and self-check equipment. They have said that Envisionware equipment will also work with Koha. We did a demo of Envisionware equipment and software and were impressed with the features and the pricing. Envisionware's pricing is about 30%-50% cheaper than our current vendor Bibliotheca.
- **Website Training** – The staff who will be responsible for updating the website are attending Drupal training in July. This is in anticipation of our website upgrade and migration. The framework for the site can be found at beta.mcfarlandlibrary.org. We are currently working on adding content to the site.
- **Policy and Procedure Training –** I attended a training session at the McFarland School District about Policies and Procedures to stop sexual assault in youth serving organizations. The training had a lot of information on steps that organizations can do to prevent sexual assault. We will be taking a look at our policies, procedures, and training to see we what we can do to implement some of these recommendations.

- **Meeting with Andrew Briddell** – I met with Andrew Briddell, Superintendent of the McFarland School District to discuss ways that the schools and library can collaborate, communication, and student behavior in the library. Andrew has made introductions to several staff members who should be able to help us with the issues with students that have arose at the library.
- **Ginko Trees trimmed**- I hired an arborist to trim and reshape the Ginko trees that line the parking lot. Trimming will help promote more growth and ensure that they stay healthy.
- **Green Mound Repaired** – The green mound in the park has been repaired. The AstroTurf had been coming apart at the seams.
- **Creative Bug Database** – The new Creative Bug Database is live. Creative Bug has videos and written instructions for many different kinds of crafts. You can explore this new database by visiting our website. McfarlandLibrary.org
- **Family Music Night** – The Family Music Night is going to be held Tuesday, August 6th We've booked a blues band. We will also be doing face painting, giving away ice cream, and will have some yard games available.
- **Interim Adult Services Librarians** – I've split the duties of Katharine's position between Kelly Heasty and Amy Lawrence. I am hoping to have someone in place by September 1st.
- **Bridge Club –** The Bridge Club has grown in popularity and after many requests, we will be growing it from once a month to two times a month. Bridge Club will be held the 1st and 3rd Thursdays of each month.
- **Wine Tasting –** We held a very successful wine tasting on July 23rd. 20 people participated and tried 6 different wines. The response was very positive and we've had many requests to serve wine and beer at more events.
- **Wifi upgrade** – I am working with SCLS to plan for the upcoming wifi upgrade. We currently have two access points and access isn't great in parts of the building. We're trying to ensure that the entire building and the park are covered.

Technical Services (Linda Stuckey)

- Attended Collection Maintenance Subcommittee meeting on 7-10-19.
- Attended Drupal Training (website) on 7-22-19 at the South Central Library System offices.
- Working on cataloging record revisions in World language, Parent Collection, and Young Adult shelving locations.
- Adding many donations and swapping other copies and DVD's.
- Assisted with planning desk coverage during the Summer Reading program and various staff absences and vacations.

Youth Services highlights (Heather Kent)

<u>Storytimes:</u>

- Storytimes really took off this month. We have, in the past, been very full – but this month we had over 1000 people attend storytime sessions. Storytime will be stopping for the month of August and resuming in September after Labor Day.

<u>Teens:</u>

- We continue to have very enthusiastic volunteers at the library.
- On July 19th we had our second Teen After-Hours program – cupcake decorating. We had around 11 teens show up in the heat to decorate cupcakes. They enjoyed learning two set designs and then competing for the cupcake design trophy with their own designs. Four dozen cupcakes were bought for the program – only 2 remained.

Programming:

- July 3rd we showed the Lego Movie 2: The Second Part to a full house.
- On Wednesday, July 10th we hosted our second Some Fun program for school age children. Participants made ice cream in a bag using salt, ice, cream, sugar, and vanilla. It was quite the experience because it was outdoors and very hot that day. The teen volunteers were exhausted after a hour straight of putting together bags for kids and being in the heat and sun.
- July 11th Sunshine Pete performed. He is a singer, songwriter, and middle school science teacher. The kids loved his very interactive songs as well as the bad "dad" jokes he told between each song. Would definitely love to have him back again in the future.
- Because of where July 4th fell this year, Art Cart Extra came to the discovery park a week later – on July 13th. This is an outdoor art program run by the Madison Museum of Contemporary Art.
- Thursday, July 18th we had the Hillbilly Silly Science Spectacular back to perform. The kids do not stop laughing at all the shenanigans of these two performers. During the comedy performance they also try to share some science facts for the audience.
- Read to a Dog only met once a month in July due to illness in Kay's family (the Dogs on Call volunteer). Laura, the coordinator was able to find a substitute to come on July the 23rd for youth to read to a dog.
- Wednesday, July 24th we had our second Family Fun Night – Mini Golf in the library. We had a really great crowd (around 70 people) attend this informal program. The number was good and then I learned that this high number may have been even higher if Vacation Bible School had not been going on at the same time. We had snacks created from leftovers from both the teen cupcake program and the adult program the evening before.
- Thursday, July 25th was the Drama Camp Grand Finale. The students met on Friday's in June and July to learn stage craft and put together skits for friends and family to watch during the finale. The room was packed – and we are definitely going to need to consider a different location in the future as well as other logistical issues that did arise this year. The kids did a great job.
- There will be minimal programming in the month of August as we prepare for the fall.
- Currently there are 804 Children Registered for the Summer Reading Program. This is 4 more than last year.

Outreach

- On July 25th Heather visited La Petite Academy on S. Dutch Mill Rd. This day care facility usually visits our library once during the summer and has the librarian from Madison Pinney Branch visit them. Due to their current construction situation, Pinney was unable to visit them this summer and they asked us to visit. There are two more visits scheduled for August.

Circulation Services Highlights (Kelly Heasty)

HIRING & TRAINING:

Informed shelvers of new mipayonline software to check on their payroll status & to obtain checkstubs

PERSONAL EDUCATION/TRAINING:

- Staff Meeting: July 24: Presented new staff duties checklist, credit/debit card procedures for tender at desk & trouble-shooting list for Overdrive/Libby
- Shelver's meeting: Aug 1
- CSC Meeting on 7/9. Mostly viewed Bibliovations software: circ module
- Drupal training: 7/12 at SCLS
- Signed on for reference training, but it was cancelled due to low attendance
- Attended on-line training for credit/debit card software w/HC

- Attending Novelist Library Aware training 7/31
- Trained with HC on Baker & Taylor ordering.

WRITTEN PROCEDURES:

- Saved Overdrive/Libby troubleshooting list on staff printer.
- Completed staff duties checklist
- Completed procedures on credit/debit cards

SERIALS: Processed all incoming periodicals with assistant during Month of July. Replaced all yellowed magazine labels in quiet reading room.

LITERARY GEMS BOOK CLUB:

· Cancelled July meeting due to Adult Service Librarian vacancy due to taking on her Aug book club meeting & Wed afternoon book club meetings & dwindling attendance at Lit Gems meetings. HC & I will discuss how to revamp Lit Gems book club in future.

WED AFTERNOON BOOK CLUB:

· Read material & moderated book club: A Spool of Blue Thread

· Obtained books & completed book flyer & spec sheet for Aug meeting.

OTHER:

· NEW PATRONS FOR JULY: approximately _89____applications for new cards processed

· Updated materials spreadsheet with all incoming materials from JULY.

· Display case arrangements made for Aug: Larson House artifacts

· Checking main library email & meeting reservation emails & following up while ADULT SVCS LIBRARIAN position vacant

· Working on OUTLOOK article for the fall

· Reviewed a dozen applications for vacant position of ADULT SVCS LIBRARIAN

· Proctored 1 exam

NOTARIZATIONS COMPLETED: 2

---Heidi Cox, Library Director

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 5, 2019**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Monthly Report**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Monthly Stats

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	Circ per FTE	Circ per $
Checkouts																
2018	16,397	14,760	16,712	15,434	15,321	18,732	18,739	18,402	14,440	15,138	14,525	13,707	**192,307**	-4%	21,203	$ 3.84
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251						**112,825**	-3%	12,439	$ 7.48
% change month to month	-5%	1%	-3%	-4%	-7%	-4%	3%	-100%	-100%	-100%	-100%	-100%				
New Library Cards																
2019	45	40	41	57	41	85	88						**397**	7%		
	10%	-11%	-16%	46%	-7%	-3%	33%	-100%	-100%	-100%	-100%	-100%				
Study Room Use																
2018	106	86	88	101	96	85	70	86	48	90	74	51	**981**	-5%		
2019	67	66	81	115	87	102	150						**668**	6%		
	-37%	-23%	-8%	14%	-9%	20%	114%	-100%	-100%	-100%	-100%	-100%				
Reference USA (# of searches)																
2019	52	132	110	189	93								**576**		$708.71	$1.23
Consumer Reports																
Pageviews 2019	200	271	306	343	357	311							**1,788**		$450.00	$0.25
Ancestry Plus																
Searches 2019	185	116	127	72	48	41							**589**	266%	$79.52	$0.14
Transparent Languages																
2019	0	9	0	22	40	19							**90**		$71.37	$0.79
Novel List Plus																
Record Views 2019	170	165	67	68	28	88							**586**	414%	$187.28	$0.32

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 5, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Trustee Continuing Education**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 5, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Joint Meeting Date**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 5, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2020 Budget**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 Budget

2020 Budget

REVENUES

	2019 Budget Amount	2019 Projected (as of 6/30)	2020
Property Tax	$ 544,500	$ 554,500	$ 570,550
County Library Aids	$ 281,250	$ 281,250	$ 305,532
Library Fines	$ 12,500	$ 6,000	$ -
Library Donations	$ -		$ -
Library Interest	$ -	$ 8,365	$ 8,365
Tranfer from General Fun	$ -		$ -
Miscellaneous Income	$ 5,000	$ 4,500	$ 4,500
	$ 843,250	**$ 854,615**	**$ 888,947**

Expenditures

Salaries	$ 299,250	$ 275,182	$333,580.00
Part-Time	$ 159,750	$ 144,350	$164,705.00
Health Insurance	$ 98,000	$ 84,560	$ 100,958
Retirement	$ 25,250	$ 24,390	$29,566.00
SS/Medicare	$ 34,750	$ 31,145	$38,934.00
Other Benefits	$ 2,250	$ 2,250	$2,538.00
Wage Adjustment	$ 8,000	$ 8,000	$10,659.00
Expense Reimbursement	$ 500	$ 500	$500.00
Total Personnel	**$ 627,750**	**$ 570,377**	**$ 681,440**
Support Services	$ 23,750.00	$ 21,748.00	$ 2,400
Consulting Services	$ 43,500.00	$ 44,800.00	$ 45,000
Utilities	$ 28,000.00	$ 25,779.91	$ 28,000
Communication	$ 1,000.00	$ 813.60	$ 1,000
Equipment Maintenance	$ 8,500.00	$ 8,513.00	$ 9,000
Facility Maintenance	$ 14,000.00	$ 17,938.71	$ 14,000
Total Services	**$ 118,750**	**$ 119,593**	**$ 99,400**
Office Supplies	$ 5,000.00	$ 9,000.00	$ 9,000
Postage	$ 250.00	$ 250.00	$ 250
Dues	$ 250.00	$ 500.00	$ 500
Meeting expenses	$ 3,750.00	$ 3,750.00	$ 3,750
Training Expenses	$ 1,500.00	$ 1,500.00	$ 1,500
Operating Supplies	$ 4,000.00	$ 5,500.00	$ 5,500
Technology	$ 3,000.00	$ 7,755.00	$ 12,000
Collection - Print	$ 53,250.00	$ 55,000.00	$ 55,000
Collection - AV	$ 12,000.00	$ 12,500.00	$ 12,500
Library Miscellaneous	$ -	$ -	$ -
Programming	$ 6,000.00	$ 8,000.00	$ 8,000
Other Total	**$ 89,000**	**$ 103,755**	**$ 108,000**
Total Operating Budget	**$ 835,500**	**$ 793,725**	**$ 888,840**

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 5, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Library Hours for September 18, 2019**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 5, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Director's Performance Evaluation**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. TE06
2. Performance Appraisal - 2018

Evaluating the Director

6

In This Trustee Essential

- Reasons for evaluating the director
- Who should carry out the review
- The basis and criteria for the review
- Methods and questions to consider

Evaluating the library director is often one of the more difficult tasks faced by a public library board of trustees, but it doesn't need to be. It is only difficult when a board is unsure of the process to follow or the criteria to be used to evaluate the job performance of their director. The following is a discussion of the methodology and criteria a board may use to carry out the review. Though this *Essential* is a discussion of evaluating the director, some of these methods may be used by the director to evaluate other staff.

There are several good reasons for carrying out a review of your library director:

- A review provides the director with formal feedback on his/her job performance.
- A review can be a tool for motivation, encouragement, and direction.
- A review can provide the board with valuable information about the operations and performance of the library.
- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.
- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

A well-executed performance review is the culmination of formal and informal communication carried out throughout the year regarding the activities of the director. Problems are best brought to the attention of the director as they occur, rather than stored up for the annual review. Success, accomplishment, and simple hard work or dedication should be acknowledged as it is observed, as well as at the annual review.

Who Should Carry Out the Review?

Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee or specially appointed committee of the board. Whether the whole board takes part or a committee does the work depends on the makeup of the board and the time available to board members. Often a board may have experienced managers or human resource professionals among its members. Other board members may be less experienced in personnel management. The key here is consistency and deciding ahead of time who will take part. At any rate, the *entire* board should review, discuss, and approve the final written evaluation.

Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees *with the knowledge of the director* can be helpful when solicited in a formal, organized

fashion. Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

The Basis for the Review

The performance review should be based on three factors:

1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with *Trustee Essential #5*).
2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.
3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected. For example, what role will the director play in fundraising? Is the director the primary fundraiser, or is a volunteer or member of the board the primary fundraiser? Is the director expected to work a service desk? Is the director expected to attend every city council meeting? A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.

Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them. The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.

Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system. Other objectives may be more personal, such as those contributing to professional development. Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.

The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library. Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year. Some objectives may not be reached because they were experimental in nature. The important factors to remember when evaluating

objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Assessing the degree to which the director contributes to the success of the organization can be especially helpful to library boards as they evaluate the director. Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand. As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

Examining resource management is a far more reliable tool for reviewing the library director than relying on subjective comments from individuals. The board has a variety of resources at its disposal by which to evaluate resource management. The monthly financial statement and statistical reports are good examples. Your library system office can also suggest a variety of output measures by which the board may judge the success of the library and, by extension, the success of the director.

How to Conduct the Review

When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements. All discussions of the director's job performance should be carried out in legally posted closed session meetings. (See *Trustee Essential #14: The Library Board and the Open Meetings Law*.)

The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file. Written comments should always be part of the permanent record with one copy kept at the library and a second copy kept at city hall. No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.

The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board. See the *Sample Annual Library Board Calendar* (attached to *Trustee Essential #4: Effective Board Meetings and Trustee Participation*) for a possible evaluation timetable. There are many forms available for your adaptation and use when evaluating a director. Your library system office should be able to furnish you with some samples. (See also the attached *Sample Performance Appraisal Form*.) Here are some key questions to consider in the evaluation process:

- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?
- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?
- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?
- Does the director communicate effectively to staff? Is he/she a good supervisor?
- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)
- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?
- Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?
- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

This *Trustee Essential* was written to give library trustees a brief overview of the general performance evaluation process. Those boards contemplating establishing a review process, or trustees taking part for the first time, are well advised to contact their system office for assistance.

Sources of Additional Information

- Attached *Sample Performance Appraisal Form*
- Your regional library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook

Sample Performance Appraisal Form

[Note: This sample should be adapted to reflect the job description of your director and the needs of your local library.]

Job Title: LIBRARY DIRECTOR

Name: _____ Date: _____

Reason for Appraisal: End of Probation___ Annual___ Final___ Other___

Administrative Services

Specific Duties:

1. Act as the library board's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Collection Management

Specific Duties:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Service and Service Promotion:

Specific Duties:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Facilities Management

Specific Duties:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Certification:

Board President's Signature _____ Date _____

Library Director's Signature _____ Date _____

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook

Village of McFarland

Individual Performance Appraisal and Wage Adjustments

Implementation Schedule

The Performance Appraisal process is established to evaluate employee performance during the indicated review period. Wage Adjustments are then made based on the results of the appraisal process as applicable with the first of the coming new year and approved within the Annual Budget adopted by the VIllage Board. The Annual Budget specifically allocates funds across a broad sprectrum in order to fund necessary wage adjustments that are allowed by policy set within the Compensation and Benefits Manual. The operations of this process are managed by the Village Administrator as Personnel Officer for the Village with assitance from the Village Clerk/Treasurer regarding record keeping and payroll implementation as is appropriate.

October 9, 2018	Department Head Staff Meeting held to distribute Schedule and Performance Appraisal form. This formally begins the process for Supervisors to formally evaluate the performance of their direct reporting Staff.
November 14, 2018	Supervisors complete Performance Appraisal form for all of their direct reporting Staff. All forms shall be submitted to the Clerk/Treasurer for their Department by this date. All Exceeds Expectation Justification Worksheets should be submitted directly to the Administrator no later than this date.
November 26, 2018	Village Board adopts the Annual Budget allocating funds across a broad spectrum in order to fund necessary Wage Adjustments that are allowed by policy set wtihin the Compensation and Benefits Manual.
December 7, 2018	Administrator shall have completed his review of Performance Apprsaisals as appropriate and will work with the applicable Department Head as well as Clerk/Treasurer to determine Wage Adjustments.
December 31, 2018	All Employees will be notified regarding changes in compensation through the Wage Adjustment Worksheet which will be determined as a result of the Performance Appraisal process.
January 1, 2019	Effective date for all approved Wage Adjustments as they have been authorized for funding within the Annnual Budget.

Village of McFarland

Individual Performance Appraisal and Merit-Based Wage Adjustments

Employee Name:	Appraisal Date:
Job Title:	**Appraisal Period:**
Department:	**Completed By:**
Hire Date in Current Position:	**Title of Appraiser:**

☐ Annual Evaluation

☐ Probationary Evaluation

For Six (6) Month Probationary Hires:

☐ 3 months, ☐ 6 months, ☐ Extended

For Twelve (12) Month Probationary Hires:

☐ 6 months, ☐ 12 months, ☐ Extended

Instructions

The appraisal process provides an opportunity to discuss individual work efforts and results with a primary focus to improve performance. The results of this process will also direct the amount of any wage adjustments earned by the performance of the Employee over the year evaluated. The Employee first completes the Self-Review in its entirety within all four sections and submits it to their Supervisor. The Supervisor shall review the comments provided in the Self-Review by the Employee and complete the Supervisor Review as part of the formal evaluation process. The Supervisor and Employee shall then schedule a time to meet to discuss the comments provided in total as part of the review process by both parties. The Employee and Supervisor sign and date the report upon conclusion of meeting confirming that the Employee has read and understands the Performance Appraisal that was completed. The results of the Performance Appraisal shall be submitted to the Village Administrator in order for a wage adjustment to be determined as earned and applicable.

Section I - Employee Performance Appraisal	*The performance of the Employee is evaluated on the basis of specific performance dimensions and key components of the position description.*
Section II - Action Plan Review (Prior Year)	*The performance of the Employee is evaluated on the basis of progress made in meeting the action plan objectives established for the prior year.*
Section III - Action Plan Development (Next Year)	*A new action plan is developed in order for the Employee to work on objectives for the upcoming year.*
Section IV - Performance Appraisal Summary	*The overall performance of the Employee is scored and summarized in narrative form, as measured by Sections I-III.*

Section I - Employee Performance Appraisal

Using the rating scale below, check the appropriate box that best describes last year's level of performance for each performance dimension. Please refer to the Sample Criteria for Performance Dimensions for additional descriptors of each dimension. If the dimension is not applicable to the position, mark N/A.

Below Job Responsibilities: *Level 1*	*Performance is below the minimum requirements of the job for the performance dimension and job responsibilities are not met.*
Meets Job Responsibilities: *Level 2*	*Performance meets the requirements of the job for the performance dimension and job responsibilities are met.*
Above Average Job Responsibilities: *Level 3*	*Performance is consistently above the average work meeting the job responsibilities and at times may exceed expectations with some duties.*
Exceeds Job Responsibilities: *Level 4*	*Performance exceeds the requirements of the job for the performance dimension and significant results above and beyond the expectations of the job are achieved.*

	SELF-REVIEW				SUPERVISOR REVIEW				
SECTION I - PERFORMANCE DIMENSIONS	*1*	*2*	*3*	*4*	*1*	*2*	*3*	*4*	**SUPPORTING COMMENTS**
For All Employees:									
Knowledge and Skills Understanding of and proficiency in specific skills necessary to perform job assignments. Includes department and position specific skills.									
Team Work Creates and fosters a positive work environment through interactions with co-workers, supervisors, and the public.									
Productivity Consistently completes assigned work on time and in accordance with organizational and departmental standards.									
Accountability Holds oneself individually responsible and the organization collectively responsible for the quality of service provided to the public.									
Decision Making Exercises sound judgement in reaching and implementing work-related decisions guided by the goal of serving the public effectively and efficiently.									
Innovation Finds new and better ways to enhance the quality of services provided to the public and to improve all aspects of the work of the organization.									
Communication Shares information reliably and is able to clearly and concisely convey ideas in both verbal and written forms.									
Leadership Fosters a collaborative working environment; effectively guides and motivates others in collective pursuit of organizational goals.									
For Supervisors, Managers, and Department Heads:									
Supervision Consistently able to lead employees to high levels of productivity using principles of communication, preparedness, motivation, and accountability.									
Management Ability to prepare and implement plans to achieve organizational priorities, allocate resources effectively, and monitor performance.									

Section II - Action Plan Review (Prior Year)

SECTION II - ACTION PLAN REVIEW
WHAT IS GOING WELL? REVIEW OF PREVIOUS ACTION PLAN.
Employee Self-Review:

Supervisor Review:

Section III - Action Plan Development (Next Year)

SECTION III - ACTION PLAN DEVELOPMENT
AREAS TO FOCUS ON IN THE UPCOMING YEAR (PERFORMANCE, JOB GROWTH, CAREER GROWTH). NEW ACTION PLAN.
Employee Self-Review:

Supervisor Review:

Section IV - Performance Appraisal Summary

SECTION IV - PERFORMANCE APPRAISAL SUMMARY

Assign an appropriate rating level to the performance of the employee using the general definitions describing each rating level below. These are meant as a guide to help the employee and supervisor distinguish the overall level of performance of the employee. The rating is to be based upon the Performance Dimensions and Key Components above.

Level	Definition
Level 1 - Does Not Meet Expectations:	Overall performance is generally below the minimum requirements and expectations for the position. The output and quality of work is inconsistent and below acceptable levels. Job specific knowledge, skills, and abilities do not consistently meet expectations. Close direction and supervision is required, even in routine situations. Frequent coaching is needed to avoid problems and improve performance. Decision making and judgement is inconsistent and questionable.
Level 2 - Meets Expectations:	Overall performance meets expectations and is at a level of a well-qualified, experienced, and motivated employee for the performance dimensions of the position. The output and quality of work is acceptable. Responsibilities of the job are understood and accepted in a positive manner. Job specific knowledge, skills, and abilities are demonstrated at a high level. Employee demonstrates some creativity and initiative to complete their tasks. Some direction or supervision is needed in unexpected situations.
Level 3 - Above Average:	Performance at this level meets the criteria in all respects for Level 2 by Meeting Expectations in the performance dimensions for the position. Performance, at times, may exceed expectations for some essential job functions but not all. The output and quality of work is consistently very good meeting the most critical goals/objectives established within their Action Plan. Is self-motivated and able to identify opportunities/challenges and has the vision to pursue them demonstrating creativity and initiative to complete these tasks with minimal supervision.
Level 4 - Exceeds Expectations:	Performance at this level meets the criteria in all respects for Level 3 by achieving Above Average in the performance dimensions of the position and further exceeding the already high organizational expectations in many areas. Uses initiative and creativity to solve complex problems and demonstrates superior judgement. Has a substantial positive impact upon overall operations. Goes above and beyond just assigned job responsibilities in a positive manner. Innovative in the development of new programs, services, procedures, or concepts that create efficiencies on the delivery of services to the community. Please see attached Appendix A in order to complete the Exceeds Expectations Justification Worksheet to complete this rating.

Employee Self-Review - Final Rating Determination and Final Comments:

Supervisor Review - Final Rating and Final Comments:

Signatures: *I have participated in a performance appraisal and goal setting discussion with my supervisor. My signature acknowledges that the performance appraisal document has been reviewed with me by my supervisor, and that I discussed the rating and comments contained in this document as provided.*

Employee Signature

Supervisor Signature

Date

Date

Appendix A - Exceeds Expectations Justification Worksheet

Level 4 rating within the Employee Performance Appraisal process is noted as the Exceeds Expectations threshold and is the highest rating acheivable within the annual evaluation process. Section 3.04(5) of the Compensation and Benefits Manual details the guidelines that have to be met for a rating of Exceeds Expectations to apply following review. By Policy, "Department Heads are responsible for providing written documentation for the justification of an "Excceds Expectations" rating for any Employee and a copy of the completed annual performance evaluation to the Administrator." This worksheet shall utilize the policy guidelines regarding the acheivement of this rating and serve as the written documentation to outline this documentation. Upon completion of this form, the Department Head will sign and submit this worksheet to the Village Admintrator for approval with a copy of the Performance Appraisal. The Department Head may not transmit the final review and rating determination until after this worksheet has been approved by the Village Administrator.

Please enter in the justification for each guideline listed in order to make a determination on the rating regarding the year in which the Performance Appraisal is being conducted. These guidelines are established as official policy within Section 3.04(5) of the Compensation and Benefits Manual. The following guidelines are to be used to determine the rating of Level 4 - Exceeds Expectations:

Employees who have generally and consistently performed at an above average level for sustained periods of time…

Employees who have had considerable level of positive impact upon the overall operations of the Village or Department…

Employees who routinely plan, participate in, or conduct programs or services to the Community that are beyond those required of the position…

Employees who are innovative in the development of new programs, services, procedures, or concepts that create efficiences or incrase effectiveness in the delivery of service to the Community and their Department…

Signatures: *As the Department Head and/or Supervisor, I have completed the Performance Appraisal for the above named Employee finding their performance to Exceed Expectations as a Level 4 within the annual evaluation process. As such I am submitting the Excceeds Expectations Justification Worksheet as my written documentation to the Village Administrator of this acheivement and recognition that I find the Employee's performance to be inline with the guidelines established within Section 3.04(5) of the Compensation and Benefits Manual for Employee's that Exceed Expecations*

Department Head/Supervisor

Village Administrator

Date

Date