



**Library Board Agenda  
GREENDALE PUBLIC LIBRARY  
Wednesday, January 16, 2019  
5:30 p.m.**

**Community Meeting Room, 5647 Broad Street, Greendale, WI 53129**

1) Call to Order	
2) Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Board action will be taken at these meetings.	
3) Public Comments	
4) Approval of the Minutes: December 19, 2018 regular meeting	ACTION
5) Approval of Financial Reports:	ACTION
a) Check Register: December 2018	
6) Review of Financial Statements:	
a) Expenditures to Actual Comparison: 12/18	INFORMATION
b) Revenue to Actual Comparison: 12/18	INFORMATION
c) Balance Sheet: 11/18	INFORMATION
7) Unfinished Business:	
a) Consider a motion to establish library staff compensation for hours worked on approved Village Holidays	ACTION
MEMO	
8) New Business:	
a) Consider a motion to approve open hours adjustments and expenditures for Library support of 2019 Village Public Celebrations	ACTION
MEMO, DOCUMENT	
a) After-school student conduct standards and expectations	DISCUSSION
MEMO, DOCUMENT	
9) Informational and Discussion Items:	
a) Director's Report	
b) Library Staff Reports	
c) President's Report	
d) Friends Board Report	
e) Foundation Board Report	
10) Correspondence	
11) Closed Session: The Board shall convene in Closed Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. <i>Specifically, to discuss the Library Director's annual/probationary Performance Evaluation</i>	ACTION
12) Return to Open Session: The Board reserves the right to return to Open Session to act on matters discussed in Closed Session.	ACTION
13) Adjournment	

cc: Library Board; GreendaleNow (jane.ford@jrn.com); GD Police posting (szuber@greendalepolice.org); Village Manager; Assistant Village Manager; GreendaleNow (jane.ford@jrn.com)  
GD Police posting (szuber@greendalepolice.org)

**PUBLIC NOTICE**

In an effort to make public meetings accessible to everyone, upon reasonable notice, the Village will attempt to accommodate the needs of persons with disabilities through sign language interpretation or other auxiliary aids. For additional assistance, please contact the Greendale Public Library at 423-2136.

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
Wednesday, December 19, 2018**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:35 PM.

Trustees Present: Amidzich, Dombrowski, Genz, Jensen, Unger.  
Excused: Huberty, Kiltz.  
Also Present: Wms-Van Klooster- Library Director

Library Director Williams-Van Klooster stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

**PUBLIC COMMENTS**

None.

**APPROVAL OF THE MINUTES**

Trustee Jensen moved, Trustee Genz seconded approval of the November 14, 2018 minutes.

Ayes: All  
Noes: None  
Motion to approve: Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: November 2018

Trustee Unger moved, Trustee Dombrowski seconded approval of the November 2018 expenditures in the amount of \$5258.84.

Ayes: All  
Noes: None  
Motion to approve: Carried

**REVIEW OF FINANCIAL STATEMENTS**

- a) Expenditures to Actual Comparison: 11/18
- b) Revenue to Actual Comparison: 11/18
- c) Balance Sheet: 10/18

**UNFINISHED BUSINESS**

- a) CLC Agreement revision

Trustee Jensen moved, Trustee Unger seconded for approval of the revised CLC agreement. Unger confirmed with Wms-VK that the CLCAC had reviewed the revised version and was satisfied with the updates.

Ayes: All  
Noes: None  
Motion to approve: Carried

- b) Strategic Plan update

Wms-VK reviewed the memo and noted that he felt very happy with the outcome of the November staff meeting. He is working with Kim of Ujima United to develop the written plan that will be brought forward to the Board for approval and expects this to be completed in 1 month. Unger inquired about the time period the plan is expected to be in place. Wms-VK said 3-5 years, and then we start over again. Amidzich recommended having twice-yearly plan update from Wms-VK to ensure it is being followed. Amidzich also recommended a pre-action phase survey to set a benchmark from which to measure staff experience of the plan at completion.

## **NEW BUSINESS**

### a) 2019 Library Calendar and Hours

Trustee Dombrowski moved, Trustee Jensen seconded, approval of the calendar as presented with the revision of full regular open hours on the Friday and Saturday before Easter, and full regular open hours the Friday and Saturday after Thanksgiving. Discussion ensued about Village department practices for paying overtime on days declared Village Holidays by the Salary Resolution. Wms-VK will investigate and report back to the Board.

Ayes: All

Noes: None

Motion to approve: Carried

### b) Director 2018 Project Plan review

No discussion

### c) Director 2019 Project Plan

No discussion

### d) Trustee Continuing Education – PLSR

Wms-Van Klooster shared the packet Memo and answered questions.

## **INFORMATIONAL AND DISCUSSION ITEMS**

### a) Director's Report

No highlights to this report.

### b) Library Staff Report

No highlights to this report.

### c) President's Report

None.

### d) Friends of the Greendale Public Library Report

Wms-VK said that Dickens was very successful due in part to Board member volunteerism and a more modest production than recent years. The Friends mailed their annual membership appeal in November.

### e) Greendale Public Library Foundation Report

None.

## **CORRESPONDENCE**

None

## **ADJOURNMENT**

The meeting adjourned at 6:45 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
<b>54922</b>							
<b>JOERS, STACI</b>							
12/18	07-51-75028	LIB DONATION PURCHASE	12/14/2018	255.00	INVOICE	PROGRAM -COOKING WITH CLASS	
Total 54922:				255.00			
<b>54929</b>							
<b>OFFICE COPYING EQUIPMENT LTD</b>							
12/18	07-51-55100	OFFICE SUPPLIES	12/14/2018	149.36	AR70223	OCT-NOV COPIES	
Total 54929:				149.36			
<b>54931</b>							
<b>PABST MANSION</b>							
12/18	07-51-75031	LIBRARY PROGRAMS	12/14/2018	50.00	PRESENTATIO	PRESENTER-PABST MANSION VIEW	
Total 54931:				50.00			
<b>122312578</b>							
<b>ACH US BANK PCARD</b>							
12/18	07-51-75031	LIBRARY PROGRAMS	12/18/2018	17.59	11JORDAN	India Palace-food for Teen Henna Program	BM INDIA PALACE
12/18	07-51-51200	OPERATING EQUIPMENT	12/18/2018	67.84	11KVICTORY	LIBRARY EMAIL	CORE VISION IT SOLUTIONS
12/18	07-51-57100	UTILITIES	12/18/2018	219.99	11KVICTORY	LIBRARY	TWC*TIME WARNER CABLE
12/18	07-51-56504	YOUTH BOOKS	12/18/2018	69.76	11REINKE	Youth Books	HALF PRICE BOOKS #051
12/18	07-51-56504	YOUTH BOOKS	12/18/2018	74.97	11REINKE	Youth Books	HALF PRICE BOOKS #051
12/18	07-51-75028	LIB DONATION PURCHASE	12/18/2018	19.99	11REINKE	Storytime	WALGREENS #4556
12/18	07-51-55100	OFFICE SUPPLIES	12/18/2018	21.61	11SCHUMACH	Complete Office - November Office Supplies	COMPLETE OFFICE OF WISCON
12/18	07-51-61100	MAINT SUPPLIES-BUILDING	12/18/2018	25.33	11SCHUMACH	Quill - air fresheners	QUILL CORPORATION
12/18	07-51-75031	LIBRARY PROGRAMS	12/18/2018	44.53	11SCHUMACH	Walmart - Circ Meeting snacks	WAL-MART #5668
12/18	07-51-55100	OFFICE SUPPLIES	12/18/2018	87.58	11SCHUMACH	Office Depot - Nov Office Supplies	OFFICEMAX/DEPOT 6869
12/18	07-51-55100	OFFICE SUPPLIES	12/18/2018	30.03	11SCHUMACH	Complete Office - November Office Supplies	COMPLETE OFFICE OF WISCON
12/18	07-51-61100	MAINT SUPPLIES-BUILDING	12/18/2018	6.84	11VANKLOOST	glass cleaner gal	MENARDS FRANKLIN WI
12/18	07-51-61100	MAINT SUPPLIES-BUILDING	12/18/2018	7.22	11VANKLOOST	outlet covers	HARRY'S ACE HARDWARE
12/18	07-51-75031	LIBRARY PROGRAMS	12/18/2018	6.98	11VANKLOOST	Dickens suppl	PICK N SAVE #878
12/18	07-51-61100	MAINT SUPPLIES-BUILDING	12/18/2018	216.89	11VANKLOOST	drill, storage totes, floor mat	THE HOME DEPOT 4941
12/18	07-51-92900	MISCELLANEOUS	12/18/2018	171.50	11WEISHAR	LIBRARY PRE EMPLOYMENT PHYSICAL	CONCENTRA
Total 122312578:				1,088.65			

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
122312579						
<b>ACH WE ENERGIES</b>						
12/18	07-51-57100	UTILITIES	12/21/2018	122.39	11	5647 Broad-5650 Parking St Library
Total 122312579:				122.39		
Grand Totals:				1,665.40		

Account Number	Account Title	Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	17,366.90	220,065.00	223,322.65	3,257.65-	101.48%
07-51-42200	SALARIES - TEMPORARY	12,486.47	145,826.00	151,477.42	5,651.42-	103.88%
07-51-42300	SALARIES - OVERTIME	.00	.00	803.75	803.75-	.00
07-51-45100	HEALTH INSURANCE	4,874.34	46,500.00	54,008.67	7,508.67-	116.15%
07-51-45200	LIFE INSURANCE	22.93	500.00	265.25	234.75	53.05%
07-51-46100	SOCIAL SECURITY	1,313.69	22,686.00	16,421.39	6,264.61	72.39%
07-51-46200	WRS EMPE/EMPR	1,494.03	24,515.00	18,484.15	6,030.85	75.40%
07-51-46300	MEDICARE	408.55	5,306.00	5,150.97	155.03	97.08%
07-51-51200	OPERATING EQUIPMENT	.00	20,000.00	25,211.11	5,211.11-	126.06%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,657.00	20,057.00	600.00	97.10%
07-51-55100	OFFICE SUPPLIES	149.36	12,000.00	13,378.66	1,378.66-	111.49%
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	5,463.34	846.66	86.58%
07-51-56300	TRAINING	.00	1,000.00	1,102.75	102.75-	110.28%
07-51-56500	ADULT BOOKS	.00	25,000.00	14,291.83	10,708.17	57.17%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	858.08	641.92	57.21%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	964.79	364.79-	160.80%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	849.67	150.33	84.97%
07-51-56504	YOUTH BOOKS	.00	21,000.00	17,302.27	3,697.73	82.39%
07-51-56505	YOUTH MEDIA	.00	.00	427.64	427.64-	.00
07-51-56506	SERIALS	.00	4,000.00	3,833.13	166.87	95.83%
07-51-56508	MCFLS DATABASES	.00	8,400.00	9,188.49	788.49-	109.39%
07-51-57100	UTILITIES	.00	26,250.00	24,487.46	1,762.54	93.29%
07-51-61100	MAINT SUPPLIES-BUILDING	.00	8,150.00	6,040.67	2,109.33	74.12%
07-51-75023	LIBRARY - MCFLS RECIP EXP	.00	23,421.00	16,977.08	6,443.92	72.49%
07-51-75028	LIB DONATION PURCHASE	255.00	10,000.00	13,484.15	3,484.15-	134.84%
07-51-75031	LIBRARY PROGRAMS	50.00	10,000.00	6,744.31	3,255.69	67.44%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	.00	10,000.00	11,851.13	1,851.13-	118.51%
07-51-83100	LIBRARY RFID FUND	.00	.00	.00	.00	.00
07-51-83200	CLC JOINT EXPENSE	.00	.00	.00	.00	.00
07-51-83300	LB TO CLC CONTRIBUTION	.00	.00	.00	.00	.00
07-51-83400	LIBRARY LIGHTING	.00	.00	.00	.00	.00
07-51-83500	SERVICE AGREEMENT	.00	.00	.00	.00	.00
07-51-92900	MISCELLANEOUS	.00	1,000.00	1,344.64	344.64-	134.46%
Total LIBRARY:		38,421.27	675,686.00	663,792.45	11,893.55	98.24%
Net Grand Totals:		38,421.27-	675,686.00-	663,792.45-	11,893.55-	98.24%

Account Number	Account Title	12/18 Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
<b>LIBRARY FUND</b>						
07-00-21102	PROPERTY TAX LEVY	.00	560,386.00	560,386.00	.00	100.00%
07-00-21123	LIBRARY - MCFLS RECIP	.00	23,421.00	24,750.60	1,329.60-	105.68%
07-00-22515	DONATIONS LIBRARY	1,236.41	20,000.00	18,818.86	1,181.14	94.09%
07-00-22958	LIBRARY COPIER SALES	.00	5,000.00	5,665.12	665.12-	113.30%
07-00-22959	LIBRARY FINES	444.55	11,000.00	11,287.76	287.76-	102.62%
07-00-22960	LIBRARY BOOK CHARGES	69.10	1,000.00	1,492.55	492.55-	149.26%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	58.00	1,000.00	1,598.35	598.35-	159.84%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		1,808.06	621,807.00	623,999.24	2,192.24-	100.35%
Net Total LIBRARY FUND:		1,808.06	621,807.00	623,999.24	2,192.24-	100.35%
Net Grand Totals:		1,808.06	621,807.00	623,999.24	2,192.24-	100.35%

VILLAGE OF GREENDALE  
BALANCE SHEET  
11/30/2018

ASSETS

07-00-111000	CASH DEPOSIT	\$ 108,923.36
07-00-111080	PETTY CASH	\$ 200.00

TOTAL ASSETS \$ 109,123.36

LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ (3,309.32)
07-00-151260	DEFERRED REVENUES - TAX	\$ 0.00
07-00-151280	ACCUMULATED VACATION PAYABLE	\$ -
07-00-151290	ACCUMULATED SICK LEAVE PAYABLE	\$ -
07-00-172020	DUE TO/FROM 2 EQUIP REPL	\$ -
07-00-172090	DUE TO/FROM 60 TRUST AGENCY	\$ (0.00)
07-00-172200	DUE TO/FROM FOUNDATION	\$ -
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00

TOTAL LIABILITIES \$ (3,309.32)

FUND EQUITY

07-00-170000	FUND BALANCE	\$ (108,994.04)
	REVENUES OVER EXPENDITURES- YTD	\$ 3,180.00

TOTAL FUND EQUITY \$ (105,814.04)

TOTAL LIABILITIES AND EQUITY \$ (109,123.36)



**GREENDALE PUBLIC LIBRARY  
BOARD MEMO**



Date: 1/9/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

**Re: *Agenda item # 7-a: Consider a motion to establish library staff compensation for work on approved Village Holiday dates***

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**Attachments:**

- 2018 Village Salary Resolution, pages 4 & 8

**Discussion:**

The Village Salary Resolution describes compensation for benefitted employees for hours worked on official Village holidays. The Library is approved to be closed on all official Village holidays except for the Friday before Easter.

Past Library Directors and supervisors seemed to have inconsistent methods for accounting for holiday work compensation. The methods did not necessarily follow the Village Salary Resolution, and little internal documentation can be found that formalized any compensation method used.

The following compensation method is proposed for employees who work on days approved as official Village holidays based on the Village Salary Resolution, using Friday before Easter as an example. Note: long-established and consistent past practice is that an employee who works Saturday takes off the same number of hours the preceding Friday in exchange, so that a 40 hour work week is not exceeded.

From *Non-Represented and Non-Bargainable Employee Benefits Resolution: section XII 'Overtime'*

- c. Double time shall be paid for all hours worked by employees on holidays, plus holiday pay.

SEE FOLLOWING PAGE FOR COMPENSATION METHOD EXAMPLE

**Fiscal implication:**

Cost to staff the library on reopened Easter Friday/Saturday hours in 2019:

- \$2404
  - \$804 in non-benefitted hours + \$1600 max. in benefitted hours
    - 67 non-benefitted hours @straight rate of \$12/hour
    - 32 benefitted hours @OT rate of \$50/hour

**Library Director's recommendation:**

Approve compensation method for library staff hours worked on approved Village Holidays

## Friday before Easter

Library services available 8 hours [1/2 day is official holiday]	<b>Benefitted staff</b> [choose one option]	work 8 hours, compensate for 20:	8 @overtime (16) + 4 @General Holiday
		or	
		work 4 hours, compensate for 12:	4 @overtime (8) + 4 @General Holiday
	or	work 0 hours, compensate for 8:	4 @Vac or Floating Holiday + 4 @General Holiday
	<b>PT staff</b>	Work scheduled hours, compensate @straight pay	

## If Friday is day off for Saturday work day

Library services available 6 hours	<b>Benefitted staff</b>	work 8 hours, compensate for 20  <i>[though Saturday is not an official Village holiday, benefitted employee who is required to work Saturday is given the preceding holiday Friday off and is compensated as though working the holiday]</i>	8 @overtime (16) + 4 @General Holiday
	<b>PT staff</b>	Work scheduled hours, compensate @straight pay	

## Comparison with other Village departments

Village Hall, DPW, Health services available 4 hours [1/2 day is official holiday]	<b>Benefitted staff</b> [choose one option]	work 4 hours, compensate for 8:	4 @straight pay + 4 @General Holiday
		or	
		work 0 hours, compensate for 8:	4 @Vacation or Floating Holiday + 4 @General Holiday
	<b>PT staff</b>	Work scheduled hours, compensate @straight pay	

summary as follows: Frames, up to \$70 Retail Value, 1X each 24 months; Lenses, 1X each 12 months; Contact Lenses, 1X each 12 months; Deductible, \$20.00 per person per year.

**V. Life Insurance**

Employees shall be covered under the State of Wisconsin Insurance Program, in accordance with Subchapter VI of Chapter 40 of the Wisconsin Statutes. The Village shall pay the full premium for the basic coverage.

**VI. Holidays**

- a. The Village shall observe the following legal holidays, except for Police Lieutenants, Police Sergeants and Fire Captains:
- ◆ New Year's Day
  - ◆ Memorial Day
  - ◆ Fourth of July
  - ◆ Friday Before Easter (Good Friday) – ½ Day
  - ◆ Labor Day
  - ◆ Thanksgiving Day
  - ◆ Christmas Day
  - ◆ Either One (1) full day before Christmas (Christmas Eve) and a half (½) day before New Year's Day (New Year's Eve) or half (½) day before Christmas (Christmas Eve) and one (1) full day before New Year's Day (New Year's Eve).
  - ◆ Three (3) Floater Holidays to be taken by the employee at the discretion of the Department Head, except that all Village Hall employees shall take one (1) of their floating holidays on the day after Thanksgiving.
  - ◆ One (1) additional floating holiday for both the Chief of Police and the Fire Chief.
  - ◆ If a holiday falls on a Saturday, the proceeding Friday shall be considered as the holiday.
  - ◆ If a holiday falls on a Sunday, the following Monday shall be considered as the holiday.
- b. The Village shall credit Police Lieutenants Police Sergeants and Fire Captains with Twelve (12) holidays on January 1<sup>st</sup> of every year, all of which may be taken as time off under the following guidelines:
- i. A request for holiday time off cannot displace a previously scheduled compensatory day for another employee unless such holiday request was filed and time-stamped either prior to or at the same time as the compensatory request;
  - ii. Holiday time off cannot create overtime;
  - iii. Holiday time off must be taken in a full day or shift increments
  - iv. Holiday time off may be canceled at any time prior to the date in question by the Chief or his designee based on unanticipated changes in staffing levels or other needs of the service as determined by the Chief.

**VII. Jury Duty Pay**

An employee with one or more years of service who is summoned and reports for jury duty, as prescribed by applicable law, shall be paid his normal pay that the employee would have otherwise earned by working during straight-time hours for the Village on that day, and shall turn over his pay for jury duty (exclusive of travel pay, expenses or pay for jury duty on off days) for each day on which the employee

**XII. Overtime.**

- a. The period for which time and one-half (1.5) salary shall be paid for hourly employees is for all hours above the regular working week or regular eight (8) hour day. In lieu of overtime pay, such employee may, if agreeable to the Village Manager, receive compensatory time off on a time and one-half (1.5) basis, such time off to be taken at a time mutually agreeable to the employee and the Village Manager. Employees shall not be allowed to elect compensatory time off if such is prohibited by the Fair Labor Standards Act. The maximum compensatory time that may be accumulated at one time is eighty (80) hours.
- b. If an employee who has left work or was off of work on a particular day is required to return to work to take minutes at a meeting of the Village Board and/or of a Committee of the Village Board, such employee will be paid two (2) hours of pay at straight-time rate if the meeting is one and one half (1.5) hours or less in duration. If the length of the meeting exceeds one and one-half (1.5) hours, such employee will receive pay at time and one-half (1.5) for all hours worked. In lieu of pay under this section, such employee may, if agreeable to the Village Manager, receive compensatory time off on the applicable basis, such time off to be taken at a time mutually agreeable to the employee and the Village Manager. Employees shall not be allowed to elect compensatory time off if such is prohibited by the Fair Labor Standards Act.
- c. **Double time shall be paid for all hours worked by employees on holidays, plus holiday pay.**

**XIII. Performance Evaluations**

The Village's employee's pay will be based on their performance. Annually the Village Manager shall conduct a performance evaluation for each employee to determine the employee's pay for the current year. The Manager's performance evaluation program shall provide for evaluation input from each employee's immediate supervisor(s) and department head. The Village Manager shall complete the performance evaluation program annually by the first Tuesday of February.

**THE FOLLOWING ITEMS ONLY PERTAIN TO THE POLICE-DISPATCHERS**

**XIV. Hours of Work**

- a. Full-time employees shall work on an average of forty (40) hours per week as scheduled by the Police Chief, and the normal workday will be eight (8) consecutive hours and the normal work schedule will be five (5) days of work followed by two (2) off days, followed by four (4) days of work followed by two (2) off days, or vice versa, then repeat the cycle. However, the Police Chief may, at his sole discretion, assign one (1) or more employees to work a five (5) day on, two (2) day off schedule, Monday through Friday. Full-time employees will receive a thirty (30) minute paid lunch break whenever practicable during their tour of duty when no emergency exists, provided that the employee must stay at the Police Station and be subject to call during such lunch break.
- b. Employees who voluntarily wish to switch their workdays shall submit a written request to the Chief of Police not less than forty-eight (48) hours prior to the first day involved in the switch. All employees involved in the switch must work in the same job capacity and be qualified to perform the work. Both employees involved in the switch shall sign the written request. The following information must be provided to the Chief of Police in the written request:

- 1) All the employees involved in the switch;

**GREENDALE PUBLIC LIBRARY  
BOARD MEMO**



Date: 12/26/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Agenda item # 8-a***

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**Attachments:**

- *Library support for Public Celebrations: 2019 year-at-a-glance plan*

**Discussion:**

The attached plan for support of public celebrations will be submitted to the Public Celebrations Committee after review by the Library Board.

The plan reflects activities and extended hours typical of previous years, plus one new event (Car Show/Craft Fair)

**Fiscal implication:**

\$5623 in 2019 for wages and supplies

- \$4998 in wages for two staff members to cover the extended hours as outlined in the plan [102 hours @ \$49/hour (\$16 clerk OT, \$33 professional OT)]
- \$625 in Programming funds allocated for craft supplies, decorations, related consumables

**Library Director's recommendation:**

Discuss Library's commitment to participate in or have companion programming for upcoming Celebrations. Develop memo to share with PCC as early as possible outlining these commitments. Make special note of any PCC events for which the Library will not be open but a PCC event is scheduled, for which Library bathrooms might be desirable, for which meeting rooms might be desirable, etc.

## Library support for Public Celebrations 2019 Year-at-a-glance Plan

<b>Event</b>	<b>Event dates/hours</b>	<b>Library dates/hours adjustment</b>	<b>Supporting activity at Library begins at start time on PCC marketing material</b>
WinterFest / Left my heart on Broad Street	1 <sup>st</sup> or 2 <sup>nd</sup> Saturday of February, 9A-4P [February 2, 2019]	<b>Extended hours Saturday 2-5P</b>	Winter-theme and/or Valentines-theme crafts for young children; host of chili cookoff stop
Cheers to Education	[February 22, 2019]	<b>Close early at 4PM, 2 library staff needed to ensure facility is returned to normal for 8AM Saturday opening</b>	n/a
Gallery Night-Spring	None planned	<b>n/a</b>	n/a
Pet Palooza / Spring into Greendale	2 <sup>nd</sup> Saturday of May, 12-4P [May 11, 2019]	<b>Extended hours Saturday 2-5P</b>	Pet/animal-theme and/or Mother's Day-theme crafts for young children
School's Out	Last day of school, 6-8P [June 11, 2019]	<b>Extended hours Friday 5-8P</b>	Table on street, Summer Reading signup launch
4th of July Family Fest	Week of July 4, evening entertainment 4-11P, all day 7/4 10A-11P	<b>Extended hours Friday 5-8P, Extended hours Saturday 2-5P [closed all day 7/4]</b>	NONE – this is the middle of Summer Reading when we take a week off from our intensive special weekly programming
Downtown Market	Every other Saturday late June – Sept	<b>None</b>	Library Friends table at select Market dates
Village Days	2 <sup>nd</sup> weekend in August, Friday 4-9P, Saturday 2-8P, Sunday 1-3P [August 9-11, 2019]	<b>Extended hours Friday 5-8P, Extended hours Saturday 2-5P</b>	Summer-theme crafts for young children
Car show	Saturday after Village Days [Aug 17, 2019]	<b>Extended hours Saturday 2-5P</b>	None
Gallery Night-Fall	Friday evening of Oktoberfest	<b>None</b>	None

Hay Days featuring the Oktoberfest Beer Garden	Last full weekend in September, Friday 4-8P, Saturday 10A-7P [September 20-21, 2019]	<b>Extended hours Friday 5-8P, Extended hours Saturday 2-5P</b>	Fall-theme crafts for young children (Saturday only)
Veteran's Day	Friday evening before November 11, parade Saturday [November 8, 2019]	<b>Extended hours Friday 5-8P</b>	<b>Large crowd due to new memorial?</b>
Tree Lighting	1 <sup>st</sup> Friday after Thanksgiving (Black Friday) [November 29, 2019]	<b>Extended hours Friday 5-8P</b>	None
Dickens of a Village	2nd Friday after Thanksgiving, 4-9P [December 6, 2019]	<b>Extended hours Friday 5-9P</b>	Games, crafts, cookie decorating

<b># of events supported</b>	<b>Total hours extended</b>	<b>Total minimum additional staff time required</b>
13	51	102 (52 hours each for 2 employees)

**GREENDALE PUBLIC LIBRARY  
BOARD MEMO**



Date: 1/9/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Agenda item # 8-b: After-school student conduct standards and expectations***

---

**Attachments:**

- Library Code of Conduct
- Library Mission, Vision, Values

**Discussion:**

The hours of 3-5PM are very busy for CLC staff and the Broad Street business district in general. This high activity level is increased with the dismissal of GMS students at the same time.

Monitoring student behavior inside and outside the library after school is a standard routine for many public libraries. In the case of GPL staff hope to receive some guidance and/or support from the Library Board in what standards should be maintained.

Lisa has collected statistics at the beginning of the school year and concluded that an average of 80 kids come through the library each day after school. On the busiest days young people occupy nearly every seat and section of the library except for the children's area, which they are specifically restricted from using. Computers are also now in high demand from youth due to the student-id-as-library card program.

Essential discussion points include:

- GPL's role in monitoring student behavior inside the CLC
- The unique environment and Mission/Values of the CLC that
  - currently allows for, and encourages, community connection and engagement
  - positions an open-concept business office in a public area
- philosophy regarding allowable and unallowable conduct and techniques to manage it
- philosophy regarding management of student energy and enthusiasm within the library's mission and budget

**Fiscal implication:**

n/a

**Library Director's recommendation:**

Explore development of statement of community-led philosophy regarding environment for after school youth





## **POLICY**

The Greendale Public Library is dedicated to providing an environment in which patrons may use the library without being unduly disturbed or impeded by other library users. All patrons and staff have the right to a safe and congenial environment.

## **PROCEDURE**

Members of the public are to conduct themselves in a manner that does not interfere with others and that is in keeping with the library's purpose. Persons using the library shall wear appropriate garments including a shirt or other covering of their upper bodies and shoes or other footwear. Headphones must be worn to listen to music, watch videos or converse via phone, tablet or computer. Users may consume beverages with lids anywhere in the library.

The Greendale Public Library's Code of Conduct's purpose is to ensure a safe and secure environment for all users and staff inside the library and on premises. Behaviors that are not conducive to safety are prohibited. These include, but are not limited to:

- Behaving in a disorderly, boisterous or loud manner
- Consuming and/or being under the influence of drugs or alcohol
- Possessing a gun, knife or other weapon
- Threatening another person either verbally or physically
- Harassment which may include unwanted conversations with other individuals
- Using abusive or profane language
- Taking / stealing personal property
- Running or throwing objects
- Loitering or impeding passage inside or outside the library building
- Violating computer use policies
- Taking photos or video without the subject's consent
- Breaking the law
- Bringing in animals, except as required by persons with disabilities
- Panhandling or soliciting inside the library
- Using skateboards, rollerblades or bikes in the library building
- Smoking or vaping in any area of the library building
- Eating in the library, except at authorized functions
- Sleeping in the library
- Offending patrons or staff due to poor bodily hygiene
- Using any item that produces audible noise (music, videos, etc.) such as radios, cell phones, tablets, computers or other electronics in ways that disturb library patrons.
- Damaging, defacing or destroying library property
- Theft of library property

**Consequences of Policy Violation**

Any person who violates library rules and regulations may be asked by a staff member to conform to these rules. If such a change is not evident, that individual may be asked to leave the library property and/or to present a library card or identification.

Failure to leave may result in police being called.

If an individual's behavior is extremely disruptive, dangerous or illegal, the Village of Greendale Police may be contacted immediately.

Violations of this policy may result in suspension or revocation of library privileges.

## **MISSION**

We *strive to* transform lives and strengthen our community by creating a safe, welcoming, and inclusive home for *information*, learning, inspiration, and connection.

## **VISION**

An inspired and connected community of lifelong learners.

## **VALUES**

### **Learning**

We provide equal access to *resources* and opportunities for life-long learning for all.

### **Curiosity**

We inspire curiosity, creativity and innovation.

### **Service**

We work together as a team to deliver superior customer service that is personal, respectful and meets the changing needs of our community.

### **Community**

We partner with our community to create connections and community engagement.



## WHO SHOULD ATTEND STUDY CLUB?

- Students that need a quiet place to study and do homework after school
- Students that want to browse the GMS book collection and read in a peaceful environment
- Students who need to collaborate with other students or teachers
- Students that want to create using software available on a Mac computer
- Students that need assistance on their work from a staff member
- Students who want to  
**SUCCEED IN SCHOOL**

GREENDALE MIDDLE SCHOOL  
LIBRARY MEDIA CENTER

423-2800

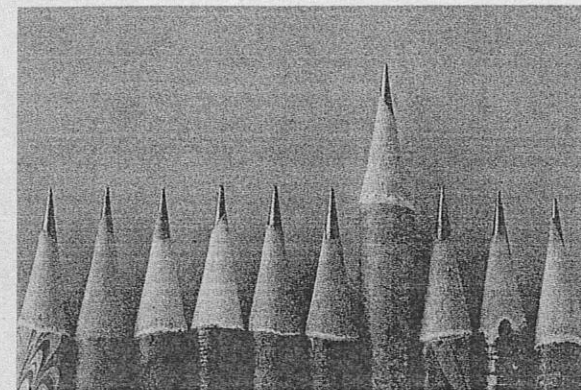
LIBRARY MEDIA SPECIALIST  
*MS. SANDRA SPEARE*

## Student Expectations

- Students will be able to come and leave as necessary. However, when they leave the LMC, they must leave the school unless they go to another supervised area.
- Students will be expected to work quietly while in the library.
- Computers will be used for school work only. All usage rules for the school day will be enforced.
- Cell phone use will be limited to arranging transportation or notifying parents of their plans.
- Students will also be permitted to use their IPODS or MP3 players as long as they are not heard.

# Sharpen Up!

@ Your Library



**GMS**  
**Study Club**  
**LMC**



# Greendale Middle School

## 2018-19 Study Club Calendar

Sep 03: Labor Day  
 Sep 04: First Day of School  
 Oct 01: No School  
 Nov 05-06: No School  
 Nov 21-23: No School  
 Nov 22: Thanksgiving Day  
 Dec 24-Jan 01: Winter Break  
 Jan 02: School Resumes  
 Jan 21: No School  
 Feb 18-19: No School  
 Mar 25-Apr 02: Spring Break  
 Apr 19: No School  
 May 24: No School  
 May 27: Memorial Day  
 Jun 11: Last Day of School

**Study Club is open from  
 3pm-4pm on all shaded  
 dates**

### August 2018

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

### September 2018

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

### October 2018

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

### November 2018

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

### December 2018

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

### January 2019

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

### February 2019

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

### March 2019

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

### April 2018

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

### May 2019

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

### June 2019

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

### July 2019

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



# GREENDALE PUBLIC LIBRARY

## DIRECTOR'S REPORT



Date: 1/9/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Directors' Report: Dec 2018/Jan 2019***

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### General updates:

- Steve Hesel, MCFLS Director, would like to attend the February Library Board meeting. He would present a general overview of MCFLS, touch on the new MCFLS Strategic Plan, and answer questions. 20 minutes would be allotted.
- 2018 end of year budget will be reconciled in mid-late February. We will continue to have 2018 chargebacks through January with the final 2018 budget
- Several facility needs are being addressed
  - Security cameras (x3) and recorder (x1) replacement, initiated by Village Admin to repair some nonfunctional video cameras at CLC and upgrade equipment at Hose Tower using replaced equipment from CLC
    - Negotiating with Todd to identify fund source – could be CLC MISC account, could be other
  - Timer for exterior lighting replaced – CLC MISC account
  - Canopy & foyer recessed ceiling lights (x4) to be replaced with brighter LED – CLC MISC account
  - Ceiling lights (x2) in small study rooms to be replaced with LED due to bad ballasts
  - Fire alarm 'no communication' condition corrected by Johnson Controls – CLC MISC account
  - Carpet cleaning of high traffic areas and soft furnishings in late December – cost shared among departments

### Programs:

- Basic prep for Winterfest on 2/2: chili stop, youth craft

### Staffing updates:

- Julie (Library Circ Supervisor) celebrated 15 years of service to the Village in December. She received a very nice mounted certificate from Village Administration.
- Training refresher in basic customer service techniques is scheduled for early February in cooperation with the PD. All Village departments have been invited. To be offered by CVMIC.
- Annual performance evaluations begin in January, to be completed in February before the Salary Resolution is presented to the Village Board of Trustees. Expect to discuss the evaluations and salary adjustments at the February meeting.

### Meetings attended:

- 1/3 MCFLS LDAC
- 1/8 Village PCC Public Celebrations Committee
- 1/10 Village Department Heads
- 1/11 CLC Directors
- 1/15 GPL Friends

# GREENDALE PUBLIC LIBRARY

## STAFF REPORT



Date: 1/11/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Staff Report: Dec 2018/Jan 2019**

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### **Memo from Lisa Reinke, Youth Services Librarian:**

- Winter Break Activities: We had 3 days of programming (crafts, Bingo, and a movie) and over 75 people participated
- Youth staff participated in five hours of in person MCFLS training for the Hoopla app at Whitefish Bay Library and Gale Courses online resource at Wauwatosa Library
- 1,000 Books Before Kindergarten reading program was evaluated, prizes were purchased with donated funds, and a plan to actively market the program was created, which has been on hiatus for 2 years

### **Adult Services (Nicole):**

- In December we had our last Lunch and Learn program for 2018. Linda Christenson, President of the Milwaukee Genealogical Society came and presented Genealogy 101 to the patrons. We had 18 patrons attend the program. Linda gave some great tips for those who were starting out on tracing their family ancestry and even explained the differences between the ancestry/genealogy websites. She was incredibly well received and thanks to the growing attendance of the Lunch and Learn programs, I have decided to continue the monthly series for 2019.
- The first week in January we had Greendale native author Tim Deroche come present his first novel The Ballad of Huck and Miguel. We had 10 people come to listen to him speak. Most of the people who had come to hear Tim speak were actually old neighbors of the family and some went to high school with him. Tim's family was there as well and he got to answer questions about what inspired him to write the novel.

### **Teen Services (Tara):**

- I visited the middle school and high school this past month to promote the Milwaukee County Teen Book Award. Both the middle school and the high school allowed me to put a ballot box in their libraries so that students could vote for which book they think should win the award. There is also a display and ballot box in the public library.
- Sandy Speare, the Greendale Middle School Librarian and I submitted a proposal to the Wisconsin Education Technology and Media Association to present at the Association's conference about Reading Rampage and the success of the collaboration between the public library and school library. Our proposal was accepted and we will present on April 1st at the conference in the Wisconsin Dells.

### **Circulation Services (Julie):**

- We had another nice patron compliment from a longtime patron, Diana Burns. She moved to Franklin from Greendale, and now lives right next to the Franklin Library. She and her husband still come here to Greendale to use our library because they always feel so welcomed. She also mentioned she knows several people in her building who also come here because of the wonderful, helpful staff!
- Jenifer and Julie worked together to get files organized and old records disposed of in accordance with the Public Library record retention schedule. There were records, reports and invoices dating back to the late 70's! We worked with our local Goodwill on 60th and Grange. They supplied us



with bins for the records we were disposing of and removed and shredded them at no charge as a courtesy as fellow community members. Altogether we filled two and a half 96 gallon bins! The remaining documents were organized, documented and stored.

- I received a recognition plaque and \$50 gift card from the Village in appreciation for 15 years of service to the Greendale Public Library. I'd like to take the opportunity to thank the staff and board for making my time at the Greendale Library and the work so enjoyable. I look forward to many more wonderful years!



# January 2018 Greendale Public Library Board Report from Youth:



Winter Break Programming December 26-28



Let's bring back 1,000 Books  
Before Kindergarten!

Staff Training



**GREENDALE PUBLIC LIBRARY  
BOARD MEMO**



Date: 1/14/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

**Re: *Agenda item # 11: Library Director annual/probationary performance evaluation***

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**Attachments:**

- Todd Michaels memo re: 2018 Performance Evaluations
- 2018 Performance Evaluation form

**Discussion:**

The Library Director's probationary period of 1 year will end the 2<sup>nd</sup> week of May. Annual evaluations for the purposes of compensation and performance are conducted late January.

The Library Board may choose to give the Library Director a Probationary Evaluation at this time, but can conduct evaluations for staff in any manner it prefers. Merit Increase compensation adjustments are not typically awarded during the probationary period. The Library Director and Supervisors will continue to use the Village's Performance Evaluation form for all staff.

The Village Performance Evaluation form is included in the event the Library Board chooses to use it to evaluate the Library Director. Manager Michaels welcomes any Board inquiry to assist with completing an evaluation of the Library Director.

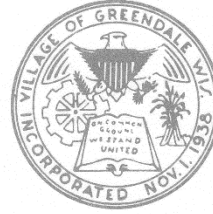
**Fiscal implication:**

n/a

**Library Director's recommendation:**

Choose whether or not to conduct a Library Director 8-of-12 month probationary evaluation in January/February or wait until May for a final probationary evaluation.

**VILLAGE OF GREENDALE  
INTERDEPARTMENTAL  
MEMORANDUM**



January 8, 2019

**TO:** Department Heads  
**FROM:** Todd Michaels, Village Manager  
**RE:** 2018 Performance Evaluations

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Attached you will find the Performance Evaluation forms for your employees. The form is similar to the form that we used last year. As we have discussed previously all permanent full and part-time employees will now be evaluated on a yearly basis using this form. Police and Fire union employees will continue to be evaluated as they have in the past.

Your general direction in evaluating your employees is to honestly and thoroughly evaluate their performance **in calendar year 2018**. Performance evaluations and merit increases are NOT intended to serve as a means to adjust position pay scales. They are intended to honestly review and recognize an individual's performance for the year. Positions that are "underpaid" should be addressed by the Village on a "position" basis through the Employee Compensation Plan. Performance evaluations focus on the individual.

In reviewing your staff personnel, please consider their job performance during calendar year 2018 and rate their performance in each specified performance area or factor in reference to their job responsibilities on the scale below. In providing a score you should place the number of points, **rounded to the nearest tenth**.

In awarding higher scores, please keep in mind the score definitions listed below. In particular the higher scores should be awarded for "noticeably" and "easily recognizable" performance above the job requirements and expectations. **Since Act 10 and 32 were enacted and the majority of the Village's staff is paid on a pay for performance system, the average evaluation score has increased significantly. Since 2012 average evaluation scores have been steadily increasing. For 2017 the evaluation scores averaged 3.03. Your overall evaluation scores should look like a bell curve, with a few performers at each end of the curve. Please consider this as you prepare your evaluations. I will discuss this with each of you when we meet to review your completed evaluations.**

<u>Points</u>	<u>Category</u>	<u>Description</u>
0	Unsatisfactory	Performance does not meet minimum requirements. Significant improvement needed. Performance improvement plan initiated.
1	Progressing	Performance is somewhat less than is expected but improvement is indicated.
2	Commendable	Meets requirements for all major accountabilities.
3	Superior	Noticeably exceeds requirements for all major accountabilities.
4	Outstanding	Performance far exceeds normal expectations and is easily recognizable by anyone knowledgeable of the work.

In completing the evaluations, please provide additional specific references to justify “0 pt.-Unsatisfactory” and “4 pt.-Outstanding” ratings. Please attach an additional sheet explaining each “0” or “4” rating.

The performance evaluation should be used as a management tool to focus performance discussions with each individual employee. Evaluation scores and comments should be used to recognize areas of performance that need to be improved and those areas that should be praised. The evaluation should provide an employee with direction on how to improve during the upcoming year.

Again this year we will be placing much more emphasis on goal setting and attainment. These goals shall be attainable and success or failure to attain the goals should be readily apparent at the end of the year. Goals should be: specific, measurable, agreed, realistic, and time limited. Goals and objectives for 2018 shall be put in writing and signed by the employee and supervisor.

The review process shall proceed as follows:

1. Immediate supervisor evaluates the performance of the employee and submits evaluation to Department Head.
2. Department Head reviews and approves evaluations and submits evaluations to Manager.
3. Manager reviews and approves evaluations and returns to Department Heads.
4. Department Heads and/or immediate supervisor meet and review evaluations with employee.
5. Department Heads return signed evaluation forms to Manager for placement in employee Personnel Folder.

Immediate supervisors should **NOT** discuss performance evaluations and proposed merit increases with the individual employee until after they have been approved by the Department Head and Manager.

Merit increases for this year will be approved by the Board of Trustees with the annual Salary Resolution. This may not happen until April when we meet with the Board to discuss merit increases and adjustments. **This year, I anticipate returning reviews to you for discussion with employees before wages are determined.**

Department Heads should complete and return their department’s performance evaluations **by Friday, February 8<sup>th</sup>**. After that date I will meet with the Department Heads to review evaluations and to finalize the Salary Resolution. Department Heads should schedule their meeting times with me.

The performance evaluation system is not perfect, but it works to be fair by evaluating all of the employees under the same general performance factors. Individual biases, personalities and styles should **NOT** enter the process and I ask each Department Head to honestly and impartially review each employee.

If you have any questions regarding the Performance Evaluation Forms or process, please feel free to contact me at 423-2100 x3110.

## 2018 - PERFORMANCE EVALUATION

Name:	<b><u>Brian Van Klooster</u></b>	Date:	
Department:	<b><u>Library</u></b>	Position:	<b><u>Library Director</u></b>
Type of Review:	<b><u>X month</u> <u>8 of 12</u></b>	Probationary	Annual
			Special Review

### **Section I Performance Rating**

Please respond to the following factors honestly and frankly. Please assign your score of the employee's performance based on the following scale.

#### **Rating Key**

Points	Category	Description
0	Unsatisfactory	Performance does not meet minimum requirements. Significant improvement needed. Performance improvement plan initiated.
1	Progressing	Performance is somewhat less than is expected but improvement is indicated
2	Commendable	Meets requirements for all major accountabilities.
3	Superior	Noticeably exceeds requirements for all major accountabilities
4	Outstanding	Performance far exceeds normal expectations and is easily recognizable by anyone knowledgeable of the work.

Evaluate the staff member's performance in reference to job responsibilities. Place the number of points rounded to the nearest tenth in the box that most nearly describes performance. Comments and a plan for improvement should be made on the back of this form. Attach a separate page to explain scores of "Unsatisfactory" (0 points) and "Outstanding" (4 points).

#### **Points    Factors**

	1. <b>Personal Performance/Productivity:</b> Amount of work, speed and effectiveness with which an individual completes duties not assigned to others and contributes to the effectiveness of the organization.
	2. <b>Cost Control:</b> Extent to which the employee keeps costs at minimum, consistent with effective & efficient operations.
	3. <b>Organization:</b> Consider effectiveness in performing their activities and duties as well as the activities of any employee group they are a part of.
	4. <b>Development of Subordinates/Co-Workers:</b> Consider effectiveness in the development of subordinates or co-workers to promote and improve their work performance. The degree to which the employee cooperates with and is respected by co-workers in department as well as the entire organization.
	5. <b>Customer Service/Community Involvement:</b> The employee's behavior and performance in maintaining the highest community standards and representing the Village in the community.
	6. <b>Judgment:</b> Extent to which decisions and actions are based on sound reasoning and prediction of outcomes.
	7. <b>Initiative:</b> Extent to which the employee assumes responsibility and tasks without having to be directly assigned.
	8. <b>Safety:</b> Extent to which the employee shows concern for co-worker safety and uses departmental safety rules.
	9. <b>Dependability:</b> Extent to which the employee completely carries out instructions, requires review and follow-up to complete assignments, is on the job and meets deadlines.
	10. <b>Reaction to Supervision:</b> Extent to which employee cooperates, communicates, and effectively operates with his/her supervisors.
	<b>Total</b>

Average Overall Rating = \_\_\_\_\_ (0.00-4.00)  
(Total/Number of Categories Rated  
Round to 2 Decimal Places)



## **Section II. Evaluation Considerations**

- ❖ **List significant accomplishments, performance shortfalls and/or other specific event that occurred during the review period that were considered in the employee's performance evaluation scores:**

## **Section III. Overall Performance Summary / Action Plans**

- ❖ **Overall, The Employee's Performance This Past Year Has Been (Circle only 1):**

Unsatisfactory	Progressing	Commendable	Superior	Outstanding
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**Why?/Explain/Describe:**

- ❖ **Action Plan: Write Specific Objectives and Timetables to Improve Employee's Performance:**

Immediate Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Village Manager's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Current Salary:   \$33.17   Recommended Salary:                      Increase:            %