



Agenda Memorandum

Library Meeting
December 18, 2025

Subject: Personnel Performance Evaluations

Prepared By: Brittany Moeller

Background of Issue:

Library Director Moeller conducted an annual performance evaluation on Library Assistant Kinsey Griffin. Mrs. Griffin will receive a performance based increase of 5% effective her anniversary date of January 1, 2026. This is an increase from her current rate of \$23.81/hour to \$25.00/hour.

Library Director Moeller conducted an annual performance evaluation on Library Assistant Cassie Rodgers. Miss Rodgers will receive a performance based increase of 5% effective her anniversary date of January 1, 2026. This is an increase from her current rate of \$21.44/hour to \$22.51/hour.

The 5% increase for both Mrs. Griffin and Miss Rodgers is outside of the City's adopted Pay Plan. This increase was discussed during the Special Budget Meeting on August 13, 2025. It was included in the 2026 budget, which was approved at the September 15, 2025 City Council Meeting.

Their current hourly rate includes COLA (2.7%) which takes effect January 1, 2026. The 5% merit increase will take effect after COLA, also on January 1, 2026, which is shown as their new hourly rate. If city council does not approve the COLA increase in January 2026, their wage will be adjusted accordingly. This is per the recommendation of the Finance Department.

Recommendation

Review and approve personnel performance evaluations for Kinsey Griffin and Cassie Rodgers.

ATTACHMENTS: