



Brownsburg Public Library Outreach Points System

Points:	Time/Day:	Description:
One (1)	Monday – Friday 9 a.m. to 5 p.m.	In-House Partner event promotion or library promotion
Two (2)	Monday – Friday 9 a.m. to 5 p.m.	Out of the building Partner event promotion or library promotion
Three (3)	Monday – Thursday 5 p.m. to ?	Library promotion with/without a partner
Four (4)	Saturday 9 a.m. to 5 p.m.	Library promotion with/without a partner
Five (5)	Friday or Saturday 5 p.m. to ? Sunday 9 a.m. to ?	Library promotion with/without a partner; after-hours program/event
Six (6)	Holiday (days the library is closed) Anytime	Library promotion (limited staff needed)

Approved Outreach List as of 1/14 (Additions can be made with approval by one administrator and manager):

One (1) Point: Banned Books Week Children’s Book Week National Library Card Sign-Up Month Library displays Teen Tech Week United Way Backpack Attack Blood Drive Election Day National Library Week Teen Read Week Tours VNS Flu Shots	Two (2) Points: Daycares/Preschools Hendricks County Business Expo Library Roadshow Local Clubs/Organizations (Kiwanis/Chamber) Lunch Bunch Oasis School Visits
Three (3) Points: 4-H Fair Booth Daycare/Preschools (Evening) Farmer’s Market Night Out Against Crime World Book Night	Four (4) Points: 4-H Fair Booth Airport Storytime Car Shows National Gaming Day Recreation Leagues Movie Theater Storytimes
Five (5) Points: Kickoff (After-Hours) Scholastic Book Fair (set-up) Teen Lock-In	Six (6) Points: 4 th of July Parade or Extravaganza on 7/4

Staff Requirements:

Full Time = 8 points/per year for “meets expectations” on evaluation

Part-Time = 4 points/per year for “meets expectations” on evaluation

Certified Subs and those who work less than 10 hours/week Monday-Friday = No outreach requirement; optional Staff involved in outreach as a daily task need only achieve 4 points for the year (excluding their regular activities).