



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, February 16, 2022, 6:00pm
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the January 19, 2022 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for January 2022
 - B. Action Item: Accounts Payable for Year End 2022
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – J. Hitchcock**
- IX. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report

- C. Managers' Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager

X. Other Business

- A. Discussion and Possible Action: Covid-19 Protocols

XI. New Business

- A. Action Requested: Approval of 2021 Public Library Annual Report to the State of Wisconsin
- B. Action Requested: Approval of 3 Year Service Agreement for Unitrends Backup Essentials
- C. Action Requested: Approval of Job Descriptions
- D. Discussion and Action Requested: Children's Department Art Feature

XII. Trustee Training & System/State Library Update

- A. TE06: Evaluating the Director
- B. TE07: The Library Board and Library Personnel

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: March 16, 2022, 6:00pm
- B. Other Meetings:

XIV. Adjourn

JanaLee Hitchcock, President

Posted: February 11, 2022

VILLAGE OF THIENSVILLE

02/10/22 5:39 PM

Page 1

Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$60,156.53	\$26.00	\$5,763.74	\$26.00	\$5,763.74	\$54,418.79	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	-\$5,763.74	\$5,763.74	\$0.00	\$5,763.74	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$26.00	\$0.00	\$26.00	-\$26.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$120.00	\$120.00	\$120.00	\$120.00	\$0.00	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$3,600.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,600.51	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$50,792.28	\$0.00	\$0.00	\$0.00	\$0.00	-\$50,792.28	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$5,909.74	\$5,909.74	\$5,909.74	\$5,909.74	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$484,396.39	\$469,160.06	\$484,396.39	\$469,160.06	\$16,900.99	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$108.25	\$108.25	\$108.25	\$108.25	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$34,211.27	\$34,211.27	\$34,211.27	\$34,211.27	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$295,056.11	\$140,000.00	\$295,056.11	\$140,000.00	\$413,561.14	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER TH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$28,817.05	\$28,817.05	\$0.00	\$28,817.05	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	\$0.00	\$1,577.85	\$1,577.85	\$1,577.85	\$1,577.85	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$3,294.03	\$3,294.03	\$3,294.03	\$3,294.03	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,474.81	\$3,474.81	\$3,474.81	\$3,474.81	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$3,944.89	\$862.46	\$3,944.89	\$862.46	-\$2,434.05	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,237.32	\$4,237.32	\$2,825.98	\$4,237.32	\$2,825.98	-\$2,825.98	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$62.94	\$62.94	\$62.94	\$62.94	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$72.02	\$72.02	\$72.02	\$72.02	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,453.26	\$1,453.26	\$1,453.26	\$1,453.26	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.54	\$15.54	\$15.54	\$15.54	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$37.98	\$37.98	\$37.98	\$37.98	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$9,681.75	\$9,681.75	\$0.00	\$9,681.75	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$214,417.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$214,417.09	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$294,208.11	\$0.00	\$294,208.11	-\$294,208.11	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$98,801.54	\$17,878.44	\$98,801.54	\$17,878.44	\$80,923.10	99
G 99-31190 GIFTS & GRANTS RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED AS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$969,243.00	\$969,243.00	\$969,243.00	\$969,243.00	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$975,152.74	\$975,152.74	\$975,152.74	\$975,152.74	\$0.00	

VILLAGE OF THIENSVILLE

02/10/22 5:42 PM

Library - Revenue Guideline

Page 1

Current Period: JANUARY 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	JANUARY 2022 Amt	Balance	2022 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$26.00	\$26.00	-\$26.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$26.00	\$26.00	-\$26.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$26.00	\$26.00	-\$26.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$26.00	\$26.00	-\$26.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,061,000.00	\$265,250.00	\$265,250.00	\$795,750.00	25.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$27,685.00	\$27,685.00	\$83,055.00	25.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$12,994.00	\$0.00	\$0.00	\$12,994.00	0.00%
DEPT 001 LOCAL PROPERTY TAXES	\$1,184,734.00	\$292,935.00	\$292,935.00	\$891,799.00	24.73%
MAJ CLS 40 TAXES	\$1,184,734.00	\$292,935.00	\$292,935.00	\$891,799.00	24.73%
MAJ CLS 41 INTER-GOVERNMENTAL REVENUES					
DEPT 003 GRANTS & AIDS					
R 99-41-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 003 GRANTS & AIDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$18,000.00	\$487.35	\$487.35	\$17,512.65	2.71%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$487.35	\$487.35	\$17,512.65	2.71%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$487.35	\$487.35	\$17,512.65	2.71%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$56.11	\$56.11	\$443.89	11.22%
DEPT 013 INTEREST INCOME	\$500.00	\$56.11	\$56.11	\$443.89	11.22%

Account Descr	2022 YTD Budget	2022 YTD Amt	JANUARY 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$56.11	\$56.11	\$443.89	11.22%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$564.65	\$564.65	\$6,935.35	7.53%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$165.00	\$165.00	-\$165.00	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$729.65	\$729.65	\$6,770.35	9.73%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$39,266.00	\$0.00	\$0.00	\$39,266.00	0.00%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$39,266.00	\$0.00	\$0.00	\$39,266.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$46,766.00	\$729.65	\$729.65	\$46,036.35	1.56%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$294,208.11	\$294,208.11	\$955,791.89	23.54%
	\$1,250,000.00	\$294,234.11	\$294,234.11	\$955,765.89	23.54%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
 Current Period: JANUARY 2022

02/10/22 5:45 PM

Page 1

Account Descr	2022 YTD Budget	2022 YTD Amt	JANUARY 2022 Amt	Balance	2022 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$631,900.00	\$38,206.39	\$38,206.39	\$593,693.61	6.05%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
E 99-91-551-1-199 FRINGE BENEFITS	\$202,500.00	\$14,216.06	\$14,216.06	\$188,283.94	7.02%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$1,150.10	\$1,150.10	\$2,349.90	32.86%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,500.00	\$708.00	\$708.00	\$792.00	47.20%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$0.00	\$0.00	\$1,900.00	0.00%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$844,800.00	\$54,280.55	\$54,280.55	\$790,519.45	6.43%
MAJ CLS 91 LIBRARY STAFFING	\$844,800.00	\$54,280.55	\$54,280.55	\$790,519.45	6.43%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$850.00	\$0.00	\$0.00	\$850.00	0.00%
E 99-92-551-2-206 AUDIT	\$6,650.00	\$952.00	\$952.00	\$5,698.00	14.32%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$15,572.00	\$15,572.00	\$4,428.00	77.86%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$7,000.00	\$844.34	\$844.34	\$6,155.66	12.06%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$1,750.00	\$1,750.00	\$5,250.00	25.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$357.37	\$357.37	\$3,392.63	9.53%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$6,500.00	\$0.00	\$0.00	\$6,500.00	0.00%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$172.62	\$172.62	\$2,577.38	6.28%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$260.85	\$260.85	\$5,239.15	4.74%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$0.00	\$0.00	\$500.00	0.00%

Account Descr	2022 YTD Budget	2022 YTD Amt	JANUARY 2022 Amt	Balance	2022 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$15,500.00	\$360.00	\$360.00	\$15,140.00	2.32%
DEPT 551 LIBRARY	\$90,000.00	\$20,269.18	\$20,269.18	\$69,730.82	22.52%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$90,000.00	\$20,269.18	\$20,269.18	\$69,730.82	22.52%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$2,000.00	\$2,000.00	\$38,000.00	5.00%
E 99-93-551-3-373 PRINT	\$85,000.00	\$0.00	\$0.00	\$85,000.00	0.00%
DEPT 551 LIBRARY	\$161,000.00	\$2,000.00	\$2,000.00	\$159,000.00	1.24%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$2,000.00	\$2,000.00	\$159,000.00	1.24%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$0.00	\$0.00	\$28,800.00	0.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$22,000.00	\$636.00	\$636.00	\$21,364.00	2.89%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$3,737.37	\$3,737.37	\$38,762.63	8.79%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$26,600.00	\$0.00	\$0.00	\$26,600.00	0.00%
DEPT 551 LIBRARY	\$154,200.00	\$4,373.37	\$4,373.37	\$149,826.63	2.84%
MAJ CLS 94 LIBRARY BUILDING	\$154,200.00	\$4,373.37	\$4,373.37	\$149,826.63	2.84%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$80,923.10	\$80,923.10	\$1,169,076.90	6.47%
	\$1,250,000.00	\$80,923.10	\$80,923.10	\$1,169,076.90	6.47%



VILLAGE OF THIENSVILLE

02/10/22 5:46 PM

Page 1

*Check Detail Register©

Batch: 0122 LIB AP,0122 LIB MN1,0122 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
698 e	01/07/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$88.32	595543823	Processing 12-30-2021 Payroll
		Total	\$88.32		
699 e	01/20/22	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,737.37	3980846958	JAN Electrical & Gas Service
		Total	\$3,737.37		
700 e	01/12/22	CARDMEMBER SERVICE			
E 99-92-551-3-303		TELEPHONE	\$25.47		AT&T
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	1087	Amazon Web Services
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$25.00	1137	WI Library Association
E 99-93-551-3-370		PROGRAMMING	\$29.49	2274	Target
E 99-93-551-3-370		PROGRAMMING	\$24.31	2434	Target
E 99-93-551-3-370		PROGRAMMING	\$17.98	3434	Target
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$120.00	5292	Techsoup
E 99-93-551-3-370		PROGRAMMING	\$23.68	5928	Target
E 99-93-551-3-371		MEDIA	\$158.09	5965	Gamestop
E 99-93-551-3-371		MEDIA	\$379.25	6340	Gamestop
E 99-93-551-3-371		MEDIA	\$63.29	6712	Gamestop
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99	6867	Mailchimp
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	(\$20.00)	7741	Hyatt Regency Green Bay
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$68.23	7967	Hong Anh Palace
E 99-93-551-3-373		PRINT	\$272.58	8612	Chicago Books & Journal
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	8661	Amazon Web Services -2022 Invoice
		Total	\$1,269.04		
701 e	01/12/22	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		JAN Phone Service
		Total	\$172.62		
706 e	01/14/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,639.68		FED/Wages Pd 1-14-22
G 99-21210		WISCONSIN WITHHOLDI	\$785.79		WI/Wages Pd 1-14-22
G 99-21230		SOCIAL SECURITY TAX	\$1,730.24		SS & MED/Wages Pd 1-14-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,730.24		SS Employer/Wages Pd 1-14-22
G 99-11160		SPECIAL CLEARING AC	\$17,008.52		DirectDep/Wages Pd 1-14-22
		Total	\$22,894.47		
707 e	01/14/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$9,681.75		Salaries & Wages 2021/Wages Pd 1-14-22
E 99-91-551-1-100		SALARIES & WAGES	\$14,243.91		Salaries & Wages 2022/Wages Pd 1-14-22
G 99-21265		WI RETIREMENT	(\$1,415.09)		WRS Employees/Wages Pd 1-14-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,639.68)		FED/Wages Pd 1-14-22
G 99-21210		WISCONSIN WITHHOLDI	(\$785.79)		WI/Wages Pd 1-14-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,730.24)		SS & MED/Wages Pd 1-14-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 1-14-22
G 99-21280		HEALTH INSURANCE WI	(\$726.63)		HEALTH/Wages Pd 1-14-22
G 99-21285		LIFE INSURANCE WITH	(\$15.54)		LIFE/Wages Pd 1-14-22



VILLAGE OF THIENSVILLE

02/10/22 5:46 PM

Page 2

*Check Detail Register©

Batch: 0122 LIB AP,0122 LIB MN1,0122 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21275		DENTAL INSURANCE WI	(\$62.94)		DENTAL/Wages Pd 1-14-22
G 99-21276		VISION INSURANCE WIT	(\$72.02)		VISION/Wages Pd 1-14-22
G 99-21286		ACCIDENTAL INS WITH	(\$37.98)		ACCIDENT/Wages Pd 1-14-22
G 99-11160		SPECIAL CLEARING AC	(\$17,008.52)		Net Pay/Wages Pd 1-14-22
		Total	\$0.00		
715 e	01/21/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$86.27	596536286	Processing 1-14-22 Payroll
		Total	\$86.27		
716 e	01/31/22	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$4,237.32		DEC 2021 WRS Contribution-Employer
G 99-21265		WI RETIREMENT	\$4,237.32		DEC 2021 WRS Contribution-Employee
		Total	\$8,474.64		
717 e	01/24/22	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$10,657.06		FEB Health Insurance-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,453.26		FEB Health Insurance-Employee
		Total	\$12,110.32		
720 e	01/28/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,654.35		FED/Wages Pd 1-28-22
G 99-21210		WISCONSIN WITHHOLDI	\$792.06		WI/Wages Pd 1-28-22
G 99-21230		SOCIAL SECURITY TAX	\$1,744.57		SS & MED/Wages Pd 1-28-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,744.59		SS Employer/Wages Pd 1-28-22
G 99-11160		SPECIAL CLEARING AC	\$17,202.75		DirectDep/Wages Pd 1-28-22
		Total	\$23,138.32		
721 e	01/28/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$23,962.48		Salaries & Wages/Wages Pd 1-28-22
G 99-21265		WI RETIREMENT	(\$1,410.89)		WRS Employees/Wages Pd 1-28-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,654.35)		FED/Wages Pd 1-28-22
G 99-21210		WISCONSIN WITHHOLDI	(\$792.06)		WI/Wages Pd 1-28-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,744.57)		SS & MED/Wages Pd 1-28-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 1-28-22
G 99-21280		HEALTH INSURANCE WI	(\$726.63)		HEALTH/Wages Pd 1-28-22
G 99-11160		SPECIAL CLEARING AC	(\$17,202.75)		Net Pay/Wages Pd 1-28-22
		Total	\$0.00		
727 e	01/26/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$197.75	597221870	Processing End of Year Payroll Services
		Total	\$197.75		
728 e	01/28/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	597896741	Time and Attendance Monthly
		Total	\$73.35		
25739	01/13/22	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	30783697	Monthly 2 Copiers Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	30817854	Admin Copier Lease



VILLAGE OF THIENSVILLE

02/10/22 5:46 PM

Page 3

*Check Detail Register©

Batch: 0122 LIB AP,0122 LIB MN1,0122 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$260.85		
25805	01/18/22	A TO Z DATABASES			
E 99-93-551-3-372		E CONTENT	\$2,000.00	503685	Yearly Database Subscription
Total			\$2,000.00		
25806	01/18/22	BAKER & TAYLOR			
E 99-92-551-2-284		CONTRACTED SERVICE	\$495.00	NS21110194	TS 360 1/1/22 - 12/31/22
Total			\$495.00		
25807	01/18/22	BAKER TILLY VIRCHOW KRAUSE LLP			
E 99-92-551-2-206		AUDIT	\$952.00	BT1966676	Preliminary Audit Preparation
Total			\$952.00		
25808	01/18/22	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$62.94	1721764	FEB Dental-Employee
G 99-21276		VISION INSURANCE WIT	\$72.02	1724546	FEB Vision-Employee
Total			\$134.96		
25809	01/18/22	MILWAUKEE ALARM COMPANY			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$636.00	235955	Central Station Monitory-Annual
Total			\$636.00		
25810	01/18/22	MONARCH LIBRARY SYSTEM			
E 99-92-551-3-359		MONARCH FEES	\$360.00	415654	BookPages
Total			\$360.00		
25811	01/18/22	MUNICIPAL PROPERTY INSURANCE C			
E 99-92-551-2-243		ALL OTHER INSURANCE	\$10,379.00	2012022	2022 Property & Equipment Ins
Total			\$10,379.00		
25812	01/18/22	R & R INSURANCE SERVICES, INC.			
E 99-92-551-2-243		ALL OTHER INSURANCE	\$465.00	2564916	Crime Insurance
E 99-91-551-2-237		WORKER S COMPENSA	\$708.00	2569539	Workers Comp Insurance (1 of 2)
E 99-92-551-2-243		ALL OTHER INSURANCE	\$4,728.00	2569541	Liability Insurance (1 of 2)
Total			\$5,901.00		
25813	01/18/22	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$37.98	22022-A	FEB Accident-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$84.17	22022-L	FEB Life-Employer
G 99-21285		LIFE INSURANCE WITH	\$15.54	22022-L	FEB Life-Employee
Total			\$137.69		
25814	01/18/22	SIDECAR PUBLICATIONS LLC			
E 99-92-551-2-284		CONTRACTED SERVICE	\$348.00	2656	Gimlet Reference Service Yearly
Total			\$348.00		
25815	01/18/22	THIENSVILLE-MEQUON ROTARY CLUB			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$367.10	01012022	2021 Pmt-Qtly Dues (4 of 4)
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$297.10	01012022	2022 Pmt-Qtly Dues (1 of 4)
Total			\$664.20		



VILLAGE OF THIENSVILLE

02/10/22 5:46 PM

Page 4

*Check Detail Register©

Batch: 0122 LIB AP,0122 LIB MN1,0122 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
25816	01/18/22	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$145.00	1172021	CHERRYWELL WLA Dues
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$150.00	13262	GILMAN WLA Dues
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$128.00	13265	LAMPP WLA Dues
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$250.00	13485	MUCHIN YOUNG WLA Dues
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$180.00	13496	PIKE WLA Dues
		Total	\$853.00		
25819	01/28/22	RINDERLE DOOR COMPANY			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$850.00	037744	Annual Drop Test & Inspection
E 99-94-551-3-308		BUILDING SUPPLIES	\$1,486.25	037744	Fire Door Repairs
		Total	\$2,336.25		
		11110 HARRIS GF -CHECKING	\$97,700.42		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$120.00
99 F. L. WEYENBERG LIBRARY FUND	\$97,580.42
	\$97,700.42

STATISTICAL SUMMARY

[illegible]

[illegible]

[illegible]

Date: February 11, 2022
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, February 2022

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 1/21/22
- RECURRING: Rotary Meetings, 1/25/22
- Hook, Yarn & Stitch – Virtual, 1/20/22
- WLA Intellectual Freedom Meet-Up, 1/24/22
- Friends Kick-Off Events, 1/25/22 and 2/3/22
- Rotary Mentoring at Homestead High School, 1/26/22
- Mequon-Thiensville Historical Society, 1/26/22
- FLWL Personnel Committee Meeting, 2/2/22
- Hook, Yarn & Stitch – In-Person, 2/3/2022
- Library Legislative Day, 2/8/22
- Village of Thiensville Board of Trustees,
- MLS ILS Committee, 1/25/22
- MLS Public Information Work Group, 1/25/22
- Monarch Library System Directors Council, 2/10/22
- Met with Assistant City Administrator Justin Schoenemann, 2/10/22
- Regular and As-Needed Adult and Children's Reference Desk shifts
- Occasional Circulation Desk shifts

PERSONNEL & CONTINUING EDUCATION:

Wyatt James Kloppmann was born at 8:05am, Wednesday, February 9, 2022! He is 7lbs 3oz and 19.5 inches! Mama and baby are both doing great!

We have had three resignations and are reviewing applications for an Access Services Page (12 hrs/wk), an Access Services Associate (20hrs/wk), and a Patron Services Librarian (full time). I have already started interviewing the candidates for the page position and anticipate filling that quite soon.

The Library will be closed Monday, February 21, for Staff Development. No items will be due that day. We look forward to this break from our routine and the opportunity to learn. We seldom get a chance to meet together.

Professional Development:

- WWWWC Managerial Leadership: Leading from the Middle, 1/26/22
- WWWWC: Coping with Compassion Fatigue, 1/26/22
- WWWWC: Get Back in Here! Promotional Ideas to Draw People Back to the Library, 1/27/22
- WWWWC: Out-of-the-Box Marketing Tactics, 1/27/22
- WWWWC: Canva Demo and Q&A, 1/27/22

- WWWWC: Closing Session: How A Remarkable Customer Experience Can Be Your Best Sales and Marketing Strategy, 1/27/22

OPERATIONS ACTIVITIES:

Monarch Library System received a grant to fund adding RFID tags to most of the material in the system. This will be helpful to our library in the long run and will speed up checkin in the short term. To prepare for this project, we need to carefully evaluate our collection and withdraw any material that meets our criteria to do so. We use condition, last checkout, and relevance of material, among other criteria. In general terms, we will be withdrawing books containing out of date information, items that have not circulated in several years, and items that are worse for wear. The flipside of this process is that we also identify areas where we need more current material, where we have gaps in our collection, and which books need to be replaced because they have been used so often that they are a bit worse for wear.

Please note that the Statistical Summary format has changed. Questions?

PROGRAMMING:

Our calendar, which can be found at <http://www.flwlib.org/Calendar.aspx>, is full of activities.

March 27 we will have our first Fine Arts Event of 2022. The Caravan Gypsy Swing Ensemble will be performing in the Rotunda. We will also host a Community Art Show throughout the month, with an Artists' Reception Thursday, March 16, 5 to 7pm.

OTHER:

The Mequon-Thiensville Historical Society received boxes of century old books from the family of Anna Frank. Though MTHS will keep some of the material (such as the books given as prizes at early Ozaukee County Fairs), they have no interest in keeping others. I requested that any material of local interest be shared with the Library so we can determine if the books should be added to our local history collection.

The response we received from the February eNewsletter was greater than usual. Though we only get responses for the first 24 hours after the eNewsletter is sent (complete statistics would be a more expensive subscription level). This time 3,708 emails were opened (of 8,960 successful deliveries). That is in excess of 41%.

We had two delightful Friends of Weyenberg Library introductory sessions. Of the 18 people who attended the sessions, nine have indicated they are interested in being part of the organizing workgroup. We will get to work shortly.

I attended Library Legislative Day, Tuesday, 2/8. I had the opportunity to meet with legislative aids for Senator Alberta Darling and Representative Deb Andraca. Both of those legislators are very supportive of libraries. I invited Rep. Andraca to visit FLWL next time she is in the area. My third visit was with the Assemblyman from my home district. Rep. Dan Knodl is not as

supportive, though it is also obvious that he has no idea how libraries are funded. He opposes anything supported by the opposing party.

Assistant City Administrator Justin Schoenemann to discuss working with the City regarding phone systems, etc. The City is currently in the process of evaluating systems and procedures, many of which have not been updated in a very long time. As these are updated, we will explore opportunities for collaboration.

I spoke with Bart McGarry of Exhibit Hues, a company that designed a beautiful entrance to the Brunswick Branch Library of the Frederick County (MD) Public Libraries. The art feature at the entrance to the department inspired us. McGarry will look into other companies closer to us that do the same sort of thing. Photos follow.



Date: February 16, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

My activities since the last Board of Trustees meeting have included:

- Program: M-T Community Book Club, 1/18, 2/15
- Applied for an Inclusive Financial Education Programming Kit through ALA, 1/25
- Wild Wisconsin Winter Webinar Conference, 1/28
 - Get Back in Here! Library Promotional Ideas to Draw People Back to the Library
 - Out-of-the-Box Marketing Tactics
 - PR is More than a Press Release
- Met with local photographer Fred Thorne about donated art, 1/29, 2/9
- Webinar: Choosing the Right Social Media Platforms for your library, 2/9
- Ordered Collection Materials, 1/17, 1/24, 2/7, 2/14
- Vacation, 1/31-2/4

MONTHLY STATISTICS

-eCirculations and eCollections numbers look great for the first month of 2022. Both numbers were higher than our January 2021 numbers.

-Reference statistics were slightly down for January 2022 in comparison to January 2021, but not by huge deficit.

-The Digitization Lab had 19 reservations in January and most of February is also reserved.

-Our drop-in programming numbers continue to be great across all ages. Our in-person programs continue to do well, with smaller group sizes for now. We have gotten a few new faces at programs, so word is spreading that we are having in-person programs again.

OTHER TASKS & TIDBITS

-One of our librarians, Beth Lampp, resigned on Tuesday, Feb. 1, 2022. Her last day was Thursday, Feb. 10, 2022. She is moving to Texas to take a position at the Round Rock Public Library.

-We started advertising for the Patron Services Librarian position on Wednesday, Feb. 9, 2022. We are still currently taking applications for the Library Page and Access Services Associate positions. Rachel and I have both reviewed the current applications and selected some candidates to interview.

-One of the VCRs in the Digitization Lab is not working properly, so we are going to reach out to the service company that had worked on the projectors. Hopefully they can clean it and get it back up and running. We did look into purchasing a replacement, but most cost over \$200 since they are no longer in production.

UPCOMING LIBRARY PROGRAMS

- Genealogy Interest Group (monthly, in-person)
 - M-T Book Club (monthly, in-person)
 - AM Hook, Yarn & Stitch Club (monthly, in-person)
 - PM Hook, Yarn & Stitch Club (monthly, virtual)
 - Spice of the Month Kits (monthly)
 - Philosophers in the Midst of History (quarterly, in-person)
 - Fine Arts Event: Caravan Gypsy Swing Ensemble (in-person, March)
 - Decorative Ironwork of Ozaukee County (in-person, April)
 - The Retirement Classroom (in-person, April)
-
- Teen Take & Make Kits
 - Beginning the College Search with Galin Education (in-person, February)
 - Teen Exam Cram (in-person, March & June)
 - What's the Hullabaloo (in-person, March)
-
- Make It! Craft Kits (monthly)
 - Make It! STEAM Kits (monthly)
 - Family Storytimes on Tuesdays & Wednesdays (weekly, in-person)
 - Monday LEGO Club (monthly, in-person)
 - Saturday LEGO Club (monthly, in-person)
 - Parachute Play (monthly, in-person)
 - Crazy 8s Math Club (March, 8 sessions, in-person)
 - Community Youth Art Show (mid-March for 5 weeks, Artists' Reception on March 17)
 - Kids Movie Matinee (in-person, March & April)
 - Super Smash Bros Tournament (Spring Break)
 - Family Board Game Demonstration (Spring Break)



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-21)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library			2. Public Library System		
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does the library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year?			22. DUNS Number <i>Nine digits</i>	

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week			
19b. Number of Winter Weeks			
19c. Summer Hours Open per Week			
19d. Number of Summer Weeks			
19e. Total Weeks per Year			
19f. Total Hours per year for this location			

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)		
1b. providing reference service		
1bi. reference service provided via email		
1bii. reference service provided via chat		
1biii. reference service provided via text message		
1biv. reference service provided via telephone		
1bv. reference service provided via another method (e.g., online service or form)		
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content		
1d. offering curbside pickup		
1e. offering drive-thru circulation of physical materials		
1f. offering vestibule/porch pickups		
1g. offering delivery of materials (mail or drop-off)		
1h. managing IT services for external Wi-Fi access		
1i. providing other types of online and electronic services		
1ii. describe "other services":		

	ELECTRONIC MATERIALS ADDED DUE TO COVID-19	
--	---	--

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally		
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia		
2c. increasing the number of electronic materials and holdings purchased locally		
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia		
2e. augmenting the public's ability to use electronic materials in another way		
2f. describe "augmenting in another way":		

	PUBLIC SERVICES COVID-19	
--	---------------------------------	--

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	
4. External Wi-Fi Access Added During COVID-19	
5. External Wi-Fi Access Increased During COVID-19	
6. Staff Re-Assigned During COVID-19	

COVID-19 CLOSURES	
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Initial date closed due to COVID-19	
First date reopened following initial COVID-19 closure	
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned		
8a. Electronic Collections <i>Locally owned or leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES									
1. Circulation Transactions		b. Children's Materials			c. Circulation of Other Physical Items (subset of 1a.)				
a. Total Circulation									
2. Interlibrary Loans (ILL)									
Method for Counting ILL Transactions									
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>			Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library System (ILS)									
WISCAT									
Other (includes OCLC, manual tracking, or other methods)									
Total									
3. Number of Registered Users			4. Reference Transactions		5. Library Visits				
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count			
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet						
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	c. Method	d. Annual Count	a. Method	b. Annual Count				
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals					
10. Uses of Electronic Materials by Library Users									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials			e. Uses of Children's Electronic Materials			

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count

Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs					
Total Program Attendance					
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs an	d Program Attendance Annua	l Count		
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs					
Total Program Attendance					
Describe the library's in-person programs:					

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs					
Total Live Virtual Program Attendance					
Total Views of Live Programs Recorded for Asynchronous Viewing					
Which platforms does the library use to host the library's live, virtual programs:					
Describe the library's live, virtual programs:					

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs				
Total Pre-recorded Program Views				
Which platforms does the library use to host the library's pre-recorded programs:				
Describe the library's pre-recorded programs:				

	IV. LIBRARY GOVERNANCE	
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Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Number of Library Board Members <i>Include vacancies in this count</i>	
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V. LIBRARY OPERATING REVENUE*Report operating revenue only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here***

Municipality Type	Name	Amount

Subtotal 1

2. County**a. Home County Appropriation for Library Service**

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount

Subtotal 2b

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year**c. Other State Funded Program**

Subtotal 3

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount

Subtotal 4

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount

Subtotal 5

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.***7. All Other Operating Income****8. Total Operating Income *Add 1 through 7*****9. What is the current year annual appropriation provided by governing body(ies) for the public library?****10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)***

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources. Do not report capital expenditures here.*1. Salaries and Wages *Include maintenance, security, plant operations*2. Employee Benefits *Include maintenance, security, plant operations*

3. Library Collection Expenditures

a. Print Materials

b. Electronic Materials

c. Audiovisual Materials

d. All Other Library Materials

e. Subtotal 3

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider

Amount

Provider

Amount

Subtotal 4

5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5*

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source

Brief Description of Expenditure

Revenue

Expenditure

a. Federal

b. State

c. Municipal

d. County

e. Other

2. Debt Retirement

3. Rent Paid to Municipality/County

Total Revenue

Total Expenditure

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARDAll funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

c. Total Library Staff (FTE)

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XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents
See instructions for definition of nonresident

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County				
3. Circulation to Nonresidents Living in Another County in the Library System				
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

- | | | |
|---|---|---|
| 1. Does the library provide wireless Internet access? | 2. Library type of Internet connection
<i>Mark all that apply</i>
☐ a. State TEACH line
☐ b. Other broadband connection <i>Local cable, telco, community network, etc.</i> | 3. Library use of Internet filtering software or service
☐ a. Yes, on all Internet workstations
☐ b. Yes, on some Internet workstations
☐ c. No filtering on any Internet workstation |
|---|---|---|

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities				
	Total Self-directed Activity Participation				

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☐ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☐ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☐ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☐ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- ☐ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☐ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☐ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☐ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☐ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☐ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature <i>or designee</i> ➤	Name of President or Designee <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

	STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS	
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As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2020 the _____

Name of Public Library *Name of Public Library System / Service*

- ☐ **did** provide effective leadership and adequately met the needs of the library.
- ☐ **did not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

	CERTIFICATION	
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The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
➤		

	COMMENTS	
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DRAFT

Patron Services: Librarian

Reports to: Patron Services Manager

Status: Non-exempt

Typical Responsibilities of Position

Under general supervision, performs professional library work. May have decision-making responsibilities and direct the work of others.

Duties/Examples of Work

1. Assists library patrons at reference desks.
2. Assists individuals and groups in using the library's computer systems, such as the internet, public catalogs, and databases.
3. Participates in collection development, with both selection and collection maintenance duties.
4. Plans, coordinates, and presents programs for patrons of all ages.
5. May participate in special activities such as services to the homebound, group tours, indexing local newspapers, and maintaining databases of local interest.
6. May be designated to focus on particular patrons groups and subject areas, such as, but not limited to: Children, Teens, Adults, Fiction, Nonfiction, Media.
7. Prepares collection lists, bibliographies, webliographies, and pathfinders.
8. Acts as person-on-charge of facility when designated.
9. Performs reader's advisory and other patron assistant services.
10. Plans special interest displays; programs and projects; prepares copy for routine publicity.
11. Trains Patron Services paraprofessionals.
12. Participates in website and social media development and maintenance as directed.
13. Performs light housekeeping.
14. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to guide the work of others.
2. Advanced knowledge of library operations, services, and materials.
3. Understanding of basic library principles, procedures, technology, goals, and philosophy of service.
4. Ability to effectively present information and respond to questions from patrons, to provide effective customer service, including conducting reference interviews in a professional manner.
5. Ability to maintain confidentiality of patron information.
6. Ability to use computer software and manage computer technology.
7. Ability to gather statistics, analyze information, and write reports.
8. Knowledge of databases and search methods.
9. Ability to understand library policies and procedures and apply them to library operations.
10. Ability to use knowledge and training to serve the needs of the library productively.

11. Ability to apply interpret technical regulations and instructions, and apply technical knowledge.
12. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in writing.
13. Mobility: travel to meetings outside of the library.
14. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
15. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
16. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
17. Demonstration of good character as determined through a background investigation.
18. Working knowledge of English grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
7. Speaking and hearing on the telephone.
8. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.
4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Planning and organizational skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
6. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
7. Time management: set priorities to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Book trucks for transporting materials to proper areas for reshelving.
2. Computer workstation.
3. Media equipment.
4. Telephone system.
5. Multifunction printer/copier.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution.
2. Library experience preferred.

Frank L. Weyenberg Library of Mequon-Thiensville is an Equal Opportunity Employer.

Patron Services: Associate

Reports to: Patron Services Manager

Status: Non-exempt

Typical Responsibilities of Position

Under general supervision, performs patron services work, serving library patrons directly or indirectly.

Duties/Examples of Work

1. Assists library patrons at reference desks.
2. Assists individuals and groups in using the library's computer systems.
3. Organizes special projects and displays, and creates and distributes promotional materials.
4. Organizes and presents library programs for patrons of all ages.
5. May participate in special activities such as services to the homebound and group tours.
6. Provides information and recommendations for materials selection and deselection.
7. Performs light housekeeping.
8. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to effectively present information to and respond to questions from patrons.
2. Ability to handle the reference interview process with tact and diplomacy.
3. Ability to follow detailed directions.
4. Ability to maintain confidentiality of patron information.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
6. Above average keyboarding skills necessary
7. Ability to use computer software and manage computer technology and digital files.
8. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in writing.
9. Ability to interpret technical regulations and instructions.
10. Mobility: travel to meetings outside of the library.
11. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
12. Demonstration of good character as determined through a background investigation.
13. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
14. Working knowledge of English grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
7. Speaking and hearing on the telephone.
8. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.
4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
6. Time management: set priorities in order to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Book trucks for transporting materials to proper areas for reshelving.
2. Computer workstation.
3. Media equipment.
4. Telephone system.
5. Multifunction printer/copier.

Education and Experience

1. Bachelor's degree, or significant library, or customer service experience.
2. Library experience preferred.

Frank L. Weyenberg Library of Mequon-Thiensville is an Equal Opportunity Employer.

Access Services: Technician

Reports to: Access Services Manager

Status: Non-exempt

Typical Responsibilities of Position

Under general supervision, performs technical services and information technology work, serves library patrons directly or indirectly, and library staff. Provides acquisitions, cataloging, basic local area networking, software and hardware installation, and computer maintenance. Provides technical instruction to staff and maintains an accurate inventory of all hardware and software. May have decision-making responsibilities and guide the work of others.

Duties/Examples of Work

1. Organizes library services in areas of responsibility, such as cataloging, acquisitions, interlibrary loan, or computer systems.
2. Assists in updating library procedures, as applicable; collects and organizes statistics.
3. Performs acquisitions procedures, such as overlaying and creating bibliographic records, cataloging, and processing.
4. Processes, withdraws, repairs, or reconditions library materials.
5. Sets up and troubleshoots computer equipment, updates software, and provides support to staff on computer operations, including writing instructions for and training staff in the use of computer equipment and programs.
6. Interacts with vendors and various technical support teams, including library system staff, for product support and updates.
7. Maintains inventory of computer hardware, software, and peripherals.
8. Assists in checkin, checkout, and registering patrons as needed.
9. Pulls materials for intra-system loans; processes interlibrary loan requests.
10. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
11. Performs light housekeeping.
12. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to install, maintain, and troubleshoot hardware, software, and peripherals.
2. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
3. Ability to understand and follow instructions verbally and in writing.
4. Ability to interpret and apply technical knowledge
5. Ability to maintain confidentiality of library patron information.
6. Ability to gather statistics, analyze information, and write reports.
7. Ability to make recommendations in acquisitions and cataloging operation based on understanding of current standards and local protocols.

8. Considerable knowledge of library methods and procedures; ability to apply them to library operations.
9. Working knowledge of Dewey Decimal Classification System, Library of Congress, and other alphanumeric subject heading protocols and systems.
10. Ability to use library hardware and software; including ability to use library databases and other technological resources.
11. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
12. Ability to effectively present information and respond to questions from patrons.
13. Ability to perform moderately heavy physical work.
14. Ability to travel to meetings outside of the library.
15. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
16. Ability to travel to activities outside the library.
17. Demonstration of good character as determined through a background investigation.
18. Working knowledge of English language grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
7. Speaking and hearing on the telephone.
8. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.
4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
6. Time management: set priorities in order to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Computer network equipment (hubs, routers, services, switches, data backup systems, uninterrupted power supplies).
2. Building and materials security systems.
3. Media equipment.
4. Book trucks for transporting materials to proper areas for reshelving.
5. Bins for retrieving materials from outside book drops.
6. Computer workstation, cash register, copier/printer, telephone, media equipment.

Education and Experience

1. Bachelor's degree.
2. Library coursework in organization of materials preferred.
3. Coursework, certification, or background in server configuration, Microsoft and other software installations, and hardware setup.

Frank L. Weyenberg Library of Mequon-Thiensville is an Equal Opportunity Employer.

Access Services: Lead

Reports to: Access Services Manager

Status: Non-exempt

Typical Responsibilities of Position

Under general supervision, performs advanced clerical work or technical services work including cataloging and processing materials, serving library patrons directly or indirectly. May have decision-making responsibilities and direct the work of others. Coordinates volunteer activities.

Duties/Examples of Work

1. Assists users at the circulation desk, self-checkout, and Quick Pickup, such as checking materials in and out, registering patrons, collecting fines, and answering account questions.
2. Provides library services in areas of responsibility, including cataloging, acquisitions, and training Access Services staff.
3. Sorts and routes mail, books, periodicals, and other library materials.
4. Performs acquisitions procedures, such as overlaying and creating bibliographic records, cataloging, and processing.
5. Withdraws, repairs, or reconditions library materials.
6. Arranges returned materials on book trucks, and reshelves them in proper order.
7. Shelf reads and straightens materials on shelves.
8. Pulls materials for shared loans and interlibrary loan requests.
9. Performs keyboarding and filing.
10. Performs light housekeeping.
11. Performs other duties as assigned.

Knowledge and Abilities

1. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to understand and follow instructions verbally and in writing.
4. Considerable knowledge of library methods and procedures; ability to apply them to library operations.
5. Working knowledge of Dewey Decimal Classification System and other alphanumeric systems.
6. Ability to maintain confidentiality of library patron information.
7. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
8. Ability to maintain a regular work schedule.

9. Ability to perform moderately heavy physical work.
10. Ability to use library hardware and software; including ability to use library databases and other technological resources.
11. Ability to understand and apply library procedures.
12. Ability to travel to meetings outside of the library.
13. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
14. Demonstration of good character as determined through a background investigation.
15. Ability to travel to activities outside the library.
16. Working knowledge of English language grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
7. Speaking and hearing on the telephone.
8. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.
4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
6. Time management: set priorities in order to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Book trucks for transporting materials to proper areas for reshelving.
2. Bins for retrieving materials from outside book drops.
3. Computer workstation, cash register, copier/printer, telephone, media equipment.

Education and Experience

1. Bachelor's degree, or significant library, or customer service experience.
2. Library coursework in organization of materials preferred.

DRAFT

Frank L. Weyenberg Library of Mequon-Thiensville is an Equal Opportunity Employer.

Access Services: Associate

Reports to: Access Services Manager

Status: Non-exempt

Typical Responsibilities of Position

Under general supervision, performs advanced clerical work or technical services work, serving library patrons directly or indirectly. May have decision-making responsibilities and direct the work of others.

Duties/Examples of Work

1. Assists users at the circulation desk, self-checkout, and Quick Pickup, such as checking materials in and out, registering patrons, collecting fines, and answering account questions.
2. Arranges returned materials on book trucks, and reshelves them in proper order.
3. Performs limited acquisitions procedures, such as checking in material and claiming periodicals.
4. Shelf reads and straightens materials on shelves.
5. Pulls materials for shared loans and interlibrary loan requests.
6. Performs keyboarding and filing.
7. Performs light housekeeping.
8. Performs other duties as assigned.

Knowledge and Abilities

1. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to understand and follow instructions verbally and in writing.
4. Ability to maintain confidentiality of library patron information.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
6. Ability to maintain a regular work schedule.
7. Ability to perform moderately heavy physical work.
8. Ability to use library hardware and software; including ability to use library databases and other technological resources.
9. Ability to understand and apply library procedures.
10. Ability to travel to activities outside the library.
11. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
12. Demonstration of good character as determined through a background investigation.
13. Working knowledge of English language grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
7. Speaking and hearing on the telephone.
8. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.
4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
6. Time management: set priorities in order to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Book trucks for transporting materials to proper areas for reshelving.
2. Bins for retrieving materials from outside book drops.
3. Computer workstation, cash register, copier/printer, telephone, media equipment.

Education and Experience

1. Bachelor's degree, or significant library, or customer service experience.
2. Library experience in organization of materials preferred.

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Access Services: Page

Reports to: Access Services Manager

Status: Non-exempt

Typical Responsibilities of Position

Under immediate supervision, shelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks, as assigned.

Duties/Examples of Work

1. Performs alpha-numeric sorting and filing tasks.
2. Inspects and arranges returned materials on book trucks and reshelves them in proper order.
3. Shelf-reads and straightens materials on shelves while shelving and in other assigned areas.
4. Empties book drops and stages books for checkin.
5. Answers directional questions and refers non-directional questions to appropriate staff.
6. Pulls materials to fill holds.
7. Assists with setup and tear down for library programs and displays.
8. Performs light housekeeping.
9. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to understand and follow instructions verbally and in writing.
7. Demonstration of good character as determined through a background investigation.
8. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
9. Working knowledge of English language grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool) stooping, kneeling, crouching.
3. Lifting and carrying 50 pounds or less.
4. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
5. Speaking, hearing, and near vision.

Mental Requirements of Position

1. Communication skills: effectively communicate ideas and information in both writing and speaking.
2. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
3. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
4. Time management: set priorities in order to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Book trucks for transporting materials to proper areas for reshelving.
2. Bins for retrieving materials from outside book drops.
3. Computer for email, schedules, and time sheets.
4. Telephone.

Education and Experience

1. Education equivalent to a sophomore in high school.
2. Eligible for a child labor permit, if required.
3. No experience required.

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Evaluating the Director

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

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

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:

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- 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](#).)

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 _____

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The Library Board and Library Personnel

7

The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #6: Evaluating the Director](#)), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the [Sources of Additional Information](#) section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#).) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see [*Trustee Essential #5: Hiring a Library Director*](#).

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under [*2011 Wisconsin Act 10*](#), collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with [*Chapter 43*](#), library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See [*Trustee Essential #14: The Library Board and the Open Meetings Law*](#) and [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information.

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Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See [Trustee Essential #19: Library Director Certification](#).)

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

Sources of Additional Information

- Your regional library system staff (see [Trustee Tool B: Library System Map and Contact Information](#))
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (<http://dpi.wi.gov/pld/boards-directors/policy-resources>)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws (dwd.wisconsin.gov/er/)
- Federal Laws Prohibiting Job Discrimination: Questions and Answers (www.eeoc.gov/facts/qanda.html)

Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232,
www.adagreatlakes.org