

Village of Mukwonago
Notice of Meeting and Personnel Committee Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, October 7, 2021

Time: **4:00 pm**
Place: **Mukwonago Community Library**

1. Call to Order

2. Roll Call and Introduction of Guests

3. Comments from the Public

Information and comment may be received from the public by the Library Board, but solely as to matters that appear on the Agenda for that meeting. The public comment session shall last no longer than 15 minutes and individual presentations are limited to (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Library Board may have limited discussion on the information received, however, no action will be taken on issues raised during the public comment session unless they are otherwise on the agenda for that meeting. Public comments should be addressed to the Library Board as a body. Presentations shall not deal in personalities or personal attacks on members of the Board, the applicant for any project, or Village employees. Comments, questions and concerns shall be presented in a respectful and professional manner. Any questions to an individual member of the Library Board or Staff will be deemed out of order by the Presiding Officer.

4. Approval of Minutes

- 4.a Personnel Committee Meeting Minutes from May 24, 2021
[MCL Personnel Committee Minutes May 2021_unapproved.pdf](#)

5. Discussion/Action Items

- 5.a Goals and Objectives for Director
Discussion and possible action regarding the review of Director Armour's previous objectives and to set new objectives and goals for the future.
[Library Director First 90 Days Plan presented 20210610.pdf](#)
- 5.b Job Description for Program Assistant
Discussion and possible action on recommendation to approve adding new job description of Program Assistant.
[MCL Program Assistant Job Description _ proposal for Personnel Committee 2021007.pdf](#)
- 5.c Review Wage Ranges for FY2022
Discussion and possible action on proposed wage range changes for each position to take effect FY2022.
[RESOLUTION 2021-01 Wage Resolution FY2022_DRAFT.docx](#)
[RESOLUTION 2021-xxx Wage Resolution FY2021.docx](#)

6. Closed Session

Closed session pursuant to Wis. Stats § 19.85 (1) (c) (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) Review salary changes for FY2022 beyond standard in relation to staff performance.

7. Open Session

Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) for possible discussion and/or action concerning any matter discussed in closed session

8. Referral Items

9. Confirm Next Meeting Date

The Personnel Committee meets on an as-needed basis.

10. Adjourn

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

Mukwonago Community Library Board Special Meeting Minutes DRAFT

Meeting Date: Thursday, May 24, 2021 at 6:00 p.m.

Location: Mukwonago Community Library Community Room/Virtual Meeting

I. REGULAR ORDER OF BUSINESS

- A. **Call to Order** - The meeting was called to order at 6:02 pm by committee chair Donna Whalen
- B. **Roll Call and Introduction of Guests** - Present were D. Whalen, J. Darin, M. Oberwise-Lacock, M. Penzover, and Director Armour. E. Pautz joined at 6:10pm.
- C. **Comments from the Public** - None.

II. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Goals and Objectives for Director** – Director Armour inquired as to what the board felt were her goals and objectives right away in the position. The committee requested she prepare a lists of goals she has for the first three months and present it to the Library Board in June. Motion to table the discussion until September when the committee will revisit the director’s goals after she is more comfortable in her position. Motion by M. Penzkover. M. Oberwise-Lacock seconded. Motion carried.
- B. **Job Description for Youth Services Assistant** – Director Armour presented a re-written job description, reframing the position as a “Community Engagement Coordinator” that would be directly supervised by the Library Director and would include benefits. Discussion centered around job duties and elevating the position to benefited.
- C. **Job Description for Technology Supervisor** - Director Armour presented a re-written job description, reframing the position as a “MetaSpace 511 Lead Innovator” that would focus more on the programming and mentoring of IT Academy interns and remove references to managing library computers and networks. Discussion centered around ideas for addressing the library’s technology needs and job requirements.

E. Pautz made a motion to approve rewriting the job descriptions into a Community Engagement Coordinator for 32 hours a week at \$17.00 an hour and a MetaSpace 511 Lead Innovator position for 35 hours a week at \$19.00 an hour. M. Penzkover seconded. Motion carried.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next Personnel Committee meeting will be held in September 2021. Time and date TBD.

VI. ADJOURNMENT

- A. M. Oberwise-Lacock made a motion to adjourn the meeting at 6:48pm. E. Pautz seconded. Motion carried.

Library Director First 90 Days Plan

Abby Amour

Presented to Library Board June 10, 2021

1. Meet important community figures
 - ✓ Village: clerk, finance officer, etc.
 - ✓ Community: Friends of the Library, Rotary, IT Academy, etc.
 - ✓ Major donors: McAdams, Zingler, etc.
2. Restructure circulation department
 - ✓ POS systems for cross-checking transactions and integrating into Polaris
 - ✓ Scheduling shifted to Circulation Supervisor and re-thought based on actual need
 - ✓ Always have circulation assistant at desk to greet people, answer the phone, etc.
 - ✓ Hire second Library Shelver to keep higher paid and more trained workers behind the circulation desk and helping patrons
3. Hire MetaSpace 511 Lead Innovator
 - ✓ Change job description
 - ✓ Post job and do rolling first-round interviews
 - ✓ Hire replacement in time to (hopefully) overlap with Craig
4. Hire Community Engagement Coordinator
 - ✓ Change job description
 - ✓ Post job and do rolling first-round interviews
 - ✓ Hire candidate in time for outreach to schools during registration
5. Identify Teen Librarian
 - ✓ Identify MetaSpace 511 Lead Innovator or Community Engagement Coordinator as the lead teen programmer
 - ✓ Restart Teen Advisory Council
6. Streamline technology
 - ✓ Question renewals of hardware and software (Envisionware, Deep Freeze, etc.)
 - ✓ Examine network security and integrity (re: village AP, phones, staff computers, etc.)
 - ✓ Prioritize cloud-based and networked solutions for hands-off management
 - ✓ Condense contracts and eliminate redundancies in functionalities (i.e. copiers)
7. Re-examine Information Services Station (reference desk)
 - ✓ Examine needs of staff and patrons to determine the appropriate technology, training, staffing levels, and materials needed at the desk
 - ✓ Make ADA accessible for patrons and physically usable for all staff members
 - ✓ Improve general appearance
8. Begin/restart communication plan
 - ✓ Move Terry out of circulation department and utilize skills in reference and marketing
 - ✓ Develop Terry's position into a Marketing Coordinator
 - ✓ Work with Terry on revisiting/developing a communication plan that clarifies who is in charge of various media outlets and identifies messaging to reach the staff and community effectively

MUKWONAGO COMMUNITY LIBRARY

Program Assistant Job Description

Approved: **DRAFT**

POSITION:

- a. **Job Title:** Program Assistant
- b. **Under Direct Supervision of:** Community Engagement Coordinator
- c. **Supervises:** N/A
- d. **Schedule:** Part-time with up to 29 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have minimum flexibility to be able to fill in for absences.
- e. **Benefits:** N/A
- f. **FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Under the general supervision of the Community Engagement Coordinator, the Program Assistant is responsible for providing general reference, programming, marketing, and outreach services for all ages. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Assists in the development and implementation of children, teen, adult, and family programs and special events.
- Performs outreach visits to area schools, daycares, nursing homes, and other facilities.
- Assists in the development and implementation of the summer library program.
- Assists the Community Engagement Coordinator with all other department planning, preparation, and production as assigned.
- Assists with the creation and implementation of marketing materials that promote library programs, services, and collections.
- Employs various strategies and methods to market programs to a broad audience, including writing articles, maintaining community contacts, uploading events on to the online calendar, and maintaining social media platforms.
- Records program statistics in a timely manner in the appropriate spreadsheet or software.
- Attends staff meetings and program planning meetings.
- May assist with reference desks shifts: receives and evaluates requests for information. Searches databases to find information / place holds, advises readers regarding appropriate materials; interprets and applies library policies and procedures; instructs patrons in the use of library equipment and information technology including the online catalog, online resources, and databases.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

Approved: **DRAFT**

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ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with staff, other agencies and the general public.
- Ability to complete training on the library client/server software and utilize the client/server software with integrated cataloging, serials, and circulation modules.
- Ability to understand and follow oral and written instructions.
- Proven ability utilizing Microsoft Office software for data organization and review (e.g. Word, Excel).
- Ability to successfully track and manage projects.
- Attentive to detail and accuracy.
- Strong customer service, communication, and organizational skills.
- Ability to work courteously and tactfully with patrons and employees, while adhering to established privacy policies.
- Ability to work a flexible schedule that will include days, evenings, and weekends.
- Ability to meet schedules and time lines.
- Ability to take direction from supervisor.
- Ability to positively and effectively interact with diverse individuals to accomplish a common goal.
- Ability to physically perform the essential job functions.
- Ability to display creativity, accountability, and flexibility in implementing the library mission statement and service goals.
- Ability to keep accurate records and follow through on details.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Excellent interpersonal skills using tact, adhering to privacy policies, patience and courtesy.
- Effectively evaluate or make independent decisions based upon experience, knowledge and training.

QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or equivalent required, Bachelor's Degree preferred. Preferred experience working in libraries, education, or similar jobs.
- Knowledge of Dewey Decimal system and/or library experience preferred.
- Knowledge of standard office software (Microsoft Windows, Outlook, etc.)
- All applicants are subject to fingerprinting and a background check. Employment is contingent on passing those assessments.
- A valid Driver's License is required.

PERSONAL ATTRIBUTES: The candidate must be detail orientated, have a high standard of customer service, be friendly and cooperative, open-minded, enthusiastic, and strive to provide excellent customer service to patrons and staff.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, this position is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; push; pull; carry; climb; stoop; bend; stretch; kneel; talk and hear.
- Must occasionally lift or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Regularly required to work in front of a personal computer and operate a telephone.
- Work is performed inside a typical interior/office work environment.
- Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

Revision History

07 October 2021: Program Assistant Job Description Created and Approved

RESOLUTION 2021-01
SALARY AND WAGE SCHEDULES FOR FULL-TIME AND PART-TIME LIBRARY EMPLOYEES

WHEREAS, the Library Board adopted the 2022 Library Budget on _____; and,

WHEREAS, the Budget included the following salary and hourly rates for full-time and part-time Library employees for the calendar year 2022; and:

| | |
|----------------------------------|-----------------|
| A. Salaried | |
| Library Director | \$60,000-84,000 |
| B. Librarian | |
| Adult Services Librarian | \$18.51 – 26.43 |
| Technical Services Librarian | \$18.51 – 26.43 |
| Youth Services Librarian | \$18.51 – 26.43 |
| C. Professional | |
| Administrative Assistant | \$16.83 – 24.03 |
| MetaSpace 511 Lead Innovator | \$16.83 – 24.03 |
| Circulation Supervisor | \$16.83 – 24.03 |
| Community Engagement Coordinator | \$16.83 – 24.03 |
| D. Semi-Professional | |
| Technical Services Assistant | \$13.26 – 18.94 |
| Youth Services Assistant | \$13.26 – 18.94 |
| Program Assistant | \$13.26 – 18.94 |
| E. Part-Time | |
| Circulation Clerk | \$11.54 - 16.47 |
| Materials Processing Assistant | \$11.54 - 16.47 |
| Shelver | \$7.93 – 10.10 |
| F. Laborer | |
| Custodian | \$11.54 – 16.47 |
| Seasonal Landscaper | \$15.00 – 20.00 |

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted, and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2022 for the 2022 Fiscal Year.

ADOPTED this ____ day of _____ 2021.

Library Board President

RESOLUTION 2021-XXX

A RESOLUTION RELATING TO SALARY AND WAGE SCHEDULES
FOR FULL-TIME AND PART-TIME LIBRARY EMPLOYEES

WHEREAS, the Library Board adopted the 2021 Library Budget on October 8th, 2020; and,

WHEREAS, the Budget included the following salary and hourly rates for full-time and part-time Library employees for the calendar year 2021; and:

| | |
|--------------------------------|-----------------|
| 1. Full-time Positions | 2021 |
| A. Salaried | |
| Library Director | \$60,000-84,000 |
| B. Hourly | |
| Adult Services Librarian | \$18.51-25.91 |
| Technical Services Librarian | \$18.51-25.91 |
| Youth Services Librarian | \$18.51-25.91 |
| Administrative Assistant | \$16.83- 23.56 |
| Technology Supervisor | \$16.83-23.56 |
| 2. Part-time Positions | |
| A. Hourly | |
| Circulation Supervisor | \$16.83-23.56 |
| Operations Supervisor | \$16.83-23.56 |
| Technical Services Assistant | \$13.26-18.57 |
| Youth Services Assistant | \$13.26-18.57 |
| Circulation Clerk | \$11.54-16.15 |
| Custodian | \$11.54-16.15 |
| Materials Processing Assistant | \$11.54-16.15 |
| Shelver | \$7.93-9.91 |

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted, and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2021 for the 2021 Fiscal Year.

ADOPTED this ____ day of _____ 2020.

Library Board President

| Municipality | Circ | Library Director | Asst Library Director | Librarian | Library Assoc | Snr Lib Clerk | Library Clerk | Library Aide | Shelver | Contact |
|--|---------|--|---|---|---|--|--|---|---|---|
| Franklin Title (Range) (Actual) | 288,552 | Director NO RANGE \$43.08 | Asst. Director/Ad Srv NO RANGE \$32.60 | Circ Supervisor NO RANGE \$30.99 | N/A | N/A | N/A | N/A | N/A | Jennifer Loeffel 414.427.7545 jennifer.loeffel@mcfls.org |
| Germantown Title (Range) (Actual) | 283,478 | Library Director NO RANGE \$34.14 | Assistant Director NO RANGE \$22.67 | N/A | N/A | N/A | N/A | Pat Srv Assoc NO RANGE \$11.50 | Page NO RANGE \$8.58 | Trisha Smith 262.253.7760 smithp@germantownlibrarywi.org |
| Menomonee Falls Title (Range) (Actual) | 289,471 | Director NO RANGE \$48.46 | Asst. Director NO RANGE \$43.12 | Info Tech Mgr NO RANGE \$31.45 | N/A | N/A | N/A | N/A | N/A | Carole McGibany 262.532.8900 cmcgibany@menomonee-falls.org |
| Mequon Title (Range) (Actual) | 268,601 | Director NO RANGE \$44.37 | Patron Srvs Mgr NO RANGE \$30.37 | Access Srv Mgr NO RANGE \$25.20 | Pat Srv Lib NO RANGE \$22.83 | Tech/Acc Lead NO RANGE \$17.32 | Pat Srv Assoc NO RANGE \$16.56 | Access Assoc NO RANGE \$14.29 | Page NO RANGE \$8.50 | Rachel Muchin-Young 262.242.2593 muchinyoung@flwlib.org |
| Middleton Title (Range) (Actual) | | Library Director \$40.71 - \$52.93 \$43.78 | Library Head* \$30.42 - \$39.55 \$33.83 | Librarian* \$28.70 - \$37.31 \$29.73 | PT Lib Asst* \$20.23 - \$26.30 \$20.46 | N/A | N/A | N/A | Lib Page I&II* NO RANGE \$11.61 | Jocelyne Sansing 608.827.7425 jsansing@midlibrary.org |
| Mukwonago Title (Range) (Actual) | | Library Director \$28.85 - \$40.38 - | N/A | Librarian \$18.51 - \$25.91 - | Circ Supervisor \$16.83 - \$23.56 - | Tech Srv Asst \$13.26 - \$18.57 - | Circ Clerk \$11.54 - \$16.15 - | Mat Proc Asst \$11.54 - \$16.15 - | Shelver \$7.93 - \$9.91 - | Abby Armour 262.363.6411 aarmour@mukwonagolibrary.org |
| New Berlin Title (Range) (Actual) | 354,294 | Library Director NO RANGE \$47.31 | Deputy Director NO RANGE \$39.44 | Librarian NO RANGE \$14.73 | N/A | N/A | N/A | N/A | N/A | Barbara Draeger 262.785.4980 bdraeger@newberlin.org |
| North Shore Title (Range) (Actual) | 191,999 | Director \$35.02 - \$40.42 \$36.06 | Asst Director \$26.78 - \$28.84 \$30.90 | Librarian I&II* \$22.66 - \$26.67 \$24.50 | Lib Asst II \$19.98 - \$21.25 \$21.25 | N/A | Circ Aide* \$11.55 - \$12.35 \$12.24 | Tech Srv Aide \$11.55 - \$12.35 12.35 | Shelver* \$8.86 - \$9.27 \$9.75 | Annie Bahringer 414.351.3504 anniebahringer@mcfls.org |
| Oak Creek Title (Range) (Actual) | 186,564 | Library Director \$36.55 - \$43.38 \$43.38 | Asst Lib Director \$27.98 - \$31.02 \$29.20 | FT Librarians* \$24.82 - \$27.30 \$25.32 | Lib Associate \$15.10 - \$18.23 VACANT | N/A | Library Clerk \$13.58 - \$15.61 \$13.58 | Library Aide* \$11.69 - \$12.86 \$11.69 | Library Page* \$8.48 - \$10.41 \$8.87 | Jill Lininger 414.766.7910 jlininger@oakcreekwi.gov |
| Oconomowoc Title (Range) (Actual) | 282,879 | Library Director NO RANGE \$39.79 | Ref/Adult Srv Lib NO RANGE \$30.05 | Spcl Srvs Lib NO RANGE \$27.26 | N/A | N/A | N/A | N/A | N/A | Betsy Bleck 262.569.2194 bbleck@oconomowoclibrary.org |
| Pewaukee Title (Range) (Actual) | 255,839 | Library Director \$30.30 - \$40.90 \$38.49 | Asst Dir/Head AS \$26.97 - \$36.40 \$32.40 | Librarian \$20.15 - \$27.20 \$28.23 | Lib Associate \$15.06 - \$20.33 - | N/A | Circ Clerk I & II \$12.64 - \$18.09 | N/A | Lib Page I&II \$8.00 - \$16.10 - | Nan Champe 262.746.0920 nchampe@pewaukee.lib.wi.us |
| Shorewood Title (Range) (Actual) | 299,956 | Library Director \$33.71 - \$47.19 \$38.45 | Asst Lib Director \$27.98 - \$33.26 \$29.83 | Librarian* \$22.71 - \$29.04 \$25.30 | Library Associate \$17.76 - \$20.30 \$18.43 | Sr Lib Clerk \$15.23 - \$17.76 \$16.80 | Library Clerk* \$13.21 - \$15.84 \$13.65 | Library Aide \$10.50 - \$12.50 \$12.50 | Shelver* \$10.00 - \$12.00 \$11.20 | Rachel Collins 414.847.2676 rachel.collins@mcfls.org |
| Sussex Title (Range) (Actual) | | Library Director NO RANGE \$38.06 | Asst Dir/AS Mgr NO RANGE \$30.75 | Librarian* NO RANGE \$26.27 | Chdrns Srv Assoc \$16.50 - \$20.95 - | Tech Srvs Clerk NO RANGE \$17.26 | Circ Clerk \$14.35 - \$17.17 - | N/A | Page \$9.00 - \$9.27 - | Adele Loria/Lisa Ponto 262.246.5180 aloria@phpl.lib.wi.us |

| | | | | | | | | | |
|------------------------------|-------------------|-------------------|-------------------|-----|-------------------|-------------------|-----------|-------------------|--|
| Verona Title ¹ | Director | Asst Director | Librarian* | | | Library Assts* | | Library Page* | Stacey Burkart |
| (Range) | \$34.62 - \$43.01 | \$30.82 - \$38.28 | \$23.03 - \$28.61 | | | \$17.20 - \$21.37 | | \$10.71 - \$12.75 | 608.845.7180 |
| (Actual) | \$44.32 | \$36.92 | \$28.67 | N/A | N/A | \$19.29 | N/A | \$11.73 | sburkart@ci.verona.wi.us |
| Wauwatosa Title ² | Library Director | Asst Lib Director | Librarian | | Tech Srv Aide | Circ Attendent | | Shelver | Peter Loeffel |
| (Range) | \$40.55 - \$55.61 | \$34.85 - \$47.76 | \$27.20 - \$37.29 | | \$13.57 - \$18.63 | \$16.30 - \$22.35 | | NO RANGE | 414.831.5529 |
| (Actual) | 635,865 \$49.12 | \$45.97 | \$32.85 | N/A | \$16.30 | \$19.80 | N/A | \$9.00 | ploeffel@wauwatosalibrary.org |
| West Allis Title | Library Director | Library Mgr | Cat/Tech Proc | | | | | | Michael Koszalka |
| (Range) | NO RANGE | NO RANGE | NO RANGE | | | | | | 414.302.8534 |
| (Actual) | 362,928 \$52.46 | \$40.45 | \$30.99 | N/A | N/A | N/A | N/A | N/A | mkoszalka@westalliswi.gov |
| Whitefish Bay Title | Director | Head of Srvcs* | Librarian* | | | Circ Asst* | Ref Asst* | Shelver* | Nyama Reed |
| (Range) | NO RANGE | NO RANGE | NO RANGE | | | NO RANGE | NO RANGE | NO RANGE | 414.755.6551 |
| (Actual) | 208,688 \$40.60 | \$25.51 | \$22.22 | N/A | N/A | \$11.67 | \$14.57 | \$7.74 | n.reed@wfblibrary.org |

* Denotes Average Rate, multiple FTE in position

¹ Longevity Pay = Out of Range

² Merit to 120% of Max Shown