

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, January 11, 2024

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division Street, Mukwonago, WI 53149**
OR Via Zoom

Zoom Login Information

<https://us02web.zoom.us/j/87407040519?pwd=dkFyaStpNnJXdms2ZlhaZjE3UzVhZz09>

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.a Minutes from December 14, 2023

[Library Board Meeting Minutes 20231214_unapproved.pdf](#)

4. Comments from the Public

The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The 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 Board as a body. Presentations shall not deal in personalities personal attacks on members of the Board, the applicant for any project or Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for year-end December 2023 and January 2024

[Financial 2023 December Executive Summary 20240111.pdf](#)

[Financial 2023 December Invoices 20240111.pdf](#)

[Financial 2024 January Executive Summary 20240111.pdf](#)

[Financial 2024 January Invoices 20240111.pdf](#)

6. Committee & Community Reports

Reports are for information only.

6.a Village Board Representative Report

6.b Friends of the Library Report

6.c Grutzmacher Collection Committee - next scheduled meeting March 21, 2024 @ 6:00pm

- 6.d Finance Committee - next scheduled meeting July 22, 2024 @ 6:30pm
- 6.e Policy Committee - next scheduled meeting January 15, 2024 @ 11:00am
- 6.f Building & Grounds Committee - next scheduled meeting February 19, 2024 @ 6:30pm
- 6.g Personnel Committee - next scheduled meeting January 18, 2024 @ 6:00pm

7. Library Director Report

- 7.a Library Director Report for January
[01 Library Director Report January 2024.pdf](#)

8. Discussion/Action Items

- 8.a Strategic Plan 2023-2025 Updates
Discussion and possible action on updates on the implementation of the Strategic Plan 2023-2025.
[Strategic Plan 2023-2025_Operational Priorities and Implementation Updates 20240111.pdf](#)
- 8.b Renovation Planning Kickoff
Discussion and possible action on information presented by Alexandra Ramsey of Engberg Anderson regarding conducting updates to the space needs plan.
[MCL Agenda 24_0105.pdf](#)
[Priorities for Building Updates Priorities Identified by Staff Oct 2023.pdf](#)
- 8.c Resolution 2024-01
Discussion and possible action on approving Resolution 2024-01 Funding Transfer for Engberg Anderson Design Services.
[RESOLUTION 2024-01 Funding Transfer for Engberg Anderson Design Services_unapproved 20240111.pdf](#)
- 8.d Repeal Old Job Descriptions
Discussion and possible action on repealing old job descriptions.
[MCL Administrative Assistant Job Description _ 20180517.pdf](#)
[MCL Adult Services Librarian Job Description _ 20180621.pdf](#)
[MCL Circulation Clerk Job Description _ 20180517.pdf](#)
[MCL Circulation Supervisor Job Description _ 20180517.pdf](#)
[MCL Community Engagement Coordinator Job Description 20210613.pdf](#)
[MCL Custodian Job Description _ 20180517.pdf](#)
[MCL Library Director Job Description.pdf](#)
[MCL Library Shelver Job Description _ 20180517.pdf](#)
[MCL Materials Processing Assistant Job Description _ 20180517.pdf](#)
[MCL MetaSpace 511 Lead Innovator Job Description 20210613.pdf](#)
[MCL Operations Supervisor Job Description _ 20180517.pdf](#)

[MCL Program Assistant Job Description 20211014.pdf](#)
[MCL Reference Assistant Job Description _ 20180517.pdf](#)
[MCL Technical Services Assistant Job Description _ 20180517.pdf](#)
[MCL Technical Services Librarian Job Description _ 20180621.pdf](#)
[MCL Technology Supervisor Job Description _ 20180517.pdf](#)
[MCL Youth Services Assistant Job Description _ 20180517.pdf](#)
[MCL Youth Services Librarian Job Description _ 20180621.pdf](#)

8.e Bernstein & Associates Contract

Discussion and possible action on recommendation from Grutzmacher Collection Committee to renew contract with Bernstein & Associates for handling NAGPRA compliance.

[B&A Estimate 191 \(MCL\).pdf](#)

8.f Red Brick Museum Flooring Project

Discussion and possible action on listening session with Mukwonago Historical and Museum Society and Driftless Pathways explaining the flooring project in the Native American Room of the Red Brick Museum.

8.g Trustee Essentials Chapter 17

Discussion on the questions found at the end of Trustee Essentials Chapter 17.

[Trustee Essentials Chapter 17.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

11. 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.

Village of Mukwonago
MINUTES OF THE LIBRARY BOARD MEETING
Thursday, December 14, 2023

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**
and via Zoom

Call to Order

The President H. Pringle called the meeting to order at 6:03 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Board Members Present

J. Gasser
M. Lacock
E. Pautz
H. Pringle
C. Stienstra

Via Zoom:

J. Darin
M. Penzkover
D. Whalen

Excused

S. Kaufman
D. Magolan
E. Brill

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

C. Stienstra/M. Lacock motioned to approve the minutes from the Board of Trustees meeting on November 9, 2023. Unanimously carried.

Audit and Approval of Monthly Expenditures

J. Gasser/C. Stienstra motioned to approve the monthly expenditures. Unanimously carried.

Committee Reports *Committee chairperson will report on any recent committee activity. There will be no discussion or action on anything reported out.*

Village Board Representative Report - nothing to report at this point

Friends of the Library Report - A. Armour shared that cookie donations were up this year and The Friends also hosted a holiday boutique simultaneously during Midnight Magic. The Friends of the Library will be at next month's meeting to present.

Building & Grounds Committee - last met November 13, 2023; next scheduled meeting is February 19, 2024 at 6:30pm - items related to that meeting are on the agenda

Finance Committee - next scheduled meeting is July 22, 2024 at 6:30pm

Grutzmacher Collection Committee - last met December 11, 2023; next scheduled meeting is March 21, 2024 at 6:00pm - A brief overview of where MCL is was shared at the committee meeting. A. Armour was asked to update the website with additional FAQs and the newsletter was also updated. Bernstein and Associates' contract will be up soon; the committee tasked A. Armour with getting additional information on grant writing cost and all of this will be presented at the Board's January meeting. According to Village DPW staff the floor in the Native American room will be worked on in 2024; at this point there isn't a timeline for further information regarding the move of the Grutzmacher Collection held at the museum.

Personnel Committee - next scheduled meeting is January 18, 2024 at 6:00pm

Policy Committee - next scheduled meeting is January 15, 2024 at 11:00am

Library Director Report The Library Director Report is for information only.

A. Armour shared information about the update in colors within MCL, it is an effort to make things more accessible and easier to find. The battery backup in the server room failed, it has been replaced with an appropriately sized one and everything is now correctly plugged in.

Discussion/Action Items

Strategic Plan 2023-2025 Updates

Discussion and possible action on updates on the implementation of the Strategic Plan 2023-2025

A. Armour noted that next month will be the wrap-up of the first year of the Strategic Plan and she will be giving a more detailed break-down for ease of reading.

2024 HVAC Maintenance Contracts

Discussion and possible action on recommendation from Building & Grounds Committee to approve contracts for Illingworth-Kilgust and Emcor to continue to maintain HVAC in 2024.

M. Penzkover noted that these are the two contractors MCL has used in the past and has been pleased with their service. These are proposals that have gone through Buildings and Grounds and that committee recommends the Board accept the contracts again for continued care of MCL's HVAC system.

C. Stienstra/M.Lacock motioned to accept these contracts from Illingworth-Kilgust and Emcor for continued maintenance of the HVAC system and pay the necessary fees.

Unanimously carried.

Landscaping

Discussion and possible action on recommendations from Building & Grounds Committee to approve proposals from Createscapes for updates to landscaping to make it easier to maintain and more sustainable.

M. Penzkover noted that A. Armour met with some contractors to ensure the landscape at MCL is both functional and to aid in the ease of mowing for DPW. Discussion centered around the contract and proposed work.

M. Penzkover/J. Gasser motioned to approve having the library director execute the proposal from Createscapes as presented with funds being donated specifically for this project. Unanimously carried.

Resolution 2023-06

Discussion and possible action on Resolution 2023-06 Capital Funding Transfer to use WCCF funds to pay for Air Handler 1 replacement motor and repairs.

A. Armour noted that this was discussed at the last meeting, the Board asked to have the monies pulled from WCCF funds which requires a resolution which is being presented.

J. Gasser/M. Lacock motioned to approve Resolution 2023-06. Unanimously carried.

Architectural Design Study Update Proposal

Discussion and possible action on Engberg Anderson Architects' proposal to update the previous space needs study.

A. Armour noted that earlier in the year Engberg Anderson came and presented their original proposal from 2020. Buildings and Grounds tasked A. Armour with going to staff to determine the current demands of the library to ensure any updates and customer service needs are properly met. A. Armour then was asked to reach out to Engberg Anderson to come up with a proposal for MCL's current focus. As a large portion of the original scope is still relevant, Engberg Anderson provided the attached proposal. The timeline if approved would begin in Spring of 2024.

M. Penzkover/C. Stienstra motioned to authorize the December 6 proposal with Engberg Anderson Architects, utilizing WCCF funds. Unanimously carried.

Review Trustee Essentials - Chapter 17

Trustee Essentials Chapter 17: Membership in the Library System- H. Pringle tabled until January 2024.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on Thursday, January 11, 2024 at 6:00pm

Adjournment

M. Lacock/C. Stienstra motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:42 pm.

Mukwonago Community Library Executive Summary 2023

1/11/24 Year End 2023

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	631,652.00	625,022.83	6,629.17	99.0%
5112 - Social Security	49,149.00	47,687.01	1,461.99	97.0%
5152 - Retirement	46,345.00	46,426.88	(81.88)	100.2%
5154 - Health	59,782.00	58,873.77	908.23	98.5%
5158 - OPEB Payout (will be drawn from OPEB account)	5,000.00	(27,273.60)	0.00	-545.5%
5159 - Other Fringe Benefits	4,323.00	3,545.25	777.75	82.0%
5219 - Professional Services	4,000.00	13,443.46	(9,443.46)	336.1%
5220 - Contractual Services	30,000.00	34,399.13	(4,399.13)	114.7%
5221 - Water & Sewer	3,000.00	3,034.12	(34.12)	101.1%
5222 - Electric	33,000.00	33,121.24	(121.24)	100.4%
5224 - Gas	12,000.00	8,993.17	3,006.83	74.9%
5225 - Telephone	5,700.00	9,363.16	(3,663.16)	164.3%
5226 - Insurance	9,000.00	9,694.47	(694.47)	107.7%
5310 - Outside Services	15,270.00	17,092.16	(1,822.16)	111.9%
5311 - Operational Supplies	11,500.00	10,739.96	760.04	93.4%
5312 - Printing	1,400.00	1,350.51	49.49	96.5%
5314 - MetaSpace 511 Equip & Fixtures	1,000.00	808.75	191.25	80.9%
5315 - Postage	500.00	561.54	(61.54)	112.3%
5316 - Collection Maintenance & Repair	6,000.00	5,179.17	820.83	86.3%
5317 - MetaSpace Maintenance	8,300.00	9,220.62	(920.62)	111.1%
5318 - Thingery Maintenance	3,500.00	2,870.32	629.68	82.0%
5326 - Periodicals	1,200.00	1,015.09	184.91	84.6%
5327 - Newspapers	1,800.00	1,743.57	56.43	96.9%
5328 - Books	70,000.00	71,141.17	(1,141.17)	101.6%
5329 - AV Materials	11,000.00	10,382.15	617.85	94.4%
5330 - Thingery Collection	1,000.00	825.64	174.36	82.6%
5331 - Programming	10,000.00	9,688.82	311.18	96.9%
5332 - Mileage	500.00	455.04	44.96	91.0%
5333 - Outreach	3,000.00	2,994.75	5.25	99.8%
5335 - Training & Travel	5,000.00	6,680.21	(1,680.21)	133.6%
5340 - Electronic Tools & Services	9,600.00	8,542.41	1,057.59	89.0%
5341 - Cafe	24,742.00	24,742.00	0.00	100.0%
5343 - Data Lines	1,200.00	1,200.00	0.00	100.0%
5344 - Shared County Databases	3,954.00	3,954.00	0.00	100.0%
5349 - Digital Collections	14,665.00	17,991.17	(3,326.17)	122.7%
5395 - Repairs & Maintenance	12,000.00	12,373.23	(373.23)	103.1%
5399 - Other	544.00	406.91	137.09	74.8%
5810 - Furniture & Fixtures	1,000.00	1,094.00	(94.00)	109.4%
581100 - Equipment <\$5,000	-	10,140.70	(10,140.70)	
511105 - Equipment >\$5,000	-	0.00	0.00	
TOTAL Budget Accounts	1,111,626.00	1,131,798.38	(20,172.38)	101.8%
<i>Donation Accounts</i>				
Balance from 2022	41,438.93			
4890 - Donations Revenue 2023			114,232.73	
5806 - Donation Expenditures 2023			(106,448.85)	
TOTAL Donation Accounts	49,222.81		7,783.88	

OVERALL TOTAL			(12,388.50)	
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**Mukwonago Community Library
REVENUE 2023**

Department Name	2023 Budget	As of 12/31/2023	
Property tax	518,315	518,315	100%
Inter Gov Revenue	569,811	569,811	100%
Copies & Faxes	5,500	6876	125%
Material Replacement	1,000	2,093	209%
Book Sale Revenue	3,500	5,245	150%
Fines	13,000	18,329	141%
Misc. Revenue	0	3,814	*SEE NOTE
Interest Revenue	500	21,567	4313%
 Total Revenue	 1,111,626	 1,146,051	 103.1%

* NOTE: Received \$2,526.53 in Spectrum civil settlement

Revenue overage	34,425
Budget overage	-20,172
Balance	14,252

MUKWONAGO COMMUNITY LIBRARY

ACCOUNT #440-5511 LIBRARY

1/11/2024 Year End 2023

Account	Vendor	Memo	Amount
5158 OPED Payout	Mary Jo Retirement Sick Leave Payout		27273.60
5220 Contracted Services	Impact	Contract Billing 9/10/23-12/9/23	290.05
5220 Contracted Services	United States Alliance Fire Protection	Annual alarm test	1235.00
5221 Water-Sewer	Village Of Mukwonago	Q 4 Bill	758.89
5222 Electric	WE Energies	10/19/23-11/20/23	2365.16
5222 Electric	WE Energies	11/20/23-12/21/23	2254.43
5224 Gas	WE Energies	10/19/23-11/20/23	693.36
5225 Telephone	Brightspeed	11/21/23-12/20/23	190.86
5225 Telephone	Spectrum/ Charter Communications	11/27/23-12/26/23	296.11
5225 Telephone	Vonage- Village Charge	12/11/23-1/10/24	400.20
5310 Outside Services	Alsco	Mats & Dusters	79.42
5310 Outside Services	Credit Card Monthly Service Fee	Elavon December	59.99
5310 Outside Services	Credit Card Processing Fee	Elavon 12/1/23-12/31/23	20.62
5310 Outside Services	Credit Card Processing Fee	Cantaloupe 12/8/23-12/15/23	3.51
5310 Outside Services	Klassy Kleaners	Weekend Cleaning December	1200.00
5311 Operational Supplies	Amazon Business	General Supplies	212.44
5311 Operational Supplies	Color Craft- Village Credit Card	Vinyl for Lettering	14.35
5311 Operational Supplies	Hahn Ace- Village Charge	Battery	16.19
5311 Operational Supplies	Hahn Ace- Village Charge	Battery	16.19
5311 Operational Supplies	Home Depot- Village Charge	Lights	82.96
5311 Operational Supplies	Office Pro/ Copy Paper Village Hall	Copy Paper	10.39
5311 Operational Supplies	Quill- Village Charge	Copy Paper	18.18
5311 Operational Supplies	Walmart- Village Credit Card	Craft Knives	65.90
5312 Printing	De Lange Landen Financial- Village Charge	Lease	18.08
5317 MetaSpace Maintenance	Johnson Plastics Plus- Village Credit Card	Tote Bag	14.22
5318 Thingery Maintenance	Amazon Business	Thingery Supplies	26.98
5328 Books	Baker & Taylor	Books	6.42
5328 Books	Baker & Taylor	Books	19.47
5328 Books	Brodart		822.54
5329 AV Material	Amazon Business	DVD	82.82
5329 AV Material	Amazon Business	Play Station Game	49.88
5329 AV Material	Amazon- Village Credit Card	Nintendo Switch game	59.99
5329 AV Material	Blackstone Publishing	Audio Books	73.88
5331 Programming	Amazon Business	Bingo Supplies	58.84
5331 Programming	Domino's Village Credit Card	Teen Program	27.28
5331 Programming	Walmart- Village Credit Card	Program Supplies	34.43
5332 Mileage	Eric Huemmer	School Drop Off	21.62
5340 Electronic Tools & Services	Taylor Computer Services	Update WIFI Terms of Service on PCs	130.00
5340 Electronic Tools & Services	UKG- Village Charge	November	324.24
5340 Electronic Tools & Services	Velocity- Village Charge	December	8.00
5343 Data Lines	State of Wisconsin	TEACH Services	600.00
5349 Digital Collections	Midwest Tape	Hoopla	815.49
581100 Equip. <\$5,000	Amazon Business	Computers	2462.80
581100 Equip. <\$5,000	Maxiaids- Village Credit Card	Large Print Keyboards	463.20
581100 Equip. <\$5,000	Walmart- Village Credit Card	Bluray Player	59.00
TOTAL REGULAR ACCOUNTS			\$ 43,736.98
Donation Expense Designated	Bernstein & Associates	NAGPRA consultation	760.00
5806 Donation Expense General	End Of The Leash- Village Credit Card	Gift Card for Therapy Dog	15.00
5806 Donation Expense General	End Of The Leash- Village Credit Card	Gift Card for Therapy Dog	30.00
5806 Donation Expense General	METRO MARKET- VILLAGE CREDIT CARD	Volunteer Thank You Gift Cards	142.34

5806 Donation Expense General	Walmart- Village Credit Card	Retirement party	63.98
		Total Donation Expenses	\$ 1,011.32
Director	Treasurer	To Be Reimbursed	760.00
		Regular Donation Expenses	251.32
Secretary		Total Expenses	\$ 44,748.30

Mukwonago Community Library Executive Summary 2024

As of 1/11/2024

Account	Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	680,050.00	0.00	680,050.00	0.0%
5112 - Social Security	52,817.00	0.00	52,817.00	0.0%
5152 - Retirement	48,359.00	0.00	48,359.00	0.0%
5154 - Health	84,728.00	6,879.40	77,848.60	8.1%
5158- OPEB Payout	3,000.00	0.00	3,000.00	0.0%
5159 - Other Fringe Benefits	4,520.00	0.00	4,520.00	0.0%
5219 - Professional Services	4,000.00	0.00	4,000.00	0.0%
5220 - Contractual Services	32,500.00	353.14	32,146.86	1.1%
5221 - Water & Sewer	3,000.00	0.00	3,000.00	0.0%
5222 - Electric	34,500.00	0.00	34,500.00	0.0%
5224 - Gas	12,500.00	0.00	12,500.00	0.0%
5225 - Telephone	10,700.00	0.00	10,700.00	0.0%
5226 - Insurance	10,000.00	227.00	9,773.00	2.3%
5310 - Outside Services	16,000.00	98.21	15,901.79	0.6%
5311 - Operational Supplies	10,000.00	140.00	9,860.00	1.4%
5312 - Printing	1,400.00	0.00	1,400.00	0.0%
5314 - MetaSpace 511 Equip & Fixtures	1,000.00	0.00	1,000.00	0.0%
5315 - Postage	600.00	0.00	600.00	0.0%
5316 - Collection Maintenance & Repair	6,000.00	803.80	5,196.20	13.4%
5317 - MetaSpace Maintenance	5,000.00	0.00	5,000.00	0.0%
5318 - Thingery Maintenance	3,500.00	22.99	3,477.01	0.7%
5326 - Periodicals	1,000.00	885.37	114.63	88.5%
5327 - Newspapers	2,000.00	397.51	1,602.49	19.9%
5328 - Books	70,000.00	149.93	69,850.07	0.2%
5329 - AV Materials	11,000.00	0.00	11,000.00	0.0%
5330- Thingery Collection	1,000.00	0.00	1,000.00	0.0%
5331 - Programming	10,000.00	120.00	9,880.00	1.2%
5332 - Mileage	500.00	0.00	500.00	0.0%
5333 - Outreach	3,000.00	0.00	3,000.00	0.0%
5335 - Training & Travel	7,000.00	463.83	6,536.17	6.6%
5340 - Electronic Tools & Services	9,900.00	2,415.20	7,484.80	24.4%
5341 - Cafe	25,687.00	0.00	25,687.00	0.0%
5343 - Data Lines	1,200.00	0.00	1,200.00	0.0%
5344 - Shared County Databases	1,256.00	0.00	1,256.00	0.0%
5349 - Digital Collections	18,842.00	0.00	18,842.00	0.0%
5395 - Repairs & Maintenance	10,000.00	0.00	10,000.00	0.0%
5399 - Other	400.00	0.00	400.00	0.0%
5810 - Furniture & Fixtures	1,000.00	0.00	1,000.00	0.0%
581100 - Equipment<\$5,000				
511105 - Equipment >\$5,000				
TOTAL Budget Accounts	1,197,959.00		1,185,002.62	0.0%
<i>Donation Accounts</i>				
Balance from 2022				
4890 - Donations Revenue 2023			7,250.00	

5806 - Donation Expenditures 2023				
TOTAL Donation Accounts	#REF!			
OVERALL TOTAL				

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
January 11, 2024

Account	Vendor	Memo	Amount
5220 Contracted Services	Great America Financial Services	2/10/24-3/9/24	353.14
5226 Insurance Premiums	R&R Insurance	Worker's Comp	214.99
5226 Insurance Premiums	R&R Insurance	Crime Policy	12.01
5310 Outside Services	America Aquaria	Fish Tank maintenance	85.00
5310 Outside Services	Credit Card Monthly Fee	SeedLive Charge	9.95
5310 Outside Services	Credit Card Processing Fee	Seed Live 12/15/23-1/5/24	3.26
5311 Operational Supplies	Quill	Cleaning Supplies	139.30
5316 Collection Maintenance & Repair	Quill	Book Tape	803.80
5318 Thingery Maintenance	Netflix- Village Credit Card	1/1/24-1/31/24	22.99
5326 Periodicals	Rivistas	Magazines	885.37
5327 Newspapers	USA Today	2/1/24-1/31/25	397.51
5328-5700 Books	Brodart	Books	149.93
5331 Programming	Tanya Hinz	Painting Class	60.00
5331 Programming	Tanya Hinz	Painting Class	60.00
5335 Training & Travel	Rivistas	Professional Magazines	463.53
5340 Electronic Tools & Services	Asset Tiger	Annual Subscription	110.00
5340 Electronic Tools & Services	Sling	Annual fee/ scheduling software	673.20
5340 Electronic Tools & Services	Smiota	Annual maintenance, License & warr	1632.00

\$ 6,075.98

Library Director Report: January 2024

Director Meetings and Activities

I focused much of my time preparing for the new staff organization. This included preparing paperwork for personnel files, creating a spreadsheet that shows new duties, and working with Cathryn and Emily on coordinating the Admin Team for things like scheduling.

We had several major absences due to unforeseen family emergencies in December. Combined with vacations and holidays, it took a good amount of time ensuring coverage of desks and management of staff.

Another significant amount of time was devoted to communicating with the Mukwonago Historical and Museum Society regarding the asbestos containment flooring project in the Native American Room at the Red Brick Museum. The Grutzmacher Collection Committee directed me to obtain a written project proposal from MHMS which has not been provided. MHMS and Driftless Pathways will be giving the Library more information on January 11 and I plan to attend along with an Committee members who can come and report to the Board.

I will be developing a new Director Report for 2024 (you will see it in February reporting on January) that will be more graphic and reader-friendly!

Circulation (Maria Petrella)

Lots of cross-training happening in Circulation. Emily finished training Maria who took over as Circulation Supervisor in mid-December. Training of Circulation Clerks continues on Thingery maintenance and book processing.

Children's Department (Jane DeAngelis)



The “Are You Yeti to Read” Youth Winter Reading Challenge continues through the end of January. Readers who complete the challenge earn an Admirals game voucher and a chance to win one of several yeti-themed prizes. There will be a yeti-themed Family Book Bingo on January 10th. Family Storytime returns January 17; Discovery Time returns January 18th. There is a Name That Aussie Animal contest for a chance to win a koala mini Squishmallow. There is a yeti-themed in-

library scavenger hunt where participants earn a free book from the prize book collection. The monthly craft bag is, yes, you guessed it, yeti-themed.

Reference and Adult Services (Chris Stape)

Programs went on a break for part of December, but we still kept showing movies on Fridays. Office is being relocated to Mary Jo’s old office so that new Associate Director of Collections

and Programs can have an office with a door. December is slower for programmers so this allowed organizing and cleaning as office change happened. Adult Winter Reading Challenge, in conjunction with the Youth Winter Reading Challenge, continues through the end of January. Adult programming begins again the week of January 15.

MetaSpace 511 & Technology (Nancy Aycock)

MetaSpace 511 acquired three new 3D Prusa Mini+ Printers in December. The 3D printers came partially assembled as ordered and were assembled and tested by Lead Innovator Nancy and Innovator in Residence Intern Jack. The three new 3D printers replaced the last two older 3D printers, which were at the end of their life. The new 3D printers are faster and have excellent print quality, especially compared to the old 3D printers. The Prusa printers are also open-source and have great community support.



Innovator in Residence Intern Cameron has finished their internship. Their internship was only for the Fall semester, and they will pick up some other school activities in Spring. We're glad we had the opportunity to work with Cameron as an Innovator in Residence Intern. They did so great helping kids and adults in programs and shared their creative knowledge and excitement. Cameron will still be around in the New Year, helping with TAB and in MetaSpace 511, making things!



MetaSpace 511 served 93 people for over 100+ hours throughout December 2023 with Makerspace Appointments for the laser machine, 3D printers, Cricut Maker, Sublimation Printing, Programs, Tours, Open Maker Hours and more. There were 69 repeat patrons and 24 new ones. Patrons made many creative things during December, and the laser machine was running non-stop!

The new Sublimation Printer we purchased with a Bridges Library Improvement and Innovative Grant is quickly becoming popular with people making full-color magnets, coasters, mugs, pillowcases, and more.

MetaSpace 511 was unfortunately closed for ten days in December due to not having trained backup staff to cover for staff being out for a family emergency and vacations.

Marketing & Outreach Specialist (Eric Huemmer)

Spent time preparing for AARP tax aide including meeting with the AARP representatives, building the Sign Up Genius for people to sign up for a time slot, and preparing training documents for the staff. Began working on transitioning to new role in the Circulation and Customer Experience Team including taking over the website.

STATISTICS DECEMBER 2023

Physical Item Circulation



17,300

DECEMBER CIRCULATION 2%
INCREASE OVER 2022

247,335

2023 YEAR-TO DATE
CIRCULATION

Circulation by Area



Circulation Trends



57

new library
cards this
month

All Circulation



**531 PEOPLE
ATTENDED
34
PROGRAMS**



128

People used the
Community and
Study Rooms

Locker Pick up

New Items
Added



1,062

304

Renewals

6209

Items loaned to
other Libraries

3,220



9,323

**patron
visits**

Peak times

1:00 - 2:00 PM Fridays: Avg 89 Checkouts

Slowest times

7:00-8:00 PM Thursdays: Average 20 Checkouts

Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour

Updated for Library Board January 11, 2024

Purpose: This document takes the individual goals of the Strategic Plan and ranks them hierarchically based on importance and timeliness. Updates are provided to show progress on each goal.

Order of Operations Numbering Hierarchy:

0 - this must be in place before we can even think about anything else

1 - this is foundational to completing other goals

2 - this uses foundational work from "1" hierarchy to address a goal

3 - this uses information and/or findings from "1" and "2" hierarchy to complete a goal

Strategic Priority	Strategic Goal	Strategy	Strategy Owner	Time Frame	Order of Operations
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Conduct staff time study to determine gaps in needs and efficient use of skills and talent	Library Board and Director Armour	2023	0
		This goal has been met as of January 2024.			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Revisit the space needs plan considering post-pandemic needs such as more study rooms	Library Board and Director Armour	2023	0
		→ See 2023 Updates for prior work on this goal • January 2024 Engberg Anderson begin update of space needs assessment			
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Examine staffing levels to determine what is needed to meet the demands of providing timely circulation, help at the Information Desk, and help at the Youth Services Desk	Library Board and Director Armour	2023	0
		→ See 2023 Updates for prior work on this goal • January 2024 deploy Sling for scheduling management; reduces staff hours devoted to scheduling and sick callouts; reduces errors in scheduling and improves Teams' communication; allows tracking staff hours and labor costs for Admin Team			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Examine staffing levels needed to build and sustain this level of integration into the community	Library Board and Director Armour	Continuous	1
		→ See 2023 Updates for prior work on this goal			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community	Adult Services Team, Library Board, and Director Armour	Continuous	1
		→ See 2023 Updates for prior work on this goal • January 11, 2024 listening session with Driftless Pathways and MHMS to learn about Red Brick Museum flooring project that will necessitate moving all Grutzmacher Collection items.			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Examine current website and determine if it meets the needs of users seeking information about the Library	Library Board and Director Armour	2023	1
		→ See 2023 Updates for prior work on this goal • January 2024 Marketing & Outreach Specialist now in charge of website			

CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Invest in marketing and outreach materials → See 2023 Updates for prior work on this goal • Branded staff t-shirts purchased to be handed out at Staff Development Day January 2024.	Library Board and Director Armour	Continuous	1
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Use data to analyze open hours and availability of staff to appropriately provide programs and services → See 2023 Updates for prior work on this goal	Library Board and Director Armour	2023	1
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Provide, promote, and enable staff development opportunities that improve customer service and professional skills → See 2023 Updates for prior work on this goal	Library Board and Director Armour	Continuous	1
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Work with Village to ensure Library building needs help fulfill Village goals → See 2023 Updates for prior work on this goal	Library Board and Director Armour	Continuous	1
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Provide, promote, and enable staff development opportunities that focus on serving underserved and marginalized populations → See 2023 Updates for prior work on this goal	Library Board and Director Armour	Continuous	1
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Conduct study to determine which geographic areas and demographics do not currently use the Library → See 2023 Updates for prior work on this goal	Community Engagement Team and Director Armour	2023	1
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Assess the capacity of the Youth Services Department to meet the needs of young children, tweens, and teens → See 2023 Updates for prior work on this goal	Library Board and Director Armour	2023	1
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Present regularly scheduled storytimes and programs built around early literacy concepts	Youth Services Team and Director Armour	Continuous	1
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Assess the capacity of the Adult Services Department to meet the needs of adults, retirees, and older adults	Library Board and Director Armour	2023	1
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Encourage staff to seek out professional development that shows them cutting-edge collection development techniques and fresh ideas for new collections → See 2023 Updates for prior work on this goal	Leadership Team and Director Armour	Continuous	1
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Conduct frequent surveys in multiple formats to continuously gather data on user preferences, needs, and satisfaction → See 2023 Updates for prior work on this goal	Community Engagement Team and Director Armour	Continuous	1
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's	Provide, promote, and enable staff engagement at key community events → See 2023 Updates for prior work on this goal	Library Board and Director Armour	Continuous	2
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Explore options to utilize entryway for better communication of Library and community events and resources	Leadership Team and Director Armour	2024	2

		This goal has been met as of May 2023.			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly → See 2023 Updates for prior work on this goal	Community Engagement Team and Director Armour	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Conduct noise evaluation and explore solutions • January 2024 Engberg Anderson begin update of space needs assessment; noise identified as priority	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Use data to determine needs for youth and teen areas • January 2024 Engberg Anderson begin update of space needs assessment	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Examine the needs and location of the MetaSpace 511 → See 2023 Updates for prior work on this goal • January 2024 Engberg Anderson begin update of space needs assessment	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore the possibility of going fine free	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility → See 2023 Updates for prior work on this goal • January 2024 Engberg Anderson begin update of space needs assessment • January 2024 new standing catalogs installed; built based on observations of customer usage, are ADA compliant for users with white canes, have high contrast keyboards for low-vision users	Leadership Team and Director Armour	2023	2
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore options for displaying and storing The Thingery items → See 2023 Updates for prior work on this goal • January 2024 Engberg Anderson begin update of space needs assessment	Technical Services Team, Library Board, and Director Armour	2024	2
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Analyze youth program offerings to determine if we are meeting the needs of the community	Leadership Team and Director Armour	Continuous	2
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Examine the usage and available staffing of the Youth Services desk	Leadership Team and Director Armour	2024	2
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Examine the usage and available staffing for services available to adults	Leadership Team and Director Armour	2024	2
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Analyze adult program offerings to determine if we are meeting the needs of the community	Adult Services Team and Director Armour	Continuous	2

INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Assess The Thingery circulation, costs, and demands	Technical Services Team and Director Armour	2024	2
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Provide short surveys for attendees of programs, then utilize that data to determine future program needs. → See 2023 Updates for prior work on this goal	Programming Team and Director Armour	Continuous	2
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Embed Library staff and programs in major events and influential organizations that already are providing service to the community → See 2023 Updates for prior work on this goal	Programming Team and Director Armour	Continuous	3
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Encourage other organizations to see the Library as a platform and hub for presenting, connecting, and sharing with the rest of the community → See 2023 Updates for prior work on this goal • January 2024 Village Clerk-Treasurer partnering with Library Director to provide a Voting Machine Open House	Community Engagement Team and Director Armour	Continuous	3
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore technologies that help users find and get what they need faster and more efficiently → See 2023 Updates for prior work on this goal	Leadership Team and Director Armour	Continuous	3
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Use data to analyze the youth collections to identify and address needs and weaknesses	Youth Services Team and Director Armour	Continuous	3
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to analyze the shifting demands between physical items and digital items	Selectors and Director Armour	2025	3
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to develop procedures for selection, deselection, and collection maintenance	Selectors and Director Armour	2025	3
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Offer ways for users to recommend resources, programs, and services	Leadership Team and Director Armour	Continuous	3
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Develop workflow internally to share user suggestions and survey data amongst staff and close the loop on delivering outcomes in alignment with the data	Leadership Team and Director Armour	2025	3

January 5, 2024

AGENDA | Kickoff Meeting

Mukwonago Community Library | Renovation Planning
Engberg Anderson Project No. 243695

DATE & TIME January 11, 2024
LOCATION Mukwonago Community Library
INVITEES: Library Board
Library Director
Engberg Anderson
PURPOSE: Kick-off Meeting

I. Goals and Priorities

- A. Discuss overall goals for the updated study
 - 1. Yearly projects at a reasonable cost
 - 2. Minimize reconfiguration of hard construction
- B. Review space use charts (next page)
 - 1. By Activity
 - 2. By User Group
 - 3. By Number of Rooms/Stacks/Seats
- C. Review building renovation priorities
 - 1. Service points and book returns
 - 2. Furniture
 - 3. Finishes
 - 4. Acoustics
 - 5. Building systems and maintenance
- D. Prioritize goals

II. Process and Schedule

- A. Discuss participants and process
 - 1. Role of Committee, Board, Staff and Community
- B. Discuss schedule
 - 1. February Meeting – Define Options
 - 2. March Meeting – Test Concepts
 - 3. April Meeting – Refined Concept and Costs
 - 4. May – Deliver Final Report

Agenda prepared by:

Alexandra Ramsey, Principal

AIA

EA File Name: C:\Users\Alexr\Desktop\MCL Agenda 24_0105.Docx

Comparison of Existing to 2020 Study by Activity

AREA	Existing Area	Existing %	Proposed Area	Proposed %	CHANGE
Collection Areas	8,334	33.5%	9,650	32.8%	-2%
Seating & Computers	6,136	24.7%	6,550	22.3%	-10%
Activity Spaces	848	3.4%	6,200	21.1%	521%
Program Spaces	2,185	8.8%	3,410	11.6%	32%
Staff Spaces	5,642	22.7%	3,600	12.2%	-46%
Shared Spaces	1,709	6.9%	(above)		
Assignable	24,854		29,410		18%
Non-Assignable	6,642		7,350		
Net Area	31,496		36,760		
Gross Area	34,120		38,600		13%

Comparison of Existing to 2020 Study by User Group

AREA	Existing Area	Existing %	Proposed Area	Proposed %	CHANGE
Children's Area	5,441	21.9%	9,100	31.0%	42%
Teen's Area	1,154	4.6%	2,600	8.8%	91%
Adult's Area	7,129	28.7%	8,550	29.1%	1%
Shared Areas	2,455	9.9%	2,150	7.2%	-27%
Program Spaces	3,033	12.2%	3,410	11.6%	-5%
Staff Spaces	5,642	22.7%	3,600	12.2%	-46%
Assignable	24,854		29,410		18%
Non-Assignable	6,642		7,350		
Net Area	31,496		36,760		
Gross Area	34,120		38,600		13%

Comparison of Existing to 2020 Study by Number of Rooms / Book Stacks / Seats

MUKWONAGO COMMUNITY LIBRARY	EXISTING	PROGRAM	PROPOSED
Shared Program Rooms	3	3	3
Creation Rooms	2	4	4
Kids Program Room	0	1	1
Adult Stacks	267	match	254
Teen Stacks	31	match	64
Kids Stacks	218	match	218
Adult Study Room Seats	8	24	16
Adult Seats	55	55	57
Adult Computer Seats	19	19	16
Teen Study Room Seats	0	8	0
Teen Seats	12	22	22
Teen Computer Seats	5	5	4
Kids Study Room Seats	0	12	6
Kids Seats	33	33	36
Kids Computer Seats	7	7	7

Priorities for Building Updates Identified by MCL Staff October 2023

Compiled by: Abby Armour

Presented to: Building & Grounds Committee November 13, 2023

Purpose: This document presents the top recommendations from Director Armour about facilities updates that need to be addressed first. The recommendations are based on recommendations from the staff (see “Brainstorming” at the end), conversations with staff and Library users, and my own observations.

Recommendations: Most feedback fell into two types of categories: General Issues and Specific Spaces. I have identified and briefly explained the top priorities for each below. These are my recommendations for what to focus on in future renovations.

➤ General Issues

- **Noise** – This is the number 1 issue to consider in all future renovations. Staff noted that not only is it noisy out in the Library, but the staff work areas are very noisy without offices and poorly laid out workspaces. Staff also note that noise from staff areas (such as the Circulation and Info Desks) carries out in the customer area. Library users and staff have noted that lots of sound carries between the children’s area and adult areas.
- **Clear demarcations of space** – Many of the comments seemed to center around spaces that are not clearly delineated and how confusing it is for customers to know where to go upon entering the Library (wayfinding signage goes with this). For example, the children’s area isn’t separated from the rest of the Library, with the children’s DVDs right next to all the holds items and the picture books spilling right into the adult DVDs. Few people know we have study rooms because they are not visible unless you walk through the entire adult collection.
- **Sightlines** – Staff lack good sight lines which impedes customer service and safety. Staff cannot see the study rooms or History Room from the Info Desk. Circulation staff can’t see the Circulation Desk when they are working on tasks in the back. The Teen Area is in a corner with little visibility from a service desk.
- **Connectivity** – I rue the fact that we do not have easy access to the park outside and have watched many a family have to walk all the way around the building to get from there to the children’s area. Additionally, the MetaSpace is a big draw, but stuffed back in a corner like that creates severe limitations on what we can do, with no options to have it open after hours or to have large programs spill into an adjoining programming space. We have large drainage ditches outside that are part of stormwater management and are an ideal “educational garden” to show the community how the village uses native plants to control stormwater runoff. Thinking about how the Library spaces can literally connect to the

community will open possibilities of collaboration with the Village and other organizations as well as provide higher value to Library users.

- Specific Spaces (in order of importance)
 - **Staff Workroom** – This is my top recommendation of a space to address. The staff work areas are not—and, talking to veteran staff—have never been functional. Besides the lack of offices with doors (leading to problems with noise and managers not having private spaces to review their staff) and the abhorrent waste of space (the Director’s office is massive and is exactly where the Circulation team needs to be to keep an eye on the Circulation Desk), there are issues with how spread out the circulation spaces are and how that impacts noise and the staff’s ability to complete their jobs. With almost every library in the Bridges Library System on RFID tags and the state discussing state-wide integrations, we need to explore installing automated materials handling at the book drops to focus staff time on higher-order tasks and reduce errors in checkins. Finally, we have no spaces (sinks, counters, drying racks, shelving, etc.) to store and maintain the Thingy items.
 - **Adult Area** – The number one need in a post-pandemic library is more study rooms. Ours are constantly booked and, with the noise issues, it’s hard to find quiet spaces to get work done. We need more comfortable, accessible furniture in the adult area that caters to the variety of needs adults use the library for, from pleasure reading to an office-away-from-home. The adult collections need modern shelving to allow for better displays. There needs to be designated quiet areas. There is also opportunity to share the history of and display pieces of the Grutzmacher Collection.
 - **Children’s Area** – There are few spaces in the Village where families can come to play, especially when it’s bad weather outside. Lots of families hang around before/after programs to play and check out books. The children’s area has no defined spaces and no noise control, making it easy for only a handful of children to disrupt the entire Library. Besides improved play areas, we need to update bookshelves, especially getting ones tailored to the heights of small children and are developmentally appropriate (such as bins for board books, browsing shelves for DVDs, etc.). The expectations for children’s areas in libraries has increased dramatically in the last decade and we need to make updates to provide our community the best.
 - **MetaSpace 511** – Relocating the MetaSpace next to the Community Room would solve a lot of issues including sight lines and ability to hold big, popular programs. The MetaSpace should also have specialized air filtration and HVAC, more electrical for future equipment, and a bigger wash area. There are also opportunities to add sound booths and other equipment that are not available anywhere else for users to explore things like podcasting and video production.

Brainstorming: During the October 20, 2023 Staff Development Day, staff were asked to walk around the building and fill out a brainstorming sheet, first thinking as though they were Library users, then thinking as though they were Library staff. After 15 minutes of thinking, staff were paired up and discussed their findings. Each pair identified their top priority and added it to the lists below.

Priorities as USERS

- Go green; make this an eco friendly building
- Manage space better (smaller areas); designated space for kids area with walls, door, and sound proof!
- Color scheme – brighter colors
- Signage for bathroom
- Better defined areas
- Noise abatement
- Adult area
- More visible/comprehensive Info Desk
- Computer lab w/ video editing and photo editing software, podcasting, Zoom calls
- Sound barriers in kids and adult areas
- Bigger MetaSpace
- Wayfinding signage to knowing where to go and where things are
- Creating a more aesthetically pleasing space with welcoming areas (furniture, signage) and *comfortable* spaces
- Noise control in building (children's area loud – hear across library; can hear staff talking)

Priorities as STAFF

- Circulation area noise
- Dedicated maintenance and storage area for Thingery items with a sink
- Automated sorting machine
- Enclosed play area
- Safety issues for MeaSpace door (can't use key to get in only fob)
- Add new art room next to but separate from MetaSpace
- Noise
- Lower/better carts
- Automated check in
- Dedicated graphic novel area
- Better management of space
- Comfort (have a chair to sit once in a while)
- Privacy (space to talk to your boss)
- Wall/door to separate circ area from back room
- Sightlines to door and customers in line/self-checkout

RESOLUTION 2024-01
FUNDING TRANSFER FOR ENGBERG ANDERSON DESIGN SERVICES

THE BOARD OF TRUSTEES OF THE MUKWONAGO COMMUNITY LIBRARY, WAUKESHA COUNTY, WISCONSIN, DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the Library Board of Trustees has exclusive control of library funds pursuant to Wisconsin Statute 43.58(1), and,

WHEREAS, the Library Board of Trustees maintains the Mukwonago Community Library Endowment Fund (MCLEF) to fund unexpected costs in excess of the typical operating budget; and:

WHEREAS, the Library Board of Trustees has contracted the services of Engberg Anderson Architects to conduct an update to the space needs assessment and present a final design concept in 2024;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$12,000 from the Mukwonago Community Library Endowment Fund (MCLEF) and deposit it in the Library's Operational Donation Account in the Village of Mukwonago in order to cover the invoices associated with this project.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 1th day of January, 2024.

Library Board President

MUKWONAGO COMMUNITY LIBRARY

Administrative Assistant Job Description

Approved: 17 May 2018

POSITION:

- a. Job Title:** Administrative Assistant
- b. Under Direct Supervision of:** Library Director
- c. Supervises:** N/A
- d. Schedule:** Full-time with 40 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Salary:** \$18.23 - \$21.87 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- g. FLSA Status:** Exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Library Director, performs a variety of administrative tasks including, but not limited to, maintaining files and other records related to budgeting, human resources, scheduling, and purchasing. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Performs bookkeeping functions including verification of invoices for payment, accounting for funds received, monthly financial reporting, maintenance of accounting software, balances and reports daily cash flow, tracks and manages the gifts and donations account for the library, etc. Coordinates with the Village of Mukwonago Finance Department regularly to assure reconciliation of accounts.
- Prepares biweekly payroll for review by Library Director: checking timesheets for accuracy and tracking benefits.
- Processes all daily incoming and outgoing interlibrary loan (ILL) items via WISCAT (statewide catalog for Wisconsin libraries).
- Provides new hire employee orientation and processes new hire paperwork.
- Keeps an accurate up-to-date record of all employee information.
- Prepares work schedule and rotation for all circulation staff.
- Assists 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.
- Backup for the Circulation Desk as needed: checking materials in/out, providing service to patrons, and processing van delivery items.
- Backup for Office Manager in his/her absence.

Approved: 17 May 2018

Page 1 of 3

- Performs routine clerical duties including telephone reception, opening and sorting mail, preparation of correspondence, maintenance of office file systems.
- Utilizes library client/server software with integrated cataloging, serials and circulation modules.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

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 perform assigned tasks at a high degree of independence.
- Ability to understand and follow oral and written instructions.
- Proven ability utilizing Microsoft Office software for data organization and review (e.g. Word, Excel).
- Meet deadlines and work within budgeted guidelines.
- 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 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:

- Associate's Degree in Business Administration, Economics, Human Resources, Information Technology, Finance or related field.
- Two (2) to four (4) years of related work experience.

- Demonstrated competency in bookkeeping and proficiency in at least one computerized accounting program.
- 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.

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

17 May 2018: Administrative Assistant Job Description Updated and Approved

Approved: 17 May 2018
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MUKWONAGO COMMUNITY LIBRARY

Adult Services Librarian Job Description

Approved: 21 June 2018

POSITION:

- a. Job Title:** Adult Services Librarian
- b. Under Direct Supervision of:** Library Director
- c. Supervises:** N/A
- d. Schedule:** Full-time with 40 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Salary:** \$19.64 - \$23.57 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- g. FLSA Status:** Exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Library Director this position performs responsible and varied administrative and professional library work related to planning, organizing, and directing the activities of the Adult Services Department. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Responsible for assisting the Library Director in the planning, organization, supervision, development, and administration of all library services, personnel, operations and programs as determined by the Library Director.
- Assume the duties of the Library Director in the Director's absence, reporting to the Director and answerable to the Board of Library Trustees.
- Responsible for mentoring as a Department Manager and, as a member of the library's management team, takes a leadership role in modeling and promoting the library's value within the division.
- Utilizes library client/server software with integrated cataloging, serials and circulation modules.
- Trains and supervises staff working in the areas of reference.
- Plans, organizes, and supervises programs for adult library users.
- Is responsible for maintenance and continuous upkeep of library website.
- Creates displays to enhance the library experience and to promote use of library resources.
- Assists patrons in use of library collections through reference interviews, database and web searches, readers' advisory, and instruction in the use of computer software to locate requested material.

Draft: 21 June 2018

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- Establishes relationships with appropriate agencies and organizations within the community in order to promote library services and facilitate programming and service delivery through various outreach efforts.
- Orders and maintains state and federal tax forms.
- Maintains current knowledge of materials, online databases and resources, current library trends in technology, etc.
- Evaluates collections and allocates, orders, controls and assists with development of materials budget.
- Attends conferences, workshops, webinars, and training sessions as part of on-going professional development.
- Provides input and assists with the development of policies and procedures to ensure optimal library operations.
- Performs human resource activities including, but not limited to, assisting Director with screening and selecting staff members, providing training and development, and assisting with performance management.
- Assists 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.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

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 perform assigned tasks at a high degree of independence.
- Ability to understand and follow oral and written instructions.
- Proven ability utilizing Microsoft Office software for data organization and review (e.g. Word, Excel).
- Meet deadlines and work within budgeted guidelines.
- 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.

Draft: 21 June 2018

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- 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:

- Master's Degree in Library and Information Science from an American Library Association accredited program.
- Two (2) to four (4) years of related library work experience.
- One (1) year of library management experience is desired.
- Knowledge of standard office software (Microsoft Windows, Outlook, etc.)
- Ability to and comfort in conducting instructional courses.
- All applicants are subject to fingerprinting and a background check. Employment is contingent on passing those assessments.

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

17 May 2018: Adult Services Librarian Job Description Updated and Approved

MUKWONAGO COMMUNITY LIBRARY

Circulation Clerk Job Description

Approved: 17 May 2018

POSITION:

- a. Job Title:** Circulation Clerk
- b. Under Supervision of:** Circulation Supervisor
- c. Supervises:** N/A
- d. Schedule:** Part-time with up to 20 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Salary:** pursuant to the Library Board of Trustees salary plan
- f. Benefits:** N/A
- g. FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Sort, shelve, issue, and receive library materials such as books, electronic media, magazines, etc. Locate library materials for loan, replace materials in shelving areas, stacks, or files according to identification number and title. Register patrons to permit them to borrow library materials and use computers. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Checks library materials in and out, and enters transaction records into a computer data base.
- Empties book drops, check items in, inspect incoming items for damage, and reactivate items.
- Helps pull patrons' holds (pick list), weed expired holds, and fill new holds.
- Explains library card rules to library users, inspects users' identification and issues library cards.
- Creates/manages/maintains patron's records which may contain private/sensitive information.
- Calculates fines, collects library charges from library users, and uses a cash register to enter payments.
- Shelves library material and performs shelf reading.
- Answers phones and transfers calls to appropriate staff.
- Performs library opening and closing procedures as required.
- Works with circulation staff to ensure that established policies and procedures are followed.
- Answers library users' questions and explains library circulation policies regarding overdue materials, reserving library materials and related policies.
- Refers library users requiring professional assistance to the appropriate staff person.

Approved: 17 May 2018

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- Prepares library material and bins for daily outgoing van delivery.
- Processes incoming material from daily van delivery.
- Sorts and routes mail.
- Resolves easy library user problems related to the circulation function.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Attends staff and department meetings.
- Performs other job related duties as assigned.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with staff, other agencies and the general public.
- 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 gain the cooperation of others in sensitive, emotional or hostile situations.
- Ability to handle money.
- Ability to use a computer and a variety of software programs.
- 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.
- Ability to work with numbers accurately and understand verbal and written instructions.
- Ability to assist in maintaining public safety in the library and on library grounds.
- Knowledge of library's policies and procedures.
- Knowledge of proper telephone techniques.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Excellent interpersonal skills using tact, adhering to privacy policies, patience and courtesy.
- Time management: set priorities in order to meet assignment deadlines.
- Effectively evaluate or make independent decisions based upon experience, knowledge and training.

QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or GED is required.

Approved: 17 May 2018
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- Keyboarding and general office experience.
- Knowledge of standard office software (Microsoft Windows, Office, Outlook, etc).
- Knowledge of Dewey Decimal system and/or library experience preferred.
- All applicants are subject to fingerprinting and a background check. Employment is contingent on passing those assessments.

PERSONAL ATTRIBUTES: The candidate must 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.
- This position is required to remain in a standing position for extended periods of time.
- This position is required to push and pull 100 pound carts and lift objects weighing 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

17 May 2018: Circulation Clerk Job Description Updated and Approved

MUKWONAGO COMMUNITY LIBRARY

Circulation Supervisor Job Description

Approved: 17 May 2018

POSITION:

- a. Job Title:** Circulation Supervisor
- b. Under Direct Supervision of:** Library Director
- c. Supervises:** Circulation Clerks and Library Shelves
- d. Schedule:** Part-time with 30 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Salary:** \$18.23 - 21.87 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** This position comes with limited, prorated benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- g. FLSA Status:** Non-Exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Library Director, this position is responsible for overseeing entire circulation activities including, but not limited to; supervising and assigning job tasks to staff, analyzing and evaluating workflow and processes to increase departmental efficiency, promoting cross-training within the department in a team-building environment. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Responsible for mentoring as a Department Manager and, as a member of the library's management team, takes a leadership role in modeling and promoting the library's value within the division.
- Manages and performs all circulation responsibilities.
- Implements circulation standard operating procedures and library policies. Assures that circulation operations are consistent with the library's policies, procedures, philosophies, and mission.
- Maintains routine communication and coordination with the Library Director.
- Communicates effectively within the department to highlight circulation issues.
- Establishes priority of work tasks for circulation staff.
- Supervises the circulation of the library's collection of a wide-variety of materials.
- Oversees and manages the enrollment of new library patrons; conducting regular recordkeeping to ensure accuracy and correctness.
- Regularly maintains, updates and purges patron records.
- Provides book, media, information and programming information to new and current patrons.
- Runs and processes overdue billing notices.
- Supervises the receiving and recording of overdue fines and other fees.
- Runs and processes, daily, weekly, and monthly reports.

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- Oversees the incoming and outgoing materials, as well as procedures, for the daily system van delivery.
- Inspects damaged materials, including books and equipment. Assess associated fines and fees for lost or damaged materials.
- Identifies cataloging errors and refers materials to Technical Services.
- Maintains performance and repair of circulation equipment and recommends equipment improvements.
- Demonstrates collaborative, team-oriented leadership and supervisory methods through modeling, developing and maintaining excellent customer service.
- Ensures that quality control and productivity management goals are being met.
- Acts as a liaison to the Bridges Library System in relation to Circulation matters.
- Utilizes library client/server software with integrated cataloging, serials and circulation modules.
- Assesses workflow and processes and develops plans to improve efficiency and services as appropriate.
- May occasionally assist with reference desks shifts and provide basic reference and readers' advisory services: 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 routine clerical duties including telephone reception, opening and sorting mail, preparation of correspondence, maintenance of office file systems.
- Maintains current knowledge of materials, online databases and resources, current library trends in technology, etc.
- Attends conferences, workshops, webinars, and training sessions as part of on-going professional development.
- Provides input and assists with the development of policies and procedures to ensure optimal library operations.
- Performs human resource activities including, but not limited to, assisting the Director with screening and selecting staff members, and providing training, development and periodic and annual feedback. Clarifies performance expectations and initiates appropriate corrective action as required, including coaching, development and discipline of circulation staff.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

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 perform assigned tasks at a high degree of independence.

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- 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:

- Associate's Degree or equivalent higher education or vocational training specializing in liberal arts, or related fields. Additional related work experience may substitute for the required education.
- Minimum of two (2) years' experience in customer service with preference for library circulation responsibilities.
- Two (2) to four (4) years of management experience.
- Knowledge of library and system-wide policies and procedures for circulation and backroom operations.
- 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.

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

17 May 2018: Circulation Supervisor Job Description Updated and Approved

MUKWONAGO COMMUNITY LIBRARY
Community Engagement Coordinator Job Description
Approved: 10 June 2021

POSITION:

- a. Job Title:** Community Engagement Coordinator
- b. Under Direct Supervision of:** Library Director
- c. Supervises:** N/A
- d. Schedule:** Full-time with up to 32 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. Salary:** \$17.00 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- g. FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Under the direct supervision of the Library Director, the Community Engagement Coordinator creates, implements, and coordinates outreach programming that brings the library into the community. This person seeks out and works in partnership with other employees, other departments, and the public in delivering effective and innovative services.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Plans, organizes, and coordinates a wide range of library activities, events, and programs that engage with the community, especially with teens, children, and families.
- Promotes the library's facilities and collections to community organizations.
- Seeks out collaboration opportunities within the community and maintains relationships with local businesses and organizations.
- Responds to research/reference inquiries, including providing basic technology help
- Readers' advisory for materials of all formats.
- 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 outreach visits to area schools, daycares, assisted living facilities, etc.
- Coordinates multi-department programs such as the Summer Library Program.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with staff, other agencies and the general public.
- Ability to perform assigned tasks at a high degree of independence.
- 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:

- Two (2) or more years of college required, Bachelor's Degree preferred. Two (2) years or more years of experience working in public or school libraries or equivalent experience.
- 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.

Approved: 10 June 2021

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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

10 June 2021:	Changed job description to Community Engagement Coordinator
17 May 2018:	Youth Services Assistant Job Description Created and Approved

MUKWONAGO COMMUNITY LIBRARY

Custodian Job Description

Approved: 17 May 2018

POSITION:

- a. Job Title:** Custodian
- b. Under Supervision of:** Operations Supervisor
- c. Supervises:** N/A
- d. Schedule:** Part-time with up to 28 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Salary:** \$10.00 - \$13.11 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** N/A
- g. FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Under the direct supervision of the Office Manager and Library Director, the library custodian is responsible for maintaining a clean, comfortable and safe environment for library patrons.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Establishes and maintains schedule of routine janitorial and general maintenance work required to keep up appearance and safety of library facilities and grounds (public and office areas) and performs/oversees performance of these custodial routines on a regular basis.
- Maintains carpeted floors and runners by vacuuming, removing stains, and shampooing.
- Maintains tile and vinyl surfaces by sweeping, wet mopping, and dry mopping these floor surfaces (waxing, as necessary).
- Maintains furniture and woodwork by washing, dusting, waxing, and polishing specified furniture and woodwork.
- Cleans and disinfects sinks, surfaces, urinals and toilets in restrooms.
- Checks and refills paper supplies, soap dispensers, hand sanitizer dispensers.
- Collects trash and recyclable paper and disposing of trash and recyclable material in dumpsters.
- Dusts surfaces, including bookshelves, on a regular schedule.
- Wipes interior windows in high traffic areas frequently; wipes exterior and interior windows at the library entrance daily; wipes interior windows in other areas on a regular schedule.
- Performs light housekeeping.
- Attends staff and department meetings.

Approved: 17 May 2018

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- Communicates effectively using a variety of methods.
- Communicates effectively with a variety of audiences and individuals from diverse backgrounds.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Develops and maintains effective relationships with others to achieve common goals.
- Works effectively in teams with strong team-building skills and attitudes.
- Understands and acts in accordance with the basic values, ethics, policies and procedures of library.
- Performs related work as required by supervisor.
- Maintains a portfolio of projects.
- Performs other job-related duties as assigned.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of cleaning techniques.
- Understanding of the use of cleaning materials.
- Ability to read and follow directions.
- Ability to take direction from supervisor.
- Excellent oral and written communication skills.
- Ability to work independently.
- Attentive to details and strives for accuracy.
- Ability to organize assigned work.
- Promotes a positive library image in the community.
- Ensures that quality controls and productivity management goals are being met.
- Ability to keep accurate records and follow through on details.
- Ability to assist in maintaining public safety in the library and on library grounds.
- Performs job in keeping with the policies and procedures of the library.
- Must be at work on time at regular scheduled hours.
- Ability to interact with patrons/staff effectively and courteously at all times.
- Ability to respond to a wide variety of practical problems and unpredictable circumstances.
- Ability to lift and move heavy objects, stoop, bend, move books and sit or stand for prolonged periods of time.
- Ability to perform essential job functions with or without accommodation.

QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or GED is required.
- Must be at least 18 years old.

- All applicants are subject to fingerprinting and a background check. Employment is contingent on passing those assessments.

PERSONAL ATTRIBUTES: The candidate must 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.
- This position is required to remain in a standing position for extended periods of time.
- 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.
- Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

Revision History

17 May 2018: Custodian Job Description Updated and Approved

Village of Mukwonago

Position Description

Title: Library Director

Department: Library

Reports to: Library Board of Trustees

Primary Function

Plan and administer a program of library services; submit recommendations on library policies and services to the Library's Board of Trustees and implement policy decisions; assist the Board with long-range planning; managing of all library resources, including human resources.

Major Duties and Responsibilities

Administrative:

- Serve as the Library's executive officer
- Serve as the technical advisor to the Library Board.
- Implement the policies of the library as established by the Library Board.
- With assistance from key staff, prepare the annual budget draft to achieve objectives as identified with the Library Board. Supply facts and figures to aid in interpreting the library's financial needs. Present the budget draft to the Personnel and Budget Committee and the Library Board as a whole.
- Attend budget meetings and hearings as a resource person to explain financial and administrative details to local officials.
- Analyze and coordinate departmental budget estimates and control expenditures to administer the approved budget.
- Participate in preparation of Library Board agendas and necessary reports in cooperation with the Library Board President.
- Inform and advise the Library Board as to local, regional, state, and national developments in the library field.
- Develop short term and long range goals and plans for services and programs in keeping with the library's mission statement and operating policies. Study and plan development of library services to meet present and future community goals.
- Oversee the public relations and fund development activities.
- Research, negotiate and oversee the implementation of contracts in accordance with procedures established by the Library Board and the Village of Mukwonago.

Human Resources:

- Recruit, select, appoint, supervise, evaluate, promote and terminate, if necessary, library staff in conformity with library policy, state and federal law and with the Village's Human Resource Department.
- Coordinate activities of library departments. Make recommendations on organizational structure to the Board. Identify tasks and workloads and establish workflow patterns.
- Work for needed improvements in working conditions, salaries and fringe benefits, utilizing skills of staff members.
- Provide in-service training for staff.
- Administer personnel regulations.
- Plan and conduct staff and supervisor meetings.

Collection Management:

- Participate in selection of materials based on the library's approved collection development policy.
- Oversee appropriate disposal of all library property.
- Periodically review the collection development policy and make recommendations to the library Board for revision.

Service Promotion

- Oversee development and execution of service programs to address the various needs of users and to make the library more accessible to all.
- Serve as primary spokesperson for the library with local media and organizations.
- Publicize library activities and represent the library in the community.
- Advocate library issues at local, county, and state government levels.
- Assist and guide local volunteer groups who wish to help with library promotion, fundraising and enhancement of services.
- Collaborate with staff on preparing grant applications when grant opportunities are offered, in order to supplement local funding of library operations and development.
- Work with the Bridges Library System in system planning, budgeting and improvement of county-wide services and cooperation with are libraries
- Conduct ongoing evaluations of existing library programs, services, policies and procedures, and submit recommendations for improvements to the Library Board.
- 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.
- Provide friendly and efficient direct assistance to users seeking materials or information on specific topics (reference).

- Work a regular shift at a public reference desk.

Facilities Management:

- Work with the Village of Mukwonago Public Works Director to oversee the care and maintenance of the library building and grounds.
- Regularly review building needs and advise the Library Board in its planning for future expansion or development.
- Provide analysis and recommendations on capital improvement needs. Implement capital improvement plans.

Position Requirements

- Master of Library Science degree from an American Library Association accredited college; a minimum of two years as a director or assistant director or three to five years experience in another administrative capacity in a library.
- Eligibility for a grade 1 Wisconsin Library Certificate.
- Ability to articulate the library's vision in a manner that inspires support, as well as, the ability to explain complex matters that are understandable to the public.
- Knowledge of public library philosophy, principles, and procedures and state states pertaining to libraries.
- Ability to supervise staff and volunteers and to delegate responsibility in an effective manner.
- Experience in budget preparation.
- Basic computer skills, preferably MS Word and/or Excel.
- Knowledge of computerized integrated library systems.
- Excellent interpersonal skills.
- Well-developed communication skills, both written and oral.
- Ability to work hours and assignments as required by the Library Board including night meetings, and night and Saturday reference desk shifts.
- Position reports to the Library Board which will formally evaluate work performance periodically and provide feedback on an on-going basis.

Physical requirements including sitting for up to several hours at a time as a desk and ability to move freely about the library' bending' lifting books/materials from 5-20 pounds; pushing and pulling loaded book trucks from one are to another; answering the phone; using computers and other standard office machines.

This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Village of Mukwonago.

MUKWONAGO COMMUNITY LIBRARY

Library Shelver Job Description

Approved: 17 May 2018

POSITION:

- a. Job Title:** Library Shelver
- b. Under Supervision of:** Circulation Supervisor
- c. Supervises:** N/A
- d. Schedule:** Part-time with up to 25 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. Salary:** \$8.00 - \$9.93 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** N/A
- g. FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Performs work that involves handling and shelving of library materials in an accurate and timely manner. Maintains the general order of the library by straightening the books and materials on the shelves and by keeping the library clean and orderly. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Shelves and maintains order of materials with a high degree of accuracy.
- Inspects items for damage.
- Assists with opening, maintaining and closing library.
- Performs shelf reading.
- Serves as backup to circulation as needed by emptying book drops, checking items in, and reactivating items.
- Pulling patrons' holds (pick list) when needed.
- Assists with displays and assigned projects.
- Refers library users requiring professional assistance to appropriate staff person.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Attends staff and department meetings.
- Performs other job related duties as assigned.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the organization of library materials, sorting in alphanumeric order and the Dewey Decimal system.
- Work independently and take initiative in completing work assignments.

Approved: 17 May 2018

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- Manage time to work accurately and efficiently in order to maximize productivity.
- Ability to establish and maintain effective working relationships with staff, other agencies and the general public.
- Ability to work courteously and tactfully with patrons and employees, while adhering to established privacy policies.
- Ability to work a *flexible* schedule that may 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 understand verbal and written instructions.
- Ability to assist in maintaining public safety in the library and on library grounds.
- Knowledge of library's policies and procedures.
- Effectively evaluate or make independent decisions based upon experience, knowledge and training.

QUALIFICATIONS AND REQUIREMENTS:

- Education and experience which would allow the applicant to perform the job successfully.
- 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.

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.
- This position is required to remain in a standing position for extended periods of time.
- This position is required to push and pull 100 pound carts and lift objects weighing up to 50 pounds.

Approved: 17 May 2018

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- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- 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

17 May 2018: Library Shelver Job Description Updated and Approved

MUKWONAGO COMMUNITY LIBRARY
Materials Processing Assistant Job Description
Approved: 17 May 2018

POSITION:

- a. Job Title:** Materials Processing Assistant
- b. Under Direct Supervision of:** Technical Services Librarian
- c. Supervises:** N/A
- d. Schedule:** Part-time with 35 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. Salary:** \$9.50 - \$11.63 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- g. FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Performs responsible and varied technical library services in the receiving, processing, and retention of library materials. General library technical and clerical work is done as needed. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Utilizes library client/server software with integrated cataloging, serials and circulation modules.
- Receives and reviews ordered library materials for condition, completeness and costs.
- Processes circulation and non-circulation materials according to established procedures.
- Applies and encodes security tags to library materials of various formats.
- Assists the Technical Services Supervisor with collection maintenance to include editing and deleting item record information.
- Performs basic repair of library materials.
- Troubleshoots complaints regarding damaged audiovisual materials. Cleans, implements disc scratch removal when necessary, tests item and notates maintenance in item cataloging record.
- Coordinates with the Technical Services Assistant in determining needed supplies.
- Receives and reviews technical services supplies for condition and completeness.
- Functions within circulation: checks library materials in and out, and enters transactions into a computer database, empties book drops, checks items in, inspect incoming items for damage, and reactivate items; assists with van delivery.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

Approved: 17 May 2018
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- 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 operate basic office equipment.
- Ability to successfully track and manage projects.
- Attentive to detail and accuracy.
- Ability to establish and maintain effective working relationships with superiors and co-workers.
- 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 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 interpersonal skills using tact, adhering to privacy policies, patience and courtesy.
- Time management: set priorities in order to meet assignment deadlines.
- Effectively evaluate or make independent decisions based upon experience, knowledge and training.

QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or GED is required, in addition to one (1) year of library and/or clerical experience.
- 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.

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

17 May 2018: Materials Processing Assistant Job Description Updated and Approved

MUKWONAGO COMMUNITY LIBRARY
MetaSpace 511 Lead Innovator Job Description
Approved: 10 June 2021

POSITION:

- a. Job Title:** MetaSpace 511 Lead Innovator
- b. Under Direct Supervision of:** Library Director
- c. Supervises:** Innovators in Residence / MetaSpace 511 Volunteers
- d. Schedule:** Full-time with 35 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Salary:** \$19.00 an hour (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- g. FLSA Status:** Exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Library Director, this position utilizes the cutting-edge technology in the MetaSpace 511 (makerspace) to develop and deliver innovative maker programming. Manages all MetaSpace 511 technology including maintenance, replacement, and additions. Supervises and works with Innovators in Residence (technology interns from the IT Academy at the high school) to utilize the technology available for projects and programs. Conducts outreach programs to promote MetaSpace 511 to the community.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Responsible for mentoring as a Department Manager and, as a member of the library's management team, takes a leadership role in modeling and promoting the library's value within the division.
- Performs the setup, configuration and maintenance of MetaSpace 511 technology peripherals such as printers, monitors, 3D printers, scanners, laptops, projectors, and other equipment as necessary.
- Researches and recommends technology-related purchases to the Library Director.
- Utilizes hands-on training and collaboration with patrons in support of STEAM (Science, Technology, Engineering, Art and Mathematic) content and resources.
- Trains and supervises staff to assist patrons in MetaSpace 511.
- Manages projects and timelines for MetaSpace 511 including the preparation of a calendar of events and programming.
- Instructs staff and the general public based on programming, tools, technology, and activities in MetaSpace 511 such as 3D printing, electronics, robotics, coding, virtual reality, analog to digital conversion, video and photo creation, computer technology, and more.
- Maintains MetaSpace 511 area and equipment; performs general troubleshooting and required maintenance.

Approved: 10 June 2021
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- Assists in the promotion of MetaSpace 511: prepare promotional materials, e-newsletters, brochures, social media, press releases and related materials.
- Develops and maintains contacts with organizations, individuals, schools, and others in the community to participate and partner with the library regarding MetaSpace 511.
- May frequently assist patrons in use of library collections through reference interviews, database and web searches, readers' advisory, and instruction in the use of computer software to locate requested material.
- Provides input and assists with the development of policies and procedures to ensure optimal library operations.
- Perform human resource activities including, but not limited to, assisting Director with screening and selecting staff members, and providing training and development.
- Stays current of all new technological procedures, processes, equipment and emerging trends.
- 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.
- Attends staff and department meetings.
- Acts as point-of-contact for computer, internet, and other technology contractors.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

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 perform assigned tasks at a high degree of independence.
- Ability to understand and follow oral and written instructions.
- Proven ability utilizing Microsoft Office software for data organization and review (e.g. Word, Excel).
- Meet deadlines and work within budgeted guidelines.
- 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.

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- 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.
- Seek out new and cutting-edge technology, techniques, and tools and integrate them into the MetaSpace 511.

QUALIFICATIONS AND REQUIREMENTS:

- Engineering, Education, or Information Technology degree preferred
- At least three (3) years of related work experience preferably within an educational setting such as a library, schools, and/or community organization and/or an equivalent combination of education and experience deemed acceptable by the hiring authority.
- Knowledge of (or ability to learn) cutting-edge maker technology such as, but not limited to, 3D printers, drones, laser engravers, mixed reality and VR devices, and coding
- Proficient working knowledge of online research, mobile devices, emerging technologies, Microsoft Office Products, local area networks, and other software and hardware relevant to this position.
- Ability to and comfort in conducting instructional courses for all ages.
- Ability to work with and mentor teens.
- 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.

Approved: 10 June 2021

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- 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

10 June 2021:	Changed job description to MetaSpace 511 Lead Innovator
17 May 2018:	Technology Supervisor Job Description Updated and Approved

MUKWONAGO COMMUNITY LIBRARY

Operations Supervisor Job Description

Approved: 17 May 2018

POSITION:

- a. Job Title:** Operations Supervisor
- b. Under Direct Supervision of:** Library Director
- c. Supervises:** Library Custodians
- d. Schedule:** Part-time with 35 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Salary:** \$18.23 - \$21.87 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- g. FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Library Director, performs a variety of administrative tasks including, but not limited to, budgeting, working with a variety of vendors, building operations, and overseeing of library volunteers. Gathers information regarding equipment needs and analyzes appropriate purchase sources. Works with a variety of vendors for work to be performed. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Performs bookkeeping functions including: tracking and managing the gifts and donations account for the library and counting and balancing money collected during daily operations. Prepares and delivers deposits to take to the bank.
- Orders and obtains library supplies: office supplies, technical supplies, programming / prize supplies, office equipment, office furniture, etc.
- Maintains meeting rooms schedule, collect applications and fees from room users, ensures room is set-up for each outside group, maintains meeting room kitchen.
- Acts as the liaison between the Village of Mukwonago DPW, outside contractors for the library, orders parts and hardware for repairs, locates contractors, facilitates repairs, and negotiates fees for service.
- Oversees library cleaning staff and purchase necessary cleaning supplies and equipment.
- Maintains newspaper collection including negotiating subscription rates
- Manages ongoing book sale.
- Opens, assembles, and distributes supply orders to the appropriate staff member.
- Maintains library records including: calling for repair work, basic maintenance, monthly readings, etc.
- Coordinates library volunteers including: background checks, assigning tasks, overseeing work, and planning yearly volunteer thank you event.
- Frequent trips to Village Hall to pick-up and drop-off mail, invoices and money.

Approved: 17 May 2018

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- Backup for Administrative Assistant in his/her absence.
- Backup for Circulation Desk as needed.
- Performs routine clerical duties including telephone reception, opening and sorting mail, preparation of correspondence, maintenance of office file systems.
- Weekly reports to the Library Director with an update on current projects.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

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 perform assigned tasks at a high degree of independence.
- Ability to understand and follow oral and written instructions.
- Proven ability utilizing Microsoft Office software for data organization and review (e.g. Word, Excel).
- Meet deadlines and work within budgeted guidelines.
- 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:

- Bachelor's Degree in Business Administration, Economics, Human Resources, Information Technology, Finance or related field.
- Two (2) to four (4) years of related work experience.
- 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.

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, the 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

17 May 2018: Operations Supervisor Job Description Updated and Approved

MUKWONAGO COMMUNITY LIBRARY

Program Assistant Job Description

Approved October 14, 2021

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 maximum 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: October 14, 2021

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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**14 October 2021**

Program Assistant Job Description Created and Approved

MUKWONAGO COMMUNITY LIBRARY

Reference Assistant Job Description

Approved: 17 May 2018

POSITION:

- a. Job Title:** Reference Assistant
- b. Under Direct Supervision of:** Library Director
- c. Supervises:** N/A
- d. Schedule:** Part-time with up to 15 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. Salary:** \$14.79 - \$17.75 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** N/A
- g. FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Provides professional reference librarian and information services to library patrons. Assists patrons at the reference desk in person and by telephone and e-mail; assists in locating information, provides readers' advisory, and instructs patrons in the use of computers and other electronic devices. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Utilizes library client/server software with integrated cataloging, serials and circulation modules.
- 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.
- Assists patrons in selecting and locating materials, bibliographic searches and related matters.
- Provides patrons with assistance in the use of electronic media, including library computers and patron-owned devices.
- Assists patrons with a variety of functions such as: use of computers, faxing, printing, scanning, as well as a variety of other software.
- Maintains current knowledge of reference materials, research methods, and online databases.
- May perform a variety of promotional activities: prepare promotional materials, e-newsletters, brochures, social media, press releases and related materials.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

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- Ability to establish and maintain effective working relationships with staff, other agencies and the general public.
- Analytical ability to understand and solve reference questions
- 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 and over five (5) years of related experience or two (2) years of college or Associate's Degree with two (2) years of related experience
- 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.

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:

Approved: 17 May 2018
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- 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

17 May 2018: Reference Assistant Job Description Created and Approved

MUKWONAGO COMMUNITY LIBRARY
Technical Services Assistant Job Description
Approved: 17 May 2018

POSITION:

- a. Job Title:** Technical Services Assistant
- b. Under Direct Supervision of:** Technical Services Librarian
- c. Supervises:** N/A
- d. Schedule:** Part-time with up to 28 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. Salary:** \$14.79 - \$17.75 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** N/A
- g. FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Performs a variety of library and clerical functions related to the circulation, cataloging and processing of print and non-print materials and related equipment. Performs technical duties related to the cataloging of library materials in addition to special projects as assigned. Maintains library materials and equipment. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Utilizes library client/server software with integrated cataloging, serials and circulation modules.
- Receives and processes periodicals; works with vendor to initiate claims for undelivered periodical issues, and maintains the periodical collection.
- Performs copy cataloging for periodicals.
- Processes circulation and non-circulation materials according to established procedures.
- Applies and encodes security tags to library materials of various formats.
- Assists the Technical Services Librarian with collection maintenance to include editing and deleting item record information.
- Performs tasks requiring independent knowledge and its application to non-routine situations.
- Performs basic repair of library materials.
- Provides training and work direction to the Materials Processing Assistant, other library staff, and volunteers assisting in Technical Services projects.
- Oversees inventory control of Technical Services supplies. Coordinates with the Technical Services Librarian, the Materials Processing Assistant and the Administrative Office in ordering needed materials.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

Approved: 17 May 2018
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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:

- Associate's Degree or equivalent (60 semester units) from an accredited college or university is required. One (1) year of experience working in public or school libraries or equivalent experience involving customer service or general clerical duties is required.
- 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.

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

17 May 2018: Technical Services Assistant Job Description Updated and Approved

MUKWONAGO COMMUNITY LIBRARY

Technical Services Librarian Job Description

Approved: 21 June 2018

POSITION:

- a. Job Title:** Technical Services Librarian
- b. Under Direct Supervision of:** Library Director
- c. Supervises:** Technical Services Assistant and Materials Processing Assistant
- d. Schedule:** Full-time with 40 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Salary:** \$20.05 - \$24.54 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- g. FLSA Status:** Exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Library Director this position manages the Technical Services Department to assure that library materials are properly cataloged and identified enabling staff and patrons to accurately and easily access them. Plans, directs, and manages acquisition, cataloging, classification, and processing of library materials. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Responsible for assisting the Library Director in the planning, organization, supervision, development, and administration of all library services, personnel, operations and programs as determined by the Library Director.
- Assume the duties of the Library Director in the Director's absence, reporting to the Director and answerable to the Board of Library Trustees.
- Responsible for mentoring as a Department Manager and, as a member of the library's management team, takes a leadership role in modeling and promoting the library's value within the division.
- Utilizes library client/server software with integrated cataloging, serials and circulation modules.
- Oversees the daily operations of cataloging and processing staff and assures that bibliographic control activities result in maximum retrieval with minimum user effort.
- Oversees the physical processing of print/non-print materials received conducting regular meetings with project work teams to establish workflow definition and priorities and work with staff members to resolve discrepancies / conflicts.
- Assesses workflow and processes and develops plans to improve efficiency and services as appropriate.
- Establishes and maintains contact with vendors for workflow and/or catalog enrichment.

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- Acts as a liaison with the CAFÉ Database Management Librarian to ensure database quality and integrity.
- Assists patrons in use of library collections through reference interviews, database and web searches, readers' advisory, and instruction in the use of computer software to locate requested material.
- Maintains current knowledge of materials, online databases and resources, current library trends in technology, etc.
- Evaluates collections and allocates, orders, controls and assists with development of materials budget.
- Attends conferences, workshops, webinars, and training sessions as part of on-going professional development.
- Provides input and assists with the development of policies and procedures to ensure optimal library operations.
- Performs human resource activities including, but not limited to, assisting Director with screening and selecting staff members, providing training and development, and assisting with performance management.
- Assists 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.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

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 perform assigned tasks at a high degree of independence.
- Ability to understand and follow oral and written instructions.
- Proven ability utilizing Microsoft Office software for data organization and review (e.g. Word, Excel).
- Meet deadlines and work within budgeted guidelines.
- 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:

- Master's Degree in Library and Information Science from an American Library Association accredited program.
- Three (3) to five (5) years of related library work experience with working knowledge of automated library systems and online databases.
- Two (2) to four (4) years of management experience.
- 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.

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.

Draft: 21 June 2018

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Revision History

17 May 2018: Technical Services Librarian Job Description Updated and Approved

MUKWONAGO COMMUNITY LIBRARY

Technology Supervisor Job Description

Approved: 17 May 2018

POSITION:

- a. Job Title:** Technology Supervisor
- b. Under Direct Supervision of:** Library Director
- c. Supervises:** Technology Interns / MetaSpace 511 Volunteers
- d. Schedule:** Full-time with 37.5 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Salary:** \$20.05 - \$24.06 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- g. FLSA Status:** Exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Library Director this position provides a reliable, accurate, responsive, efficient and secure informations systems platform for library service delivery. Supervises, analyzes and coordinates the automation, communication, and online systems within the library. Manages, develops, and delivers innovative maker programming in MetaSpace 511 (MakerSpace). Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Responsible for mentoring as a Department Manager and, as a member of the library's management team, takes a leadership role in modeling and promoting the library's value within the division.
- Supervises the daily operations of the library's automated systems and workstations and is responsible for the design, implementation of these automated systems, including the ILS, OPACs, LANs, web server, Internet access, telecommunications, and related systems.
- Performs the setup, configuration and maintenance of all library computer technology, including the critical updates and execution of associated hardware and software.
- Performs the setup, configuration and maintenance of technology peripherals such as printers, monitors, 3D printers, scanners, laptops, projectors, and other equipment as necessary.
- Maintenance of hardware and software related to specialized library services, including the Polaris ILS, EnvisionWare Management Console System, and EnvisionWare Self-Check System.
- Researches and recommends technology-related purchases to the Library Director.
- Utilizes hands-on training and collaboration with patrons in support of STEAM (Science, Technology, Engineering, Art and Mathematic) content and resources.
- Trains and supervises staff to assist patrons in MetaSpace 511.

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- Manages projects and timelines for MetaSpace 511 including the preparation of a calendar of events and programming.
- Instructs staff and the general public based on programming, tools, technology, and activities in MetaSpace 511 such as 3D printing, electronics, robotics, coding, virtual reality, analog to digital conversion, video and photo creation, computer technology, and more.
- Maintains MetaSpace 511 area and equipment; performs general troubleshooting and required maintenance.
- Assists in the promotion of MetaSpace 511: prepare promotional materials, e-newsletters, brochures, social media, press releases and related materials.
- Develops and maintains contacts with organizations, individuals, schools, and others in the community to participate and partner with the library regarding MetaSpace 511.
- Oversees training and instruction of staff on technology; creates in-house documentation as requested.
- May frequently assist patrons in use of library collections through reference interviews, database and web searches, readers' advisory, and instruction in the use of computer software to locate requested material.
- Provides input and assists with the development of policies and procedures to ensure optimal library operations.
- Perform human resource activities including, but not limited to, assisting Director with screening and selecting staff members, and providing training and development.
- Stays current of all new technological procedures, processes, equipment and emerging trends.
- 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.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

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 perform assigned tasks at a high degree of independence.
- Ability to understand and follow oral and written instructions.
- Proven ability utilizing Microsoft Office software for data organization and review (e.g. Word, Excel).
- Meet deadlines and work within budgeted guidelines.
- Ability to successfully track and manage projects.
- Attentive to detail and accuracy.

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- 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:

- Bachelor's Degree in Information Technology, Computer Science, Information Systems, or related field consistent with the responsibility of this position.
- Three (3) to five (5) years of related work experience preferably within an educational setting such as a library, schools, and/or community organization and/or an equivalent combination of education and experience deemed acceptable by the hiring authority.
- One (1) to two (2) years of management experience.
- Knowledge of (or ability to learn) library's integrated library system (ILS).
- Proficient working knowledge of online research, mobile devices, emerging technologies, Microsoft Office Products, local area networks, and other software and hardware relevant to this position.
- Ability to and comfort in conducting instructional courses for all ages.
- All applicants are subject to fingerprinting and a background check. Employment is contingent on passing those assessments.

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

17 May 2018: Technology Supervisor Job Description Updated and Approved

MUKWONAGO COMMUNITY LIBRARY

Youth Services Assistant Job Description

Approved: 17 May 2018

POSITION:

- a. Job Title:** Youth Services Assistant
- b. Under Direct Supervision of:** Youth Services Librarian
- 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. Salary:** \$14.79 - \$17.75 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** N/A
- g. FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Under the general supervision of the Youth Services Librarian, the Youth Services Assistant is responsible for supporting the operations of the Youth Services Department and for providing general reference, programming services, outreach, and readers' advisory to children and their parents. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Assists in the development and implementation of children's, teens, and family programs and special events.
- Develops special displays within the Youth Services department.
- Responds to research/reference inquiries, including providing basic technology help
- Readers' advisory for materials of all formats.
- Performs outreach visits to area schools and daycares.
- Assists in the development and implementation of the summer library program.
- Assists the Youth Services Librarian with all other department planning, preparation, and production as assigned.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

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.

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- 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:

- Two (2) or more years of college required, Bachelor's Degree preferred. Two (2) years or more years of experience working in public or school libraries or equivalent experience.
- 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.

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

17 May 2018: Youth Services Assistant Job Description Created and Approved

MUKWONAGO COMMUNITY LIBRARY

Youth Services Librarian Job Description

Approved: 21 June 2018

POSITION:

- a. Job Title:** Youth Services Librarian
- b. Under Direct Supervision of:** Library Director
- c. Supervises:** Youth Services Assistant
- d. Schedule:** Full-time with 40 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Salary:** \$19.71 - \$23.65 (pursuant to the Library Board of Trustees salary plan)
- f. Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- g. FLSA Status:** Exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Library Director this position supervises and coordinates the work and activities of the Youth Services Department and provides professional library services to assure effective children's and teen library services. Manages the collection development and programming budgets allocated to the Youth Services department. Plans, coordinates, and performs children's programming and outreach activities to assure the most efficient use of resources. Advocates for Youth Services and acts as a liaison with schools and other agencies and organizations within the community. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Responsible for assisting the Library Director in the planning, organization, supervision, development, and administration of all library services, personnel, operations and programs as determined by the Library Director.
- Assume the duties of the Library Director in the Director's absence, reporting to the Director and answerable to the Board of Library Trustees.
- Responsible for mentoring as a Department Manager and, as a member of the library's management team, takes a leadership role in modeling and promoting the library's value within the division.
- Provides overall leadership including planning, coordinating, and supervising the activities of the Youth Services Department.
- Selects children's materials from review sources. Maintains collection through periodic review and weeding of worn or non-circulating materials.
- Creates displays to enhance the library experience and to promote use of library resources.
- Performs outreach visits and activities to local schools, daycares, parent groups, etc.
- Performs administrative record keeping and reporting.

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- Promotes library services to generate increased usage.
- Performs a variety of promotional activities: prepare promotional materials, brochures, social media, press releases and related materials
- Acts as the summer library program volunteer coordinator in organizing and training volunteers to run the summer reading program desk
- Establishes relationships with appropriate agencies and organizations within the community in order to promote library services and facilitate programming and service delivery through various outreach efforts.
- Utilizes library client/server software with integrated cataloging, serials and circulation modules.
- Maintains current knowledge of materials, online databases and resources, current library trends in technology, etc.
- Evaluates collections and allocates, orders, controls and assists with development of materials budget.
- Attends conferences, workshops, webinars, and training sessions as part of on-going professional development.
- Provides input and assists with the development of policies and procedures to ensure optimal library operations.
- Performs human resource activities including, but not limited to, assisting Director with screening and selecting staff members, providing training and development, and assisting with performance management.
- Assists 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.
- Attends staff and department meetings.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

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 perform assigned tasks at a high degree of independence.
- Ability to understand and follow oral and written instructions.
- Proven ability utilizing Microsoft Office software for data organization and review (e.g. Word, Excel).
- Meet deadlines and work within budgeted guidelines.
- 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:

- Master's Degree in Library and Information Science from an American Library Association accredited program.
- Three (3) to five (5) years of related library work experience.
- One (1) of library management experience is desired.
- Thorough knowledge of children's needs and interests in reading for information, recreation, and knowledge.
- 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.

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.

Draft: 21 June 2018

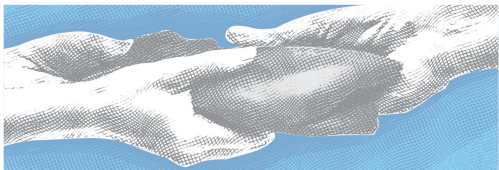
Page 3 of 4

- 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

17 May 2018: Youth Services Librarian Job Description Updated and Approved

Estimate



Bernstein & Associates

NAGPRA Consultants

Prepared for
Mukwonago Community Library
Attn: Abby Armour

1041 N Lafayette Street
Denver, CO 80218

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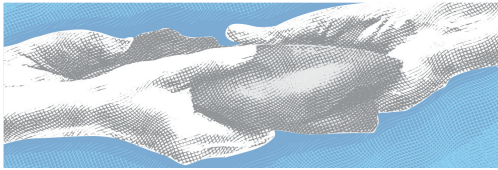
Date	Estimate No.	Project
01/08/24	191	NAGPRA Compliance

Item	Description	Units	Unit Rate	Total
Technical Assistance	It's hard to predict how many additional Tribes may wish to consult. Planning, facilitating, and documenting a consultation requires 10 hours on average. You would likely not have more than 10 in a year, and likely, less. If you did have 10, the cost would be approximately \$16,000.	100	160.00	16,000.00
Technical Assistance	Facilitate repatriation of cultural items removed from the locations identified below pursuant to the new NAGPRA Regulations, which are effective on January 12, 2024. <ul style="list-style-type: none">Hollister Mound, Sacramento County, CA (repatriation statement development and submission)Sand Cove, Sacramento County, CAErie & York County, PANorthumberland County, PA	87.5	160.00	14,000.00
Technical Assistance	Facilitate compliance with the new NAGPRA Regulations (effective January 12, 2024) for an associated funerary object removed from Bennett Mound	62.5	160.00	10,000.00
Technical Assistance	NAGPRA Repatriation grant proposal development	25	160.00	4,000.00
Technical Assistance	DATA MANAGEMENT -Maintain the Data Management System, preferably in Dropbox, where we will file documentation associated with NAGPRA compliance and track milestones. PROJECT MANAGEMENT -Set up and manage projects in our cloud-based project management system.	40	160.00	6,400.00

Please let Jan know if you have any questions

Total

Estimate



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Date	Estimate No.	Project
01/08/24	191	NAGPRA Compliance

Item	Description	Units	Unit Rate	Total
	-Plan and facilitate Client check-in meetings.			
	TECHNICAL ASSISTANCE			
	-Provide Client with NAGPRA and CalNAGPRA compliance guidance and assistance.			
	-Facilitate and document information-sharing requests and fulfillment of said requests that may result from the Summary distribution.			

Membership in the Library System

17

Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

In This Trustee Essential

- The benefits of system membership
- The requirements for system membership
- How you and your library can help make your library system stronger

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other *Trustee Essentials* for details on these requirements, including [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #18: Library Board Appointments and Composition](#).)
2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a consolidated county public library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see [Trustee Essential #19: Library Director Certification](#) for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, 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.
7. Beginning in 2008, your library annually spends at least \$2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

1. Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections [43.11\(3\)](#) and [43.13\(1\)](#) and provides the financial support needed to administer the plan (see <http://dpi.wi.gov/pld/legislation-funding/county-library> for details of these requirements).
2. Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see [*Trustee Essential #26: The Public Library System Trustee—the Broad Viewpoint.*](#))

Discussion Questions

1. What are examples of ways your community's residents have benefited from library system services?
2. What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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