



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
AD HOC HIRING COMMITTEE MEETING AGENDA

**FEBRUARY 16, 2021 5:30 PM (OR IMMEDIATELY FOLLOWING THE BOARD MEETING
COUNCIL CHAMBERS**

Mission Statement: "...committed to offering opportunities for connections, innovation, and engaged learning."

1. ROLL CALL :

AD HOC COMMITTEE MEMBERS: Lori Chesnut, Mary Zimmermann, Julie Eiden, Glenda Rhodes

2. APPROVAL OF AGENDA

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. Library Directory salary comparables from OWLS

4. City Compensation Plan updated February 2022 (to be distributed)

5. Library Director's Job Description with suggested changes/additions from staff & Personnel Committee

6. Staff input- recommendations for a new director from Library Staff and City of Waupaca Department Heads

7. ADJOURNMENT

PLEASE CALL PEG BURLINGTON (715-467-1599) BY 1:00 PM ON MEETING DATE
IF YOU ARE UNABLE TO ATTEND. THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA
COUNCIL CHAMBERS WITH OPTIONS TO ATTEND PHYSICALLY OR VIRTUALLY VIA
VIDEO/TELECONFERENCING.

PLEASE ADVISE THE LIBRARY DIRECTOR IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF
WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

Waupaca Area Public Library - Director Salaries at Comparable Libraries by Circulation and Total Income

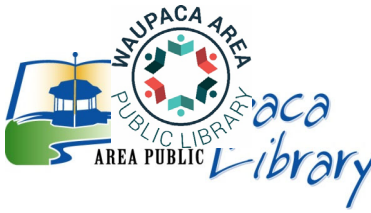
Data from 2020 library annual reports

Library	2020	Municipal	Square	Total	Total Staff	Total	Locale	Total	2020 Director	
	Circulation	Population	Footage	Collection Expenditures	Expenditures	Operating Expenditures		FTE	Salary	Hourly
Platteville Public Library	64,543	12,268	22,000	\$58,537	\$524,734	\$747,219	Town - Distant	12.95	\$ 66,966	\$ 32.20
South Milwaukee Public Library	78,621	20,882	27,482	\$70,502	\$545,927	\$746,624	Suburban - Large	8.20	\$ 76,560	\$ 36.81
Lester Public Library (Two Rivers)	81,270	11,457	25,000	\$82,824	\$531,167	\$840,114	Town - Distant	11.42	\$ 86,189	\$ 41.44
Rhineland District Library	82,100	18,214	15,195	\$58,592	\$796,234	\$973,695	Town - Remote	13.73	\$ 68,202	\$ 32.79
E.D. Locke Public Library	88,642	8,527	17,820	\$80,843	\$607,882	\$925,318	Suburban - Large	10.48	\$ 87,040	\$ 41.85
Stoughton Public Library	93,556	12,854	16,000	\$79,499	\$671,827	\$867,685	Suburban - Large	12.69	\$ 78,563	\$ 37.77
Monona Public Library	105,720	7,801	27,476	\$59,967	\$603,439	\$781,678	Suburban - Large	11.66	\$ 69,535	\$ 33.43
Oregon Public Library	107,034	10,078	10,500	\$98,561	\$644,253	\$897,414	Town - Fringe	11.95	\$ 79,314	\$ 38.13
Friday Memorial Library (New Richmond)	107,356	9,070	8,500	\$40,162	\$425,629	\$628,011	Town - Distant	10.30	\$ 85,000	\$ 40.87
Reedsburg Public Library	107,832	9,475	15,400	\$74,827	\$508,238	\$689,207	Town - Distant	10.06	\$ 66,893	\$ 32.16
Beaver Dam Community Library	112,392	16,861	26,100	\$175,107	\$532,492	\$1,174,925	Town - Distant	9.50	\$ 76,560	\$ 36.81
River Falls Public Library	113,985	15,796	36,000	\$100,305	\$686,958	\$1,195,337	Town - Distant	10.75	\$ 88,849	\$ 42.72
Shawano County Library*	114,096	41,649	21,200	\$87,262	\$570,951	\$754,894	Town - Distant	17.18	\$ 75,805	\$ 36.44
Chippewa Falls Public Library	114,252	14,049	18,025	\$111,863	\$801,674	\$1,071,659	Suburban - Midsize	12.15	\$ 71,589	\$ 34.42
Marinette County Consolidated Public Library*	115,535	41,382	19,902	\$97,394	\$794,916	\$1,146,593	Town - Distant	17.30	\$ 58,893	\$ 28.31
Waupaca Area Public Library*	116,855	6,065	24,000	\$67,458	\$634,253	\$871,370	Town - Distant	15.86	\$ 70,078	\$ 33.69
Hudson Area Joint Library	124,637	30,347	19,024	\$86,228	\$529,519	\$866,939	Town - Fringe	13.05	\$ 79,315	\$ 38.13
Waterford Public Library	125,446	5,503	18,239	\$57,973	\$454,795	\$685,933	Town - Fringe	9.45	\$ 64,830	\$ 31.17
Dwight Foster Public Library (Fort Atkinson)	126,480	12,390	33,270	\$88,210	\$598,714	\$873,959	Town - Distant	9.32	\$ 74,520	\$ 35.83
Kimberly-Little Chute Public Library*	138,983	17,806	11,800	\$154,124	\$570,894	\$898,746	Suburban - Midsize	10.10	\$ 93,859	\$ 45.12
DeForest Area Public Library	151,071	10,221	35,000	\$101,738	\$639,949	\$903,516	Suburban - Large	13.55	\$ 83,800	\$ 40.29
Matheson Memorial Library (Elkhorn)	153,366	9,973	21,000	\$103,185	\$644,693	\$916,537	Town - Distant	11.80	\$ 77,000	\$ 37.02
Whitefish Bay Public Library	171,977	14,199	24,000	\$101,576	\$555,128	\$862,476	Suburban - Large	11.10	\$ 82,397	\$ 39.61
Cudahy Family Library	182,841	18,208	30,000	\$90,241	\$564,006	\$820,157	Suburban - Large	10.15	\$ 71,951	\$ 34.59
Mukwonago Community Library	220,192	8,057	27,500	\$72,129	\$654,904	\$962,410	Town - Fringe	13.66	\$ 76,502	\$ 36.78
AVERAGES	119,951	15,325	22,017	\$ 87,964	\$ 603,727	\$ 884,097		11.93	\$ 76,408	\$ 36.73

Libraries highlighted in yellow fall within 10% of both Circulation and Total Income

* OWLSnet member libraries

	Number of Libraries	Sum of Directors' Salaries	Sum of Hours Worked / Week	Average of Directors' Salaries	Average of Hours Worked / Week	Average of Directors' Salaries with ALA- Accredited MLS	Average of Directors' Salaries without MLS	Median Director Salary
Outagamie Waupaca Library System	16	\$ 867,162	593	\$ 54,198	37	\$ 75,745	\$ 37,439	\$ 50,234
Waupaca County	9	\$ 416,027	326	\$ 46,225	36	\$ 64,783	\$ 36,946	\$ 48,282
Town-Distant	71	\$4,303,561	2,767	\$ 60,614	39	\$ 68,065	\$ 46,021	\$ 55,312



Position

Description

Position Description

Job Title	Library Director
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

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Scope of Work

This position is responsible for managing the programs and services of the Waupaca Area Public Library, including implementing Library board policies and directives, managing personnel, finances and facilities, planning and evaluating library plans, supervising the delivery of library services, and recommending new and revised policies.

Supervision

Received	Library Board
Exercised	Directly or indirectly supervises all Library employees and volunteers.

Commented [PB1]: The Library Personnel Committee worked on the current Job Description and crated the following list in a brainstorming session.

Seeking growth
Embracing change to move the Library and Community forward
Fostering innovation and growth;
Build a staff culture that promotes equitable service with a growth mindset

Connector
Culture of community
Collaborator
Creates a culture of collaboration between library and community
Relationship building

Team member with other City Department Heads

Teamwork

- Relationships/interactions with teammates
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention
- Demonstrates a commitment to offer the best customer service
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person
- Promotes a positive public image to patrons and teammates

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a

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September

2015

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regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Manages library personnel; makes hiring decisions; provides training; assigns work; determines priorities and sets deadlines; sets or approves work schedules; evaluates employee work performance; makes staff recommendations to the Board; recommends employee compensation, promotion and termination; conducts staff meetings; communicates information and provides policies and equipment to enable employees to perform their duties.
- ~~Plans, schedules and coordinates library sponsored adult programs with Friends of the library, Waupaca Library Foundation, Winchester Academy and other organizations as requested.~~
- ~~Oversees collection development for Adult Department collections; reviews current applicability of reference materials; weeds out worn and dated materials; organizes and indexes materials; selects and makes purchases. Performs collection development and cataloging functions;~~ oversees and selects adult books, periodicals and newspapers for purchase; reads book reviews; considers staff and patron recommendations and requests; maintains information on materials ordered and received; ~~orders desired materials.~~
- Coordinates and provides leadership to annual and long range planning process involving staff and Library Board; holds staff meetings; obtains and presents statistics, forecasting and cost analysis; solicits input, provides monthly updates; evaluates achievement of objectives and participates in goal setting and future objectives.
- Serves as liaison between Library and City of Waupaca, area townships, Outagamie-Waupaca library system, Friends of the Library and the Library Foundation; promotes positive working relationships; attends regular and ad hoc meetings; responds to questions; researches initiatives; provides data; discusses funding needs and program initiatives; solicits input and feedback; represents interests of the Library; coordinates resource sharing and promotes Library services.
- Performs financial management of the Library; prepares and recommends annual budget; answers questions and researches issues; coordinates expenditures within budget; reviews bills for payment; records expenditures; performs statistical analysis of operations and presents reports to the Library Board about Library activities and financial status.
- ~~Oversees assignment of Dewey decimal numbers to new books and cataloging of existing collections. Assigns Dewey decimal numbers to new books; reviews cataloging of existing collection to maximize ease of finding items in the collection.~~
- Supervises the provision of library services to the community; receives requests for services and exceptions to policies; ~~supervises attends~~ library system meetings and ~~supervises~~ daily operations; assists staff in providing ~~reference information~~ and reader's advisory service; supervises operation of automated system; oversees purchases of equipment and supplies; establishes and monitors patron service standards.
- ~~Oversees collection development for Adult Department collections; reviews current applicability of reference materials; weeds out worn and dated materials; organizes and indexes materials; selects and makes purchases.~~
- Instructs patrons in the use of Infosoup catalog, online resources, computers and computer programs, copier, ~~and~~ microfilm readers; ~~and~~ patron owned handheld devices; promotes patron use of ~~these~~ resources; maintains up-to-date knowledge of systems.

Commented [P2]: Oversees ordering

Commented [P3]:

Commented [P4]: Combined this with bullet point addressing collection development

- Provides reference information and reader advisory services as scheduled; uses print and electronic resources to answer questions; initiates interlibrary loan requests; assists with computer applications; assists patrons as needed.
- Assists with projects and other assignments that facilitate efficient library operations and provide patron services.
- Performs additional administrative functions in support of library operations; writes articles for newsletter/newspaper or other media; ~~participates in budget and long range planning~~; takes corrective action when patrons abuse or misuse library resources; seeks grants; plans for facility changes.
- Maintains knowledge and skills in library systems, community/board relations, employee relations, emerging technologies, information services, collection development, legislative action that affects library services, computer equipment and library procedures.
- Provides assistance to other departments as requested.

Commented [P5]: Redundant listed in first bullet point

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an ALA accredited institution with a Master's Degree in Library and Information Science and at least 5 - 7 years of public library experience preferred, including a minimum of 2 years in a supervisory role and public library administration; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Library services and procedures, including the circulation and security systems • Materials repair • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	<ul style="list-style-type: none"> • Communicate effectively, both orally and in writing • Assign and supervise the work of others • Establish and maintain effective working relationships with elected and appointed officials, vendors, coworkers and the general public • Work flexible hours, including nights and weekends
Skill in	<ul style="list-style-type: none"> • Oral and written communications • Public relations • Creative thinking and problem solving

Necessary Special Requirements

Must obtain a Grade ~~H~~I Wisconsin Public Librarian's Certificate within 12 months of hire

Physical Demands

The physical demands described here are representative 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.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.