



WAUPACA AREA PUBLIC LIBRARY

IMAGINE LEARN CONNECT

WAUPACA AREA PUBLIC LIBRARY

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

**MARCH 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, City Administrator Aaron Jenson, and OWLS President Bradley Shipps

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 package

4. Updated Library Director's Job Description

5. Discussion of search process and timeline

6. ADJOURNMENT

PLEASE CALL SUE ABRAHAMMSON OR PATSY SERVEY (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



Position Description



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

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. The Director will maintain a culture that promotes equitable service with a growth mindset and create a culture of collaboration between the library and the community.

Supervision

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

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 – seek advice 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 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 staffing 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.
- 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, Waupaca County, 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 collection development and maintenance for Adult Department collections; weeds out worn and dated materials; 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;
- Instructs patrons in the use of Infosoup catalog, online resources, computers and computer programs, copier, microfilm readers and patron owned handheld devices; promotes patron use of resources; maintains up-to-date knowledge of systems.
- Provides 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.
- Oversees assignment of Dewey decimal numbers to new books and cataloging of existing collections.
- Supervises the provision of library services to the community; receives requests for services and exceptions to policies; attends library system meetings and supervises daily operations; assists staff in providing information and reader's advisory service; supervises operation of automated system; oversees purchases of equipment and supplies; establishes and monitors patron service standards.
- Assists with projects and other assignments that facilitate efficient library operations and provide patron services.
- Performs additional administrative functions in support of library operations; directs public relations and marketing services; 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.

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• Library and information resources• Current technology• Business English (grammar, spelling, punctuation and tone)
Ability to	<ul style="list-style-type: none">• Communicate effectively, both orally and in writing• Assign, supervise and evaluate 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• Work independently, exercise good judgement and use critical thinking skills
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 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.