



**SHOREWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
NOTICE MEETING AGENDA**

Wednesday, February 14, 2024 – 5:15 PM

Location: Library Friends' Program Room (3920 N. Murray Avenue)

1. Call to Order
2. Statement of Public Notice
3. Public Comment
4. Consent Agenda: Approve the agenda, minutes from January 10, 2024; accounts payable reports
5. Informational: Interim Director Report
6. Action: Annual Report and System Effectiveness Statement
7. Action: Additional Funding for Third Party Investigation
8. Action: Pendent Light Fixture LED Upgrade
9. Informational: Director of Library Services Ad Hoc Committee Update
10. Informational: Discussion on Conducting Hybrid Library Board Meetings
11. Items for future consideration
12. Informational: Trustee Essentials Handbook - 4: *Effective Board Meetings & Trustee Essentials Handbook 5: *Hiring a Library Director**
13. Adjournment

DATED at Shorewood, Wisconsin, this 8th day of February 2024 at 12:00 PM.

SHOREWOOD PUBLIC LIBRARY
Jon Smucker, Library Board President

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend 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 disabled individuals. Should you have any questions or comments regarding any items on this agenda please contact Library Interim Director, Hayley Johnson, at (414) 847-2684.

Shorewood Public Library, 3920 N. Murray Ave., Shorewood, WI 53211, (414) 847-2670



REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES

Meeting Minutes **DRAFT**

January 10, 2024

Present: Trustee Espera, Trustee Couto, Trustee Warren, Trustee Linnane, Superintendent Burgos, Interim Library Director Hayley Johnson, Village Assistant Manager Chris Anderson, Library Office Manager and Confidential Secretary Angela Andre, Mary Armstrong Heide Frenzel, Sarah Grummert, Claudia Levens

Excused: Trustee Smucker

1. Call to Order

Vice President Espera called the meeting to order at 5:15 p.m.

2. Statement of Public Notice

Vice President Espera stated that the meeting was properly noticed and posted according to law

3. Consent Agenda: Agenda, Minutes from December 13, 2023; accounts payable

Trustee Couto moved to approve the consent agenda. Trustees Warren seconded and motion carried by a vote of 7-0.

4. Informational: Interim Director Report

STAFF UPDATES:

- Library Associate retiring Jan 31st, 2 clerk resignations
- Hayley has reached out to previous applicants on file to fill those positions
- Librarian hiring team met with Village Assistant Manager to review librarian application materials
- Professional development day is on track and most people have signed up to attend

-The Village is conducting a salary study and the library staff is included

PROGRAM UPDATES:

Winter reading programs for adults and children start Jan 15.

- The children's winter reading program is a new initiative sponsored by Kiwanis program and is in partnership with WFB,
- Kayla, library intern, is coordinating a Friends' sponsored adult winter reading program

MCFLS is offering Spanish language notifications

5. Informational: Committee Assignments

- Personnel committee: Kara (chair), Eric, and Pat.
- Budget committee: Wesley (chair), me, and our newest trustee when they join our team. Nominating committee will be Pat (chair) and Kara.

6. Action: Ad-hoc Director of Library Services Hiring Committee

- Trustee Linnane share a timeline for hiring
- Hiring Committee composition: Heide Frenze (Friends), Chris Anderson, School District rep, Trustees Linnane and Espera, Dr. Deborah Blanks, Interim Director Johnson

7. Action Item: Elimination of Library Fines Update

- Interim Director Johnson met with MCFLS to find out what kind of data can be gathered once fines are eliminated.
- Ms. Johnson is asking MCFLS to waive all existing fines on Shorewood items. Non-return of items still do accrue fines and block cards without payment.
- Ms. Johnson will set a date with MCFLS to remove fines and then we will promote.

8. Informational: Discussion on Establishing Guideline for Library Board Meetings

- Full agenda packet posted before meeting
- Further discussion needed

9. Informational: Conducting Hybrid Public Library Board Meetings

- Trustee Couto argued for Zoom option for meetings and Board members should be in person if at all possible. (without expectation that trustees attend while on vacation etc.)
- Set appropriate expectations for public, guidelines etc. - A broadcasted public meeting, not a public forum, not interactive - not for the public but in public.
- Create a policy for establishing guidelines- parameters - specific meetings that Trustees cannot attend remotely.
- Public comment (in person only?)

10. Adjournment

Superintendent Couto moved to adjourn the meeting at 6:07 PM; seconded by Superintendent Burgos. All approved after a vote of 5-0.

Submitted by Library Office Manager/ Confidential Secretary Angela Andre on the 9th day of February, 2024

INVOICE REGISTER REPORT FOR VILLAGE OF SHOREWOOD
 INVOICE DUE DATES 01/17/2024 - 01/17/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN
 BANK CODE: TOWN - CHECK TYPE: PAPER CHECK
 LIBRARY AP JANUARY 17, 2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
35655836 58066	GREATAMERICA FINANCIAL SVCS COPIER PRINTER LEASE 200-5110-52990	01/05/2024 aandre	01/17/2024	397.24	397.24	Open	N 01/05/2024
	Other Service Contracts & Fees			397.24			
KDE{-21837 58067	KANOPY INC. VIDEO STREAMING SERVICE 200-5121-53700	01/09/2024 aandre	01/17/2024	4,500.00	4,500.00	Open	N 01/09/2024
	Collection Enhancements			4,500.00			
36532466 58068	QUILL CORPORATION CONSTRUCTION PAPER, TAPE, TISSUES 200-5110-53100	01/08/2024 aandre	01/17/2024	147.09	147.09	Open	N 01/08/2024
	Office Supplies			147.09			
36544425 58069	QUILL CORPORATION KN95 MASKS 200-5110-53100	01/09/2024 aandre	01/17/2024	91.98	91.98	Open	N 01/09/2024
	Office Supplies			91.98			
35404889 58070	QUILL CORPORATION COPY PAPER, TISSUES, CALENDAR 200-5110-53100	01/02/2024 aandre	01/17/2024	145.43	145.43	Open	N 01/02/2024
	Office Supplies			145.43			
35417351 58071	QUILL CORPORATION CALENDAR 200-5110-53100	01/03/2024 aandre	01/17/2024	15.99	15.99	Open	N 01/03/2024
	Office Supplies			15.99			
36523315 58072	QUILL CORPORATION CONSTRUCTION PAPER, ORGANIZING CONTAINERS 200-5110-53100	01/08/2024 aandre	01/17/2024	19.58	19.58	Open	N 01/08/2024
	Office Supplies			19.58			
Q42023 58074	FRIENDS OF SHOREWOOD PUBLIC LIBRARY REIMBURSED FRIENDS SALES 200-5120-48610	12/31/2023 aandre	01/17/2024	1,875.85	1,875.85	Open	N 12/31/2023
	Book Sales			1,875.85			

01/15/2024 02:19 PM
 User: aandre
 DB: Village Of Shorewood

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 BOTH JOURNALIZED AND UNJOURNALIZED OPEN
 BANK CODE: TOWN - CHECK TYPE: PAPER CHECK
 LIBRARY AP JANUARY 17, 2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
# of Invoices:	8 # Due: 8	Totals:		7,193.16	7,193.16		
# of Credit Memos:	0 # Due: 0	Totals:		0.00	0.00		
Net of Invoices and Credit Memos:				7,193.16	7,193.16		
--- TOTALS BY GL DISTRIBUTION ---							
	200-5110-52990	Other Service Contracts & Fees		397.24			
	200-5110-53100	Office Supplies		420.07			
	200-5120-48610	Book Sales		1,875.85			
	200-5121-53700	Collection Enhancements		4,500.00			
--- TOTALS BY FUND ---							
	200 - Library			7,193.16	7,193.16		
--- TOTALS BY DEPT/ACTIVITY ---							
	5110 - Library			817.31	817.31		
	5120 - Library - enhanced			1,875.85	1,875.85		
	5121 - GMF - enhanced			4,500.00	4,500.00		

INVOICE REGISTER REPORT FOR VILLAGE OF SHOREWOOD
 INVOICE DUE DATES 01/31/2024 - 01/31/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN
 BANK CODE: TOWN - CHECK TYPE: PAPER CHECK
 LIBRARY AP JANUARY 31, 2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
7421446 58204	DEMCO CD CASES 200-5110-53500	01/12/2024 aandre Processing Supplies	01/31/2024	271.86 271.86	271.86	Open	N 01/12/2024
AR201925 58205	FORWARD TS, LTD. COPIER/PRINTER CONTRACT MISSED PAYMENT 200-5110-52990	12/30/2023 aandre Other Service Contracts & Fees	01/31/2024	261.98 261.98	261.98	Open	N 12/30/2023
013533 58206	MANGO LANGUAGES LANGUAGE LEARNING PLATFORM 200-5121-53700	01/23/2024 aandre Collection Enhancements	01/31/2024	1,184.40 1,184.40	1,184.40	Open	N 01/23/2024
0124 MJ0122991 58207	MILWAUKEE JOURNAL SENTINEL 3/1/24 TO 2/28/25 2 PAPER SERVICE 200-5110-53720	01/22/2024 aandre Periodicals	01/31/2024	1,935.56 1,935.56	1,935.56	Open	N 01/22/2024
0124 0507002096 58208	MILWAUKEE BUSINESS JOURNAL SUBSCRIPTION TO 4/7/24 200-5110-53720	01/29/2024 aandre Periodicals	01/31/2024	135.00 135.00	135.00	Open	N 01/29/2024
FL-03626 58209	MILW CNTY FEDERATED LIB SYSTEM SUPPLIES & SERVICES 200-5110-52300	01/19/2024 aandre Other Intergov'tal pymts	01/31/2024	875.41 875.41	875.41	Open	N 01/19/2024
36850060 58210	QUILL CORPORATION PAPER, CLOROX WIPES, LABEL TAPE, TISSUES 200-5110-53100	01/24/2024 aandre Office Supplies	01/31/2024	111.55 111.55	111.55	Open	N 01/24/2024
36835903 58211	QUILL CORPORATION BILL FILE 200-5110-53100	01/24/2024 aandre Office Supplies	01/31/2024	14.59 14.59	14.59	Open	N 01/24/2024
36835923 58212	QUILL CORPORATION CHILDREN'S FACE MASKS 200-5110-53100	01/24/2024 aandre Office Supplies	01/31/2024	25.99 25.99	25.99	Open	N 01/24/2024

01/29/2024 11:35 AM
 User: aandre
 DB: Village Of Shorewood

INVOICE REGISTER REPORT FOR VILLAGE OF SHOREWOOD
 INVOICE DUE DATES 01/31/2024 - 01/31/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN
 BANK CODE: TOWN - CHECK TYPE: PAPER CHECK
 LIBRARY AP JANUARY 31, 2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
# of Invoices:	9 # Due: 9	Totals:		4,816.34	4,816.34		
# of Credit Memos:	0 # Due: 0	Totals:		0.00	0.00		
Net of Invoices and Credit Memos:				4,816.34	4,816.34		
--- TOTALS BY GL DISTRIBUTION ---							
	200-5110-52300	Other Intergov'tal pymts		875.41			
	200-5110-52990	Other Service Contracts & Fees		261.98			
	200-5110-53100	Office Supplies		152.13			
	200-5110-53500	Processing Supplies		271.86			
	200-5110-53720	Periodicals		2,070.56			
	200-5121-53700	Collection Enhancements		1,184.40			
--- TOTALS BY FUND ---							
	200 - Library			4,816.34	4,816.34		
--- TOTALS BY DEPT/ACTIVITY ---							
	5110 - Library			3,631.94	3,631.94		
	5121 - GMF - enhanced			1,184.40	1,184.40		



DATE: February 9th, 2024

TO: Shorewood Public Library Board of Trustees

FROM: Hayley Johnson, Interim Director

RE: INFORMATIONAL – February Interim Director Report

STAFFING UPDATE

Several new staff members were hired and have already started training or will start soon:

- Megan Lohrenz will begin her role here as the Virtual Engagement Librarian on Monday, March 4th, 2024. Megan brings a unique blend of philanthropic and public library experience to our team, and she has a User Experience Design Certificate which will be helpful as we review our website.
- Kayla LaGrossa was hired as the Community and Adult Services Librarian, and will start her new, permanent role on Monday, February 26th, 2024. Kayla has been an intern here since June, and is already fulfilling many of the tasks described in the job description. Kayla is an asset to the library, our team, and our patrons.
- Zachary Pieper was hired for a 10-hour a week clerk position. Zachary is a lifelong avid reader, book collector, and patron of several libraries in the Milwaukee area. He started training on Wednesday, February 7th, 2024.
- Library clerk Sarah Grummert resigned on Friday, February 9th, 2024, and her last day is Friday, February 16th, 2024.

STAFF PROFESSIONAL DEVELOPMENT TRAINING UPDATE

On Thursday, January 25th, 2024, the library was closed from 9:30 AM to 2:30 PM so staff could fully participate in a professional development opportunity. Sixteen out of 17 staff members were able to attend. The training, facilitated by Kris Henker, included team-building activities and discussions. We talked about communication, shared values, conflict resolution, and interaction styles. We also had some down time to connect over lunch.

KNOWBE4 TRAINING MODULES

All village staff, including library staff, will be required to complete monthly training modules from software company KnowBe4. The sessions will be added to each staff member's training library on a monthly basis, and they will be given the full month to complete them. The trainings are geared to help develop security awareness knowledge, but also to learn important skills for teamwork, professionalism, courtesy, and inclusion in the workplace.

ELIMINATION OF LIBRARY FINES UPDATE

On Thursday, February 1st, 2024, Milwaukee County Federated Library System (MCFLS) staff implemented system changes to eliminate Shorewood overdue fines. They batch waived all Shorewood overdue fines so staff will no longer have to manually waive them; MCFLS staff updated the fine threshold for all Shorewood item types from \$0.15 to \$0.00 so patrons will no longer accrue overdue fines for Shorewood items; and they will continue to run lists to catch any fines that were missed during the transition period.

UPCOMING PROGRAM PARTNERSHIPS

PROGRAM	PARTNER(S)	DATE
ENVIRONMENTAL FILM FESTIVAL	VILLAGE OF SHOREWOOD CONSERVATION COMMITTEE	FRI FEBRUARY 9
		FRI MARCH 22
		FRI APRIL 5
MILWAUKEE HABITAT FOR HUMANITY HOUSING, RACE AND EQUITY WORKSHOP	MILWAUKEE HABITAT FOR HUMANITY, SHOREWOOD MOVING FORWARD, SHOREWOOD SCHOOL DISTRICT, VILLAGE OF SHOREWOOD	TUES FEBRUARY 27 5:30 PM
WORKING TITLE: <i>TELLING SHOREWOOD'S STORY THROUGH ARCHITECTURE</i>	SHOREWOOD HISTORICAL SOCIETY	TUES MARCH 5 TIME: TBD
ALL DISTRICT ART SHOW	SHOREWOOD SCHOOL DISTRICT	THURS APRIL 18 6:00 PM

FRIENDS OF THE SHOREWOOD PUBLIC LIBRARY UPDATE

The Friends of the Shorewood Public Library Annual Meeting was held on Wednesday, January 17th, 2024. Some things to note:

- Jeannee Sacken, who has served as President of the Friends of the Shorewood Public Library for the past seven years (and many years prior to that in different roles), stepped down making way for Mary Armstrong to take the lead. Under her leadership, the Friends raised \$219,000 for the library, and Jeannee will continue with the Friends as Past President.
- The 2023 Volunteer of the Year was awarded to Secretary Lois Wesener who has served in that role for four years. Lois will remain on the board, and will continue to send the Follow the Friends monthly email updates. Lois' name is displayed on the Shorewood Library Friend of the Year Display near the Friends' Used Book Sale.

2023 FRIENDS OF THE SHOREWOOD PUBLIC LIBRARY GRANT OUTPUTS	
COLLECTIONS	
LEGACY DVD TV SERIES	50 SERIES
LEGACY TRAVEL COLLECTION	34 BOOKS
LEGACY WORLD LANGUAGES COLLECTION	64 BOOKS

LUCKY DAY COLLECTION	64 TITLES/247 BOOKS	
ADULT COLLECTION ENHANCEMENTS	221 BOOKS	
YOUTH COLLECTION ENHANCEMENTS	193 BOOKS	
TOTAL:	809 ITEMS	
PROGRAMMING		
ADULT	11 PROGRAMS	398 PARTICIPANTS
CHILDREN/TEEN	7 PROGRAMS	585 PARTICIPANTS
TOTAL:	18 PROGRAMS	983 PARTICIPANTS

MEETINGS ATTENDED

DATE	ENTITY	DESCRIPTION
MON JAN 15 TUES JAN 16 WEDS JAN 17	ABIGAIL OTT, QUINN BRAKOB & ASSISTANT VILLAGE MANAGER CHRIS ANDERSON	COMMUNITY AND ADULT SERVICES LIBRARIAN & VIRTUAL ENGAGEMENT LIBRARIAN INITIAL INTERVIEWS
WEDS JAN 17	FRIENDS OF THE SHOREWOOD PUBLIC LIBRARY	ANNUAL MEETING
THURS JAN 18	MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM	STRATEGIC PLANNING RETREAT
TUES JAN 23	DAN HOLT	LIBRARY CLERK INTERVIEWS
WEDS JAN 24	ABIGAIL OTT, QUINN BRAKOB & ASSISTANT VILLAGE MANAGER CHRIS ANDERSON	COMMUNITY AND ADULT SERVICES LIBRARIAN & VIRTUAL ENGAGEMENT LIBRARIAN FULL, IN-PERSON INTERVIEWS
FRI JAN 26	ERIC ANDERSON, DEPARTMENT OF PUBLIC WORKS DAN HOLT	PENDENT LIGHT FIXTURES LIBRARY CLERK INTERVIEWS
TUES JAN 30	VILLAGE OF SHOREWOOD	DEPARTMENT HEAD MEETING
THURS FEB 1	MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM ELDER SERVICES ADVISORY BOARD	LIBRARY DIRECTORS ADVISORY COUNCIL SENIOR SERVICES LONG-TERM PLANNING DISCUSSION
FRI FEB 2	NORTH SHORE HEALTH DEPARTMENT	CLOSED POINT-OF-DISPENSING (POD) SITE AGREEMENT
MON FEB 5	LIBRARY BOARD VILLAGE OF SHOREWOOD BOARD OF TRUSTEES MEETING	FEBRUARY AGENDA PLANNING LIBRARY BOARD APPOINTMENT
TUES FEB 6	VILLAGE OF SHOREWOOD FRIENDS OF THE SHOREWOOD PUBLIC LIBRARY	DEPARTMENT HEAD MEETING FEBRUARY AGENDA PLANNING
WEDS FEB 7	TRUSTEE WARREN	LIBRARY TOUR

FRI FEB 9	UNIVERSITY OF WISCONSIN- MILWAUKEE SCHOOL OF INFORMATION STUDIES	FIELDWORK MEETING
	MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM STEVE HESER	ANNUAL REPORT Q & A
	TRUSTEE ALDEN	LIBRARY TOUR
	TRUSTEE ESPERA	PERSONNEL COMMITTEE MEETING DATES
TUES FEB 13	VILLAGE OF SHOREWOOD	DEPARTMENT HEAD MEETING



DATE: February 9th, 2024

TO: Shorewood Public Library Board of Trustees

FROM: Hayley Johnson, Interim Director

RE: Annual Report and System Effectiveness Statement

Wisconsin State Statutes require library and system boards to file their annual report within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located [Wis. Stat. s. 43.58(6)(a)].

Milwaukee County Federated Library System (MCFLS) staff prepopulates many pieces of information for member libraries including most of the collection size and usage, digital collection size and usage, and reciprocal borrowing data. The Director of Library Services completes the remaining questions including general information, library governance, operating revenue and expenditures, capital revenue and expenditures, and programming details.

The Wisconsin Department of Public Instruction opens access to the annual report form toward the end of January, leaving limited time to complete the report for inclusion in the February board packet, and thus the annual report will not be ready for the board to review and approve today. Steve Hesel, MCFLS Director, recommends that boards authorize the board president or a designee to sign on behalf of the full board.

The final page of the report addresses whether the library system - in our case MCFLS - provided effective leadership and adequately met the needs of the library during the course of the year. The decision about whether the library system did or did not provide effective leadership and adequately met the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. The library board is required to answer this question either on the digital submission or via hardcopy [Wis. Stat. s. 43.58(6)(c)].

The library system's main responsibilities are coordinating resource sharing like interlibrary loan, managing a shared automation system like the integrated library system and public-facing catalog, managing delivery of interlibrary loan, and providing continuing education for library staff in the system. I believe MCFLS has provided effective leadership, and has met the needs of Shorewood Public Library in 2023.

SUGGESTED MOTION LANGUAGE: I move to authorize the Shorewood Public Library Board of Trustees President or his designee to sign and approve the 2023 Shorewood Public Library annual report as provided by the Interim Director of Library Services before February 29th, 2024.

SUGGESTED MOTION LANGUAGE: I move that the Milwaukee County Federated Library System provided effective leadership, and met the needs of the Shorewood Public Library in 2023.



DATE: February 9th, 2024

TO: Shorewood Public Library Board of Trustees

FROM: Hayley Johnson, Interim Director

RE: Additional Funding for Third Party Investigation

During a Special Meeting of the Shorewood Public Library Board of Trustees held on Thursday, October 26th, 2023, a motion was made and passed unanimously to use up to \$35,000 from unrestricted library funds to pay for the third party investigation. However, the total 2023 cost for the investigation is \$42,215.58 leaving a balance of \$7,215.58 to be paid.

There is currently \$53,767 in unrestricted library funds (200-0000-3100). The previous total was \$88,767 minus the \$35,000 for the third party investigation. Another option would be looking at other areas of the budget, e.g. salary and wages, etc.

SUGGESTED MOTION LANGUAGE: I move to spend \$7,215.58 from the *FUNDING SOURCE* to pay the balance of the third party investigation.



DATE: February 9th, 2024

TO: Shorewood Public Library Board of Trustees

FROM: Hayley Johnson, Interim Director

CC: Eric Anderson and Daniel Heyen, Village of Shorewood Department of Public Works

RE: ACTION – Pendent Light Fixture LED Upgrade

At approximately 2:30 PM on Wednesday, January 17th, 2024, staff asked patrons to move to the lobby because of a strong odor permeating from a pendent light fixture on the northwest side of the library's adult area. There weren't any flames nor smoke, and none of the alarms were activated; Department of Public Works (DPW) Building Maintenance staff and the North Shore Fire Department (NSFD) responded. Power to all of the pendent light fixtures was turned off, and the firefighters did not detect any immediate danger; patrons reentered the library approximately 20 minutes after the odor was detected. The DPW electrician also responded, and replaced the burnt-out transformer (pictured below) while patrons safely used the library.



A similar situation with a different pendent light fixture happened on Wednesday, April 5th, 2023. The library closed that evening because it happened around 5:30-6:00 PM, and DPW staff had to come in off hours to assist. In that situation, NSFD firefighters stayed until DPW arrived in case something happened.

During the evening of Monday, January 22nd, 2024, the Librarian in Charge was concerned about a strange odor again in the adult area, and as a precaution, the circuit breakers to the pendent light fixtures were turned off. In this occurrence, it was more than likely a residual smell from the replaced lamp, but professional staff have all been trained on how to turn off the pendent light fixture breakers as a potential safety measure.*

*Full-time staff are scheduled for a building-wide safety training in March.

To: Shorewood Village Library Board

From: Patrick Linnane, Chair, Ad Hoc Library Director Selection Committee

Re: Status Report on the Library Director Hiring Process

Date: February 9, 2024

At its January 10, 2024 meeting, the Shorewood Village Library Board approved a framework and schedule for how the Ad Hoc Library Director Selection Committee would move the process of hiring a new Director for the Shorewood Village Library. This report describes the work of the committee so far.

The Committee met for the first time on January 25th in the Spector Conference Room. This was a little later than had been hoped due to calendar conflicts that when resolved allowed for complete attendance by committee members.

The Committee reviewed and revised the job announcement and job description for the Director's position. It elaborated on the processes for ensuring broad based community input. It refined the process for receiving and reviewing applications. It established a protocol for initial interviews and a schedule for final interviews with the Library Board. The Committee intends to meet again March 1 to discuss screening results to determine applicants selected for first round interviews, finalize interview questions, and to determine Ad Hoc Committee availability for first interviews.

I want to thank the Ad Hoc Committee members for a remarkably productive meeting. Each participant made substantial contributions to ensure that the hiring process meets the goals of the Library Board and the community.

I especially want to thank Assistant Village Manager Chris Anderson for capturing the work of the Committee and turning it into work products. Please see the attached most recent iteration of our process and timeline prepared by Chris.

January 25, 2024

Recommended Process & Timeline

Library Board Ad Hoc Selection Committee Chair Pat Linnane collaborated with the Village Manager's Office on development of the proposed recruitment process for a new Library Director that would be administratively handled by the AVM and reflects elements of the 2022 library director recruitment, see process timeline below and rubric attached. The process includes preliminary Village Equity, Diversity & Inclusion (EDI) strategic plan recommendations for a person of color and stakeholders to be engaged in the application and interview process, in addition to advertising the position in organizations of color in addition to known traditional venues such as the American Library Association (ALA) and Wisconsin Library System (WLA) to name a few. Ad Hoc Selection Committee Chair Pat Linnane will email a brief update to all Library Board members following each Committee meeting.

✓	January 10	Library Board considers recruitment process and timeline
✓	Week of January 15th	AVM confirms identified participants for Ad Hoc Selection Committee to review applications/conduct first interviews: Ad Hoc Selection Committee Chair Patrick Linnane Library Board Vice President Espara, Friends of the Shorewood Library representative Heidi Frenzel, Shorewood School District representative Elizabeth Russell, Asst. Village Manager Anderson, and Equity Diversity & Inclusion resident representative Dr. Deborah Blanks Committee agenda for 1st meeting: Broad based participation by community stakeholders Detailed schedule of activities and milestones Committee input into position posting, job description, interview processes and rubrics
✓	January 25	First meeting of the Ad Hoc Committee; discussion on job announcement and description, timeline and milestones, and recommended process for Library Board
✓	Week of January 29	Library Director position posted (ALA, WLA, League of Wisconsin Municipalities, Partner chamber/organizations job boards and distribution lists [checking on UWM and Marquette job boards])
	February 1 - 23 - 29	Open form for community to provide desired qualities/characteristics of a Director of Library Services (to align with release of monthly Library newsletter on February 1). <u>MODIFIED</u>
	February 14	Feb 14th Board Meeting. Committee report to the Board on progress in meeting process schedule
	February 16	Deadline to submit for first review of applications (resume, cover letter, references, and short responses to three prompts)
	week of February 19th	Initial screening by AVM Anderson, compressed candidate packets created forwarded to Ad Hoc Committee for review
	By February 22	Application materials distributed to Ad Hoc Committee for review

By February 27	Ad Hoc Committee provides to AVM: <ul style="list-style-type: none"> • Rubric scoresheets (so AVM can tally results) • Suggested questions they'd like to see for initial interview (recommending 2-3 questions per member)
March 1 @ 10:00 AM	Meeting of the Ad Hoc Committee: discuss screening results to determine applicants selected for first round of interviews, finalize interview questions, gather Ad Hoc Committee availability for first interviews
Week of March 4	Candidates contacted to schedule interviews (in-person/virtual) based on Ad Hoc Committee availability
Week of March 11	First round of interviews
Week of March 18	Reference checks performed for top (# of candidates) based on first interview; summary provided to Library Board
Week of April 1	Final interviews with the Library Board
Week of April 8	Extend offer
April 22	New Director Orientation

All of the library light fixtures are set at 120 volts, including the pendent light fixtures, however, the pendent light fixtures need more voltage to light their lamps. This is how it works: the pendent light fixtures start with 120 volts of energy, and then the transformer in each fixture creates an additional 120 volts. With 240 volts, the lights cover more space, thus adequately lighting the library's adult area. As the transformers' components fail, the wires short, but keep trying to restart. When this happens continually, heat is generated to a point where the transformers' frames and wires start to melt the protective coating creating a strong smell. All of this happens in an enclosed cap at the top of the fixture, and there is no fire. Failure is not common, but may be once a year to a year and a half between occurrence.

The library's pendent light fixtures were designed, custom made, and installed in 2002 when the library was built. The November 2020 Shorewood Village Center Building and Systems Assessment Report drafted by HGA Architects and Engineers suggested "exploring options to upgrade or replace these existing fixtures with more energy efficient and less maintenance intensive options should be considered as part of the renovation." In March 2020, all of the light fixtures in the library except for the pendent light fixtures were upgraded to LED technology. At that time, LED technology was not available for those fixtures without changing them completely, but the technology is available now.

The estimated cost to upgrade the library's 15 pendent light fixtures from metal halide bulbs to LED bulbs is approximately \$18,000. LED technology draws less power, lasts longer, and reduces energy use.

Because this is an upgrade rather than building maintenance, the library will have to cover the expense rather than the village. Funding can come from the Greater Milwaukee Foundation Lange Bequest Library Board Directed Fund or unrestricted library funds.

GREATER MILWAUKEE FOUNDATION LANGE BEQUEST LIBRARY BOARD DIRECTED FUND

This fund is intended to provide a long-term source of funds for larger, one-time projects and special opportunities which improve the library environment and patron experience, support Shorewood community collaborative initiatives which are consistent with the Shorewood Public Library's mission and benefit library patrons, support library operational efficiencies, and help sustainability efforts through efficiency and conservation projects,

UNRESTRICTED LIBRARY FUNDS

There is currently \$53,767 in unrestricted library funds (200-0000-3100). The previous total was \$88,767 minus the \$35,000 for the third party investigation.

SUGGESTED MOTION LANGUAGE: I move to spend up to \$18,000 from the *FUNDING SOURCE* to upgrade the 15 pendent light fixtures from metal halide bulbs to LED bulbs.



DATE: February 9th, 2024

TO: Shorewood Public Library Board of Trustees

FROM: Hayley Johnson, Interim Director

RE: INFORMATION – Discussion on Conducting Hybrid Library Board Meetings

At the January 10th, 2024 Shorewood Public Library Board of Trustees meeting, there was a brief discussion about whether or not the board should conduct hybrid library board meetings. Below is additional information to consider.

The Village of Shorewood provides the following guidance in [Policy No. 32: Conducting Hybrid and Video Recording Public Meetings](#):

If a board, committee or commission other than the Village Board, Plan Commission, Police Commission and CDA desires to permit virtual attendance of a presenter or member of their board, committee or commission, who may have otherwise requested to telephone into the meeting, they may do so if permitted by the Committee Chair with the agreement of the staff liaison. The Village has noted it does not have sufficient staff resources to facilitate a virtual presence for volunteer committees. This would be a virtual presence only and not a hybrid meeting.

I also reached out the Milwaukee County Library Directors Advisory Council (LDAC), and received the following responses:

LIBRARY	HYBRID – YES OR NO?	NOTES
GREENDALE PUBLIC LIBRARY	NO	Trustees are permitted to attend virtually "due to exceptional circumstances." "The general feeling of both library board and village leadership is that in-person is always preferable to virtual meeting attendance."
MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM BOARD OF TRUSTEES & LIBRARY DIRECTORS ADVISORY COUNCIL	NO	"They are unfair to online participants who cannot participate at the level that people in the room are able to." "The technology we use, while good, can break down on one or both ends too easily if the internet connection is unstable."

		<p>"It doesn't facilitate sidebars and other conversations critical for creating solidarity and understanding among trustees."</p> <p>Meetings are either only in-person or totally online. Subcommittees are typically online because it's easier to facilitate with small groups.</p>
MILWAUKEE PUBLIC LIBRARY	NO	<p>"...not enough of a high-quality experience for everyone involved..."</p> <p>Trustees can attend full board meeting via teleconference if they cannot attend in-person, and committee meetings are held virtually since the pandemic.</p>
WHITEFISH BAY PUBLIC LIBRARY	YES	<p>Whitefish Bay Public Library streams "all library board meetings, but does not post recordings."</p> <p>They "emphasize in-person as the default attendance option and Zoom for extenuating circumstances."</p>

Effective Board Meetings and Trustee Participation

4

Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached *Sample Board Meeting Agenda*.) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information.) Also, be sure to avoid conflict of interest situations. (See *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* for more information.)

At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure

In This Trustee Essential

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information.)

More Legal Requirements

Wisconsin’s Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see *Trustee Essential #15: The Library Board and the Public Records Law* for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See *Trustee Essential #18: Library Board Appointments and Composition* for further details on the legally required process. *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* discusses certain impermissible appointments under Wisconsin’s “incompatibility doctrine,” such as the appointment of a library director to the library board.)

Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library Standards*. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See *Trustee Essential #27: Trustee Orientation and Continuing Education* for other ideas.)

Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a “refresher” on certain issues? What issues?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Attached Sample Board Meeting Agenda
- Attached Sample Annual Library Board Calendar
- OWLS webpage on meetings at owlsnet.org/141/meetings (See especially the links on effective meetings.)
- *Robert’s Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

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Sample Board Meeting Agenda

Below is a sample board meeting agenda. Wisconsin's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information on agenda, notice, and posting requirements of the law.)

NOTICE

Hometown Public Library Board Meeting

Date,
Time,
Place

Note: Please contact _____ at _____ if you need accommodations to attend the meeting.

1. Call to Order *Board President*
2. Roll call and introduction of guests *Board President*
3. Approval of minutes of previous meeting
[Provide copy of minutes to board members in advance of the meeting.]
4. Director's report and statistical report *Library Director*
[Provide copy of reports to board members in advance of the meeting.]
5. Financial report
Library Director and/or Board Treasurer or Financial Secretary
[Provide copy of report to board members in advance of the meeting.]
6. Audit and approval of monthly expenditures [Provide list of bills to board members in advance of the meeting.]
7. Committee reports or other reports [such as a report on legislative or other statewide issues] [Optional—include on agenda only if there is actually something to report]
8. Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]
9. Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]
10. Public comment period [This is not required, but it can be helpful for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]

11. Board continuing education session to be held to review and discuss [for example] Trustee Essential #14: The Library Board and the Open Meetings Law
12. Roll call vote to hold **closed session** for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).
13. Reconvene in open session
14. Approval of the performance evaluation and compensation of the library director.
15. Adjournment

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Sample Annual Library Board Calendar

(Note: The time frame for some of the activities listed below may be different for your library and municipality. Of course, your annual calendar should list the dates of your monthly library board meetings.)

January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives [see December].
- Board conducts annual performance review of director.

February

- Annual report reviewed, approved, and forwarded to municipal [or county] governing body, library system, and DLT.
- Nominating committee appointed.
- Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.

March

- March 1. Due date for libraries to receive county payments as required by Wisconsin Statutes Section 43.12.
- Library long-range plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.

April

- April 1. Due date for a consolidated county public library providing notice to any public library from which it plans to request a payment.
- Appointments of new board members made by the municipality/county.
- Provide prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.
- Continue discussion of budget goals/needs for next year.

May

- May 1. New member board terms begin.
- Orientation sessions held for new board members.
- Board annual meeting held, board officers elected.
- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

June

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.

July

- July 1. Due date for providing prior year usage and expenditure statistics to county.
- Budget and funding request approved for upcoming year.

August

- Discussion of needed trustee continuing education.

September

- Municipalities that levy a tax for public library service apply for an exemption from next year's county library levy.
- Board representatives attend municipal [or county] budget hearings to explain and advocate for budget.

October

- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.
- Municipality [or county] approves library appropriation.

November

- Budget revised, if necessary, based on actual funding approved.
- Library policies reviewed and revised if necessary.
- Long-range planning committee appointed, if necessary, and given charge and timetable.
- Trustee continuing education session held during meeting.

December

- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Trustee continuing education session held during meeting.

Hiring a Library Director

5

Basic Legal Requirements

Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director. The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions). The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Wisconsin statutes and administrative code rules *require* that all public library directors be properly certified by the Division for Libraries and Technology. Only libraries with a properly certified director can be library system members. (See *Trustee Essential #19: Library Director Certification*.)

Library trustees must comply with state and federal laws that prohibit discrimination in hiring. (See *Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations* for a list of these laws and sources of information about these laws.) Any written or oral questions to be asked of job candidates should be reviewed in advance by a person familiar with state and federal employment and discrimination law. Your municipal attorney and library system staff should be knowledgeable about these laws.

ADA Compliance

The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants. Certain types of questions are not allowed. For instance, all applicants should be told the essential job functions and then asked whether there was any reason why they could not do perform those functions. But it would not be acceptable to single out someone who uses a wheelchair and ask how that person would do a particular task.

Examples of questions that can and cannot be asked during an interview are included on a document from the University of Wisconsin-Madison's Office for Equity and Diversity's website (www.oed.wisc.edu/documents/job-interview-questions.pdf). Essential functions are the fundamental, crucial job duties performed in a position. They do not include marginal functions, which are extra or incidental duties. Job descriptions should be written so that the essential functions are clear. If pre-employment testing is required, then accommodations must be made, if needed, for people to take the test.

The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.

The third area requires equal access to whatever insurance and benefits are offered to other employees.

The ADA does not require employers to drop essential functions of a position in an effort to accommodate a person with disabilities. Employers are

In This Trustee Essential

- The basic legal parameters for the hiring of a library director
- Recommended steps to follow when hiring a new director

not expected to provide personal items not available to other employees, but certain accommodations might be expected, such as adjustable chairs, wrist pads, or modified phones.

The ADA Wisconsin Partnership website has a helpful Frequently Asked Questions section that addresses employment issues under the ADA: www.adawipartnership.org/FAQs.htm.

The Long-Term Effects of this Decision

Not all library boards will face the responsibility of selecting a new director. However, trustees who undertake this process must understand that it is singularly important and will have far-reaching and often long-term effects. Be prepared for a great deal of diligent effort—effort that will be worthwhile if you succeed in hiring the best person for the job.

What to Look for in a New Director

A library director is the chief administrative officer of the library. The director is responsible both for day-to-day management of the organization and for assisting the library board with “big picture” issues like planning and policy-making. In developing the job description and assessing candidates, consider the following:

- experience working with library boards and governing bodies
- knowledge of budget preparation, policy development, administration, and employee supervision
- library experience in the following areas: public service, technical services, public relations, and automation experience
- demonstrated leadership ability and dependability

Steps to Follow When Hiring a New Director

1. Immediately contact your library system—it has experienced staff that will be happy to assist you through this process.
2. Appoint a search and screen committee to develop or revise a draft job description, job ad, etc.
3. Ideally, the next step is to review the library’s long-range plan (if you have one) and analyze progress in reaching the goals and objectives. Knowing where the library needs to go will help trustees define the qualifications needed in the next director.
4. The board must approve a position description that reflects the necessary qualifications and duties of the job (including the requirements for certification). A competitive salary range and fringe benefit package must be established if you hope to attract qualified applicants.

5. The board or board committee checks references of applicants, evaluates qualifications, and arranges interviews with promising candidates (paying part or all of necessary travel expenses). A uniform list of questions should be developed for use in the interviews and for contacting references. Be sure to have these questions reviewed by someone knowledgeable about employment and discrimination law.
6. The board should make clear to candidates any probationary status, performance evaluation and salary adjustment procedures, and all other terms of employment, such as the Wisconsin certification requirement.
7. In addition to contacting listed references, the board may wish to contact current or past colleagues of the top candidate or candidates to get a more complete picture of the qualifications of the applicant. If you plan to do this, you should first get written permission from the candidate.
8. Once the board has made a hiring decision, it contacts the selected applicant and confirms the appointment and starting date in writing. It promptly notifies applicants not selected. The employment contract and/or letter of appointment should specify that as a condition of employment the director must obtain and maintain the appropriate state certification.
9. A thorough orientation program for the new director, similar to that described for trustees in *Trustee Essential #27: Trustee Orientation and Continuing Education*, should be conducted.
10. A six-month or one-year probationary period is a common personnel practice. The board and director should mutually determine short- and long-term goals for this period. The board evaluates performance regularly throughout this period.
11. Assuming successful completion of probation, the board's supervision and evaluation responsibilities continue. Reviews of the director's performance and attainment of goals and objectives should be carried out annually. (See *Trustee Essential #6: Evaluating the Director*.)

Sources of Additional Information

- Your regional 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 Essential #19: Library Director Certification
- Certification Manual for Wisconsin Public Library Directors *Appendix C Library Board Responsibilities and Certification* (pld.dpi.wi.gov/pld_cert)
- *Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations*

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

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Sample Job Description

[Note: This is an example of a director's job description for a small public library. The job description for your library director should reflect local needs. See *Trustee Essential #5: Hiring a Library Director* for more information.]

Job Title: Library Director

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with long-range planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

I. Specific Responsibilities

[Note: Priorities can be assigned to specific responsibilities or areas of responsibility, usually as priority A, B, or C, to help the employee manage time and address the board's most pressing concerns when the work load exceeds the available hours during certain periods of the year.]

Administrative Services

1. Serve as the library's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.

10. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.

Collection Management

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Service and Service Promotion

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of storytime sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.

5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Facilities Management

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

II. Essential Functions and Knowledge

1. Excellent interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner
6. Ability to read and comprehend print information, including technical, statistical, and financial information
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons

9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases
10. Ability to understand and implement instructions and directions
11. Ability to establish and maintain proper priorities and meet deadlines
12. Ability to work within a confidential environment
13. Ability to produce and maintain accurate files and reports
14. Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems
15. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
16. Knowledge and ability to type, sort and file
17. Ability to work hours and assignments as required by the library board

III. Required Education, Experience and Certification

1. Bachelor's degree from a liberal arts program
2. Grade 3 Wisconsin Public Librarian Certification (Grade 2 if population over 3,000; Grade 1 if population over 6,000) or eligibility for required certification
3. Maintenance of required Certification through necessary coursework and/or qualifying continuing education
4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities; i.e., staff supervision, working directly with the public, working with governing boards or bodies.

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