

**Waunakee Public Library
Library Board Meeting**

**Location: Community Hall, Waunakee Public Library (201 N. Madison St.)
Friday, June 18, 2021--7:45 AM**

- I. Call to order
- II. Roll call: Annie Ballweg, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Ramos, Mike Ricker, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
 - A. Approve May 21, 2021 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- IV. Director's Report
- V. Old Business
 - A. Friends of the Library update
 - B. Discuss and determine course of action for updated Strategic Plan Goal #2
- VI. New Business
 - A. Discuss and approve disbursement of \$11,035 of Forever Fund money for library programming & collections
 - B. Discuss staffing re-assessment and approve new position descriptions and pay grades effective August 1, 2021:
 - a. Access Services Assistant (H5)
 - b. Business Assistant (H5)
 - c. Customer Services Assistant (H3)
 - d. Customer Services Assistant – Youth (H3)
 - e. Engagement & Programming Assistant (H5)
 - f. Technical Services Assistant (H5)
 - C. Approve revised Hours of Operation beginning July 6, 2021
 - D. Elect Library Board officers for 2021-22
 - E. Discuss process & request for feedback regarding Library Director's performance evaluation
- VII. Adjourn

Next Library Board meeting: Friday, July 16, 2021 @ 7:45AM in Community Hall, Waunakee Public Library

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.

Waunakee Public Library

Library Board Meeting

Friday, May 21, 2021

7:45 AM

Meeting via Zoom

- I. **Call to order:** Cathy called the meeting to order at 7:46 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Annie Ballweg, Kathy Grosskopf, Mike Ricker, Angie Ramos, Erin Moran, and Erick Plumb.
 - B. **Guests:** Jean Elvekrog
- III. **Public Comment** No public comment
- IV. **Approval of consent agenda** Mike made a motion. Erin seconded. passed.
- V. **Director's Report** The Vaccine Clinic the Library hosted went really well. It showed that we could host a large event again. Area libraries have thanked Erick for what he has done to get their staff vaccinated, so that they can open again. Three in-person events were hosted for the first time in a year. All of the events were held outdoors. The Summer Library Program will continue with outdoor programming and storytimes outdoors weather permitting. In case of bad weather, the Community Hall will be used. Virtual programs will occur this summer and go forward indefinitely. Mike Ricker's artwork along with other local Waunakee area artists filled the display cases in History Hall. The artists are members of the Wisconsin Regional Arts Program, the event ran May 1 to May 15. The Library grounds are looking better than ever! Three picnic tables have been added along the creek. The Gilles-Button memorial seating area received landscaping and is awaiting benches. Jeff Curwick along with Public Works have done wonders with the lawn. The storywalk has new book holders, thanks to the generosity of The Friends of the Library. The process has begun on revamping the Library's website. The look that is desired is clean and simple, yet visually appealing and not a lot of clutter. Brittany collaborated with Connie from the Village Center for the "Searching for Spring" community-wide scavenger hunt which was completed by 100 patrons. Brittany also attended two training opportunities, "Ho-Chunk Nation History" and "Streamline for Success: Library Programs & Services Reboot." Courtney assisted in the organization of the vaccine clinic. She is working on setting up a Nature Writing series and planning the adult/staff summer reading programs.
- VI. **Old Business**
 - A. **Update on library staff assessment** Erick is currently evaluating each staff member's responsibilities. In the old structure staff would do whatever was asked even if not their responsibility. In the new structure each job description will list what the staff member's job responsibilities are. This will make the hiring

process easier in the future. A future position that Erick sees us needing is an Event Coordinator. Erick and Caitlin should have a final version with job descriptions for the June meeting.

- B. Discuss and determine course of action for updated Strategic Plan Goal #1**
Melissa and Kathy presented Goal #1. They took all the suggestions that were turned into Jean for Goal #1, then broke them down into doable and measurable goals in two categories: Reading and Personal Growth & Learning. Changes were made with input from the other trustees. In June Goal #2 will be presented. None of the Goals will be finalized until all are presented.

VII. New Business

- A. Discuss and approve Summer 2021 Hours of Operation (June 1-September 6)**
Patrons are looking for longer hours during the week. There may be a need to change Saturday hours to open earlier and close earlier, but will hold off for now. Will look to add Sunday hours in the Fall. A motion was made by Melissa for the Summer hours to be 9:00AM-8:00PM M/T, 9:00AM-6:00PM W-F and 10:00AM-5:00PM on Saturdays. Seconded by Annie. Passed.
- B. Discuss and possibly take action on masking requirements in the Library effective June 2, 2021**
The Dane County mask mandate will expire on June 2 and it doesn't look like there will be another one put in place. We are going to wait to see what the Village puts into place along with the Waunakee Community School District. Everyone felt that we should stand together as a community on the masking issue.
- C. Discuss and approve allowing usage of the Library's Study Rooms as of June 2, 2021**
Discussed adding wording to the website that mentions that there might be risks to working in enclosed areas. Would like to add more furniture to study areas. Cathy made a motion to allow the usage of Study Rooms. Seconded by Angie. Passed.
- D. Discuss return of in-person Library Board meetings**
We discussed meeting in Community Hall due to the ability to keep more social distance. Masking will be optional.

- VIII. Adjourn:** The meeting was adjourned at 9:10 AM on a motion by Mike. Seconded by Erin. Passed.

**Library Board Meeting: Friday, June 18, 2021 at 7:45 AM in Community Hall
201 N. Madison Street**

Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

3

May 2021

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	SCLS	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
<u>100-551400-292 Maintenance contracts</u>		
	Gordon Flesch	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>		
	Post Office	69.28
	Total	69.28
<u>100-551400-330 Travel and training</u>		
	WILS	101.00
	Barrons	0.00
	Wauaukee Rotary	0.00
	WLA	0.00
	Total	101.00
<u>100-551400-340 Programs</u>		
	SCLS	0.00
	UW- Madison	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-341 Equipment</u>		
	Pig	15.28
	Apple Music	0.00
	Amazon	199.77
	Dollar Tree	8.00
	Target	0.00
	Color Blaze	104.85
	SCLS	282.00
	Gary Wenstrup	0.00
	Culvers	25.00
	Zoom	564.89
	Linda Conroy	0.00
	Sara Alvarado	0.00
	Minuteman Press	0.00
	Thysse	0.00
	Post Office	0.00
	Total	1,199.79

4

	Minuteman Press	0.00
	Amazon	69.98
	Nassco	0.00
	Lee Recreation	1,837.00
	SCLS	0.00
<u>100-551400-350 Repairs and maint</u>	Total	1,906.98
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	29.94
	Baker and Taylor	4,488.19
	Barnes and Noble	0.00
	Beyond the Page	0.00
	Total	4,518.13
<u>100-551400-381 Juvenile books</u>		
	Amazon	14.49
	Baker and Taylor	971.82
	Penworthy	0.00
	The Dot Central	0.00
	Total	986.31
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Barrons	239.88
	Total	239.88
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	200.05
<u>100-551400-385 Kit supplies</u>		
	Amazon	163.23
	Minuteman Press	36.09
	Genesis Graphics	128.24
	Walmart	44.99
	Total	372.55
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	325.41
	Midwest Tape	168.23
	Amazon	51.47
	Findaway	0.00
	Total	545.11
<u>100-551400-387 Videos</u>		
	Amazon	453.90
	Midwest Tape	556.22
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	1,010.12
<u>100-551400-390 Other</u>		
	Amazon	24.54
	Office Depot	107.96
	SCLS	0.00
	Ace Hardware	0.00
	Pig	19.44
	Demco	109.14
	Walgreens	0.00
	Sign art	1,494.58
	Total	1,755.66
<u>100-551400-391 Personnel</u>		

<u>100-551400-392 Public relations</u>	Total	<hr/> 0.00 <hr/>
	Minuteman Press	677.57
	Fearings	0.00
 <u>100-551401-210 Building serices</u>	Total	<hr/> 677.57 <hr/>
	CJ's Lawn and Snow	385.00
	Reinders	0.00
	Ahern Co	0.00
	Master Building Solutions Inc	2,025.00
 <u>100-551401-350 Repairs/Maintenance</u>	Total	<hr/> 2,410.00 <hr/>
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	538.80
	Ace Hardware	69.82
	Amazon	265.65
	Schilling Supply Company	275.35
	Capital Coffee	0.00
	Walgreens	0.00
	Waunakee Rental	0.00
	Dresens Decks and Patio	0.00
	Total	<hr/> 1,149.62 <hr/>
 <u>220 fund</u>	Sign art	1,494.58
	Waunakee Chamber of Commerce	25.00
	Tee Public	0.00
	Total	<hr/> 1,519.58 <hr/>
	Month Total	<hr/> 18,661.63 <hr/>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2021

GENERAL FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	28,201.84	140,124.24	381,334.00	241,209.76	36.75	126,634.26
100-551400-120	LIBRARY PART TIME	22,951.36	116,874.06	327,654.00	210,779.94	35.67	128,002.58
100-551400-130	LIBRARY FICA	3,684.10	20,437.06	54,237.00	33,799.94	37.68	19,845.06
100-551400-131	LIBRARY RETIREMENT	2,906.82	15,905.35	38,690.00	22,784.65	41.11	15,367.14
100-551400-132	LIBRARY HEALTH	7,983.68	64,338.38	137,464.00	73,125.62	46.80	61,573.66
100-551400-133	LIBRARY LIFE	60.18	360.86	664.00	303.14	54.35	301.81
100-551400-134	LIBRARY DENTAL	706.77	4,538.52	9,843.00	5,304.48	46.11	3,346.92
100-551400-210	LIBRARY OUTSIDE SERVICES	385.00	385.00	2,864.00	2,479.00	13.44	345.00
100-551400-217	LIBRARY SECURITY SYSTEMS	.00	.00	1,220.00	1,220.00	.00	.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	55,512.00	55,707.00	195.00	99.65	46,787.95
100-551400-225	LIBRARY COMMUNICATIONS	766.53	3,059.33	9,000.00	5,940.67	33.99	2,914.70
100-551400-290	LIBRARY LEASED ITEMS	523.70	2,025.32	4,980.00	2,954.68	40.67	2,026.52
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	250.00	4,500.00	4,250.00	5.56	2,081.60
100-551400-311	LIBRARY POSTAGE	14.28	250.26	1,600.00	1,349.74	15.64	96.04
100-551400-320	LIBRARY PUBS/SUBS/DUES	101.00	101.00	2,805.00	2,704.00	3.60	653.00
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	255.00	4,200.00	3,945.00	6.07	511.00
100-551400-340	LIBRARY PROGRAMS	1,800.17	6,525.00	14,000.00	7,475.00	46.61	4,322.92
100-551400-341	LIBRARY EQUIPMENT	33.98	1,054.67	7,500.00	6,445.33	14.06	2,733.84
100-551400-350	LIBRARY REPAIRS/MAINT	.00	.00	.00	.00	.00	78.00
100-551400-380	LIBRARY ADULT BOOKS	4,133.46	14,437.77	40,000.00	25,562.23	36.09	11,030.19
100-551400-381	LIBRARY JUVENILE BOOKS	1,993.85	6,772.21	20,250.00	13,477.79	33.44	4,339.22
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	239.88	1,847.95	7,995.00	6,147.05	23.11	2,594.44
100-551400-384	LIBRARY COMPUTER SOFTWARE	1,178.24	13,452.95	15,089.00	1,636.05	89.16	14,792.09
100-551400-385	LIBRARY KIT SUPPLIES	417.64	1,594.99	5,000.00	3,405.01	31.90	880.81
100-551400-386	LIBRARY AUDIO MATERIALS	780.59	2,924.91	10,500.00	7,575.09	27.86	3,729.00
100-551400-387	LIBRARY VIDEOS	748.60	3,416.10	8,500.00	5,083.90	40.19	2,825.72
100-551400-390	LIBRARY OTHER	1,802.60	5,005.75	31,270.59	26,264.84	16.01	5,697.71
100-551400-391	LIBRARY PERSONNEL	.00	.00	.00	.00	.00	61.00
100-551400-392	LIBRARY PUBLIC RELATIONS	677.57	677.57	1,500.00	822.43	45.17	.00
TOTAL LIBRARY OPERATIONS		82,091.84	482,126.25	1,198,366.59	716,240.34	40.23	463,572.18

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR
<u>LIBRARY BUILDING</u>						
100-551401-110 LIBRARY BLDG FULL TIME	4,355.64	22,356.70	56,618.00	34,261.30	39.49	21,278.82
100-551401-120 LIBRARY BLDG PART-TIME	1,212.12	7,936.29	22,234.00	14,297.71	35.69	8,224.26
100-551401-121 LIBRARY BLDG OVERTIME	.00	30.63	.00	(30.63)	.00	39.06
100-551401-130 LIBRARY BLDG FICA	421.46	2,480.73	6,033.00	3,552.27	41.12	2,330.90
100-551401-131 LIBRARY BLDG RETIREMENT	294.00	1,631.46	3,822.00	2,190.54	42.69	1,540.68
100-551401-132 LIBRARY BLDG HEALTH	1,113.27	8,961.06	17,985.00	9,023.94	49.83	9,479.42
100-551401-133 LIBRARY BLDG LIFE	4.43	25.32	54.00	28.68	46.89	29.94
100-551401-134 LIBRARY BLDG DENTAL	137.78	839.12	1,687.00	847.88	49.74	842.92
100-551401-210 LIBRARY BLDG SERVICES	.00	2,025.00	30,698.00	28,673.00	6.60	1,345.94
100-551401-220 LIBRARY BLDG UTILITIES	1,687.92	6,148.17	36,000.00	29,851.83	17.08	5,606.95
100-551401-221 LIBRARY BLDG GAS HEAT	.00	5,143.42	12,000.00	6,856.58	42.86	5,044.87
100-551401-341 LIBRARY BLDG EQUIPMENT	.00	.00	1,445.54	1,445.54	.00	.00
100-551401-350 LIBRARY BLDG REPAIRS/MAINT	2,969.45	5,588.57	21,000.00	15,411.43	26.61	7,047.41
100-551401-390 LIBRARY BLDG OTHER	.00	1,863.75	3,500.00	1,636.25	53.25	.00
TOTAL LIBRARY BUILDING	12,196.07	65,030.22	213,076.54	148,046.32	30.52	62,811.17
<u>DEPOT</u>						
100-551410-350 DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00
TOTAL DEPOT	.00	.00	600.00	600.00	.00	.00



VILLAGE OF WAUNAKEE
BALANCE SHEET
MAY 31, 2021

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	58,810.64	
220-11801	CASH ON HAND	272.58	
	TOTAL ASSETS		<u>59,083.22</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	60,773.71	
	BEGINNING FUND BALANCE	60,773.71	
	REVENUE OVER EXPENDITURES - YTD	(1,690.49)	
	TOTAL FUND EQUITY		<u>59,083.22</u>
	TOTAL LIABILITIES AND EQUITY		<u>59,083.22</u>

9



1030243: Waunakee Library Forever Fund

4/1/2021 To 4/30/2021

Balance

Beginning Balance 305,619.67

Contributions/Gifts

Contributions* 0.00

**Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.*

Transfers In 0.00

0.00

Portfolio Gains (Losses)

Investment Results, Net Of Fees 14,623.29

14,623.29

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (254.68)

(254.68)

Ending Balance

\$319,988.28

Cash Available for Grants as of 4/30/2021

\$11,035.35

10

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

May 2021

	2021			2020		% Change	% Change	YTD
	May	Prev Month	Yr-to-date	May	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	26	26	127	21	89	0.0%	N/A	181.0%
CIRCULATION								
Physical circulation	20,442	20,038	94,414	4,178	70,133	2.0%	389.3%	34.6%
Digital circulation	3,614	3,563	17,853	3,619	16,001	1.4%	-0.1%	11.6%
Library Total	24,056	23,601	112,267	7,797	86,134	1.9%	208.5%	30.3%
Per Day library was open	925	908	884	371	968	1.9%	149.2%	-8.7%
Average of Deforest, Monona and Verona	20,694	19,468	96,444	5,171	81,602	6.3%	300.2%	18.2%
By Category								
Books								
Juvenile Fiction	2,913	2,821	13,869	604	8,022	3.3%	382.3%	72.9%
Juvenile Non-Fiction	1,313	1,352	6,422	226	4,863	-2.9%	481.0%	32.1%
Easy Readers	1,632	1,560	7,532	152	4,829	4.6%	973.7%	56.0%
Picture books	4,263	4,083	17,572	435	12,450	4.4%	880.0%	41.1%
Total Juvenile	10,121	9,816	45,395	1,417	30,164	3.1%	614.3%	50.5%
Young Adult	756	703	3,728	234	2,000	7.5%	223.1%	86.4%
Adult Fiction	2,517	2,602	12,428	1,006	8,260	-3.3%	150.2%	50.5%
Adult non-Fiction	1,946	2,010	9,467	499	6,713	-3.2%	290.0%	41.0%
Large print	558	681	3,016	221	1,984	-18.1%	152.5%	52.0%
Adult Paperbacks	87	104	448	9	678	-16.3%	866.7%	-33.9%
Total Adult	5,108	5,397	25,359	1,735	17,635	-5.4%	194.4%	43.8%
Magazines	428	411	1,987	62	1,356	4.1%	590.3%	46.5%
Audio	751	762	3,493	168	3,783	-1.4%	347.0%	-7.7%
DVD and Blu-ray	2,538	2,702	12,987	535	12,070	-6.1%	374.4%	7.6%
Software and video games	51	68	379	11	90	-25.0%	363.6%	321.1%
Kits	612	126	760	1	2,802	385.7%	61100.0%	-72.9%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	54	38	218	1	159	42.1%	5300.0%	37.1%
E-books	3,614	3,563	17,853	3,619	16,001	1.4%	-0.1%	11.6%
% of total circulation	15.0%	15.1%	15.9%	46.4%	18.6%	-0.5%	-67.6%	N/A
PROGRAMS								
Children								
Number	10	12	50	0	129	-16.7%	N/A	-61.2%
Attendance	322	707	2,381	0	4,221	-54.5%	N/A	-43.6%
Young adult								
Number	5	6	24	0	19	-16.7%	N/A	26.3%
Attendance	23	39	159	0	739	-41.0%	N/A	-78.5%
Adult								
Number	5	8	40	0	15	-37.5%	N/A	166.7%
Attendance	65	331	1,110	0	421	-80.4%	N/A	163.7%
NEW PATRONS ADDED	43	52	206	19	288	-17.3%	126.3%	-28.5%
PUBLIC MEETING ROOM BOOKINGS	5	3	9	0	45	66.7%	N/A	-80.0%
STUDY ROOM BOOKINGS	0	0	0	0	726	NA	N/A	-100.0%
PUBLIC PC SESSIONS	243	286	1,217	0	1,331	-15.0%	N/A	-8.6%
UNIQUE WIRELESS USERS	797	1,011	3,682	341	5,835	-21.2%	133.7%	-36.9%
CURBSIDE TRANSACTIONS	57	80	1,403	900	1,057	-28.8%	-93.7%	32.7%
# OF VISITORS TO LIBRARY	6,336	6,355	26,751	0	60,423	-0.3%	N/A	-55.7%

Library Activity Report
Library Director Erick Plumb
June 2021

Library Activity

- Although the COVID-19 pandemic is not yet over, the return of summer reading, in-person programming, study room bookings, Village meetings in Community Hall, and mask-less patrons in the building beginning the first week of June make our days feel almost “normal” once again. The building once again has the buzz of constant energy it possessed pre-COVID, which has been wonderful to experience again. Our first in-person storytime out on the patio on June 8 drew over 70 people; 60 attended the second session (pictured below). To say people have been itching to get back out is an understatement and we are grateful that those plans include the Library for so many residents.



- The Summer Reading Program kicked off on June 7. This summer will feature outdoor programs on Tuesdays and Wednesdays, and virtual programs on Thursdays. Terrific Tuesdays, our largest programs will return, albeit not every week as before.

Outdoor programming will be a regular feature of our Summer Library Program this summer. We are looking at buying a 60' x 40' event tent that could be used to shade our patrons during events; children sweltered during storytime. Happily such a purchase likely qualifies for using part of the Village's allocation of American Recover Program funds that were received, as it is a COVID-related issue.

- We are honored to be one of the recipients of Milio's Sandwiches in Waunakee's Local Matters initiative! For every Milio's Cuban Special sold in the month of June at their Waunakee location, Milio's and its franchise partners will donate \$1.50 to the Friends of the Waunakee Library. Go give it a try!
- The Library hosted a community vaccine clinic on Tuesday, June 1. 61 Waunakee area residents of all ages received shots. The Library partnered with PHMDC, WNC, and the Waunakee Community School District for this clinic. Heritage Elementary hosted a second Waunakee clinic on June 4 that drew another 60 people. Second doses will be administered at the Library and Heritage on June 22 and 25, respectively. We thank our partner organizations for making our first public vaccine clinic a success! I'm particularly pleased to have partnered with these organizations, as our local clinics delivered double the doses of other area library pop-up clinics.
- We are hiring four new Customers Services Assistant, scheduled to begin August 1. Three will work in the lobby and upstairs, and one would work in the Children's Room. These hires are in advance of the start of our Sunday hours in September.

Youth Services Report by Brittany Gitzlaff

May felt a bit more normal than many of the previous pandemic months as we slowed down and took a break from all of our virtual offerings and started to switch gears and prepare for summer. We created two promotional videos (one for kids and families and one for teens) to help advertise summer reading. They've been shared widely within the schools and through library advertising as well. Summer reading sheets for all district students grades 4K-6 and St. John's students 4K-8 have gone home in their folders or through materials pick-up. The program officially begins June 7 and everyone else can pick up their reading sheets in the kids area. We have also been busy preparing for the return of many in-person, outdoor programs. The Friends of the Library purchased a pop-up tent and sound system for us to use and we'll be offering storytimes, musicians, yoga, Star Wars Day, PAWS to Read, and crafts and "Beat the Heat" programs for teens. Final preparations and details continue to come together for Make Music Day and the Storm Drain Mural Project, both happening next month. It's an exciting time as Dane County orders expire and vaccination rates continue to climb.

Adult Services Report by Courtney Cosgriff

In May, I hosted my Ales and Tales book club and 4 programs. I had my monthly programming meeting with other SCLS adult librarians. We discussed make and takes and craft programs. I presented to the WLA Outreach Services Round table on the "Use Your Waunakee Card All Around Town" program. Currently, I have 14 businesses signed up and I'm hoping for 20. I had

begun planning for an "End of Summer Reading Bash" tentatively planned for August with several food trucks, beer tent, etc. The plans stopped after 10-15 out of the 20 food trucks I reached out to were already busy or never replied. I will start planning this event much earlier next year. I got together the staff and patron summer reading programs. I am still working on a "Made in Waunakee" series where local businesses are featured. Made in Waunakee and AAT require a lot of follow-up and that's where my focus is.

Waunakee Public Library Board of Trustees Officers' Job Descriptions

SECRETARY

Within 24 hours following Library Board meeting, email the minutes that were approved at the meeting to Village Clerk Caitlin Stene for the Village Archives.

Take roll call at Board meetings and during closed sessions of the Library Board.

Take copious notes during Library Board meetings and submit a draft of the minutes within 5 days to Library Director and Board president for possible additions/corrections.

Following approval from one or both of the above, email (via blind copy) the final draft of minutes to all Board trustees and Library Director. Library Director will include the draft in the packet one week prior to the next Board meeting.

VICE PRESIDENT

Substitute for Library Board president whenever he/she is absent or if the position becomes vacant. Ideally, transition to president when that position opens.

PRESIDENT

Preside over all Library Board meetings and authorize calls for special meetings.

Working with the Village human resources staff, complete the annual

performance evaluation for the Library Director after soliciting comments/concerns/recommendations from all Board members. This includes setting goals for the upcoming year.

Meet regularly with the Library Director; including ten days prior to each meeting to discuss and draft items for the agenda. Continue to maintain a strong line of communication with the Library Director at all times.

As needed, create committees of the Library Board and appoint members.

Guide the Library Board when approving library expenditures; policies; budgets; and when hiring and supervising the Library Director.

When a trustee's term expires, that trustee may reapply to serve an additional term on the Library Board. The Library Board president must also contact the Village Clerk to be advised of all other applications that have been received for the Library Board. After carefully studying all applications (including any from trustees whose terms are currently expiring), it is up to the Library Board president to determine a final candidate. That name will then be submitted to the Village Board president and he/she will recommend that the Village Board approve that person for a 3-year term on the Library Board.

*** It is the WCSD Superintendent's responsibility to recommend to the Library Board president one employee to serve on the Library Board as the WCSD representative to the Library Board.

8/3/2020

Proposed Org Structure 2022
Waunakee Public Library

Library Board

Library Director

Management Team

- Assistant Director/Youth Services Manager*
 - Circulation Manager*
- Outreach/Adult Service Manager
 - Building/Facilities Manager

FT Professional Services

- Young Adult Librarian
- Adult Services Librarian*
- Community Engagement Librarian*

PT Key Services Staff

- Access Services Assistant*
- Adult Engagement/Programming Assistant*
 - Business Assistant*
 - Event Coordinator*
- Technical Services Assistant*
- Youth Services Engagement/Programming Assistant*

PT Library Patron Experience Staff

- Customer Service Assistant*
- Customer Service Assistant - Youth Services*
 - Building Supervisor II

Pages/Shelvers

*= New or substantially revised positions

Overview of new or revised positions:

Assistant Director/Youth Services Manager: Youth Services Manager duties remain the same. Assistant Director assists library director in planning, designing, and budgeting for library services; assists in creation and review of new and existing library policies; assists with annual budgets; serves as person-in-charge when director is absent; liaisons with Village of Waunakee administration, Friends of the

Library, and other stakeholder groups; assists in fundraising activities; serves as a main “face” of the Library; attends Library Board meetings as appropriate.

Circulation Manager: FT MLS Librarian; provides direct customer service; manages circulation activities; manages technical services activities; schedules PT staff to ensure proper customer service levels; assists with collection development.

Adult Services Librarian: FT MLS librarian; provides direct customer service; assists Circulation Manager with day-to-day oversight of circulation activities; manages library’s website and digital archives; coordinates local history displays and collections; assists with collection development.

Community Engagement Librarian: FT MLS librarian; provides direct customer service; manages library’s digital outreach and marketing; manages library print marketing and communications; serves as liaison to WNC and Village of Waunakee; serves as liaison to traditionally underserved populations; plans and coordinates outreach and programming activities; assists with collection development.

Access Services Assistant: Provides direct customer service; assists Circulation Manager with Circulation-related issues such as patron account issues or patron billing for overdue, lost, or damaged items; coordinates daily holds retrieval; coordinates volunteers; coordinates Outer-Library Loan service (OLLS);

Adult Engagement/Programming Assistant: Provides direct customer service; plans and conducts on- and off-site adult programming.

Business Coordinator: Provides direct customer service; assists Library Director with billing and invoice management; oversees cash handling; tracks budgets; liaisons with Village Finance Department

Event Coordinator: Provides direct customer service; markets and coordinates third-party usage of Library meeting rooms and conference areas; coordinates day-of-event services by library for private groups

Technical Services Assistant: Provides direct customer service; responsible for ensuring all new items are properly entered into LINKcat system; oversees new item processing; oversees weeding and deletion of items from the collection.

Youth Services Engagement/Programming Assistant: Provides direct customer service; plans and conducts on and off-site programming for children ages 0-11 and their caregivers.

Customer Service Assistant: Works directly with library patrons to utilize library services; assists with check-in and checkout; provides reference services; registers new patrons.

Customer Service Assistant – Youth Services: Works directly with library patrons in busy Children’s area, assisting patrons to utilize library services; check-in and checkout; provides reference services.

15

Access Services Assistant

Position Description

Typical Responsibilities of Position

Access Services Assistants share some duties with Customer Services Assistants: helping library customers with checkout, checking in materials, filling holds, re-shelving library materials, maintaining materials in the library collection in a neat and orderly fashion, and assisting in other support tasks as assigned.

Access Services assistants have additional duties that may include the following: filling holds from outside the library system through the Outer Library Loan (OLL) program, investigating customer billing issues and notifying them of outstanding charges, coordinating library volunteers, processing inventory and/or patron record reports, and training in additional positions to serve as a back-up for those with primary responsibility.

Supervision Received and Exercised

Receives direct supervision from the Circulation Manager.

Duties and Responsibilities

- Provides public service at the desks: checking out library materials, accurately entering and maintaining customer records (including registering and issuing cards), and courteously assisting customers with balances due, including accepting payment, providing positive options, and negotiating and waiving charges when appropriate.
- Provides public service in the lobby: greeting customers as they enter the building, offering assistance to customers who are browsing and/or using self-checks.
- Provides public service at the drive-thru pickup window.
- Provides public service with library PCs: assisting customers with basic tasks, such as printing, emailing, or accessing library resources.
- Manages interactions in a polite and professional manner.
- Answers telephone, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the appropriate individual or department.
- Answers questions about library accounts, searches the catalog for customer requests, leads customers to materials in the library building, places holds for materials coming from other libraries, and makes recommendations.
- Fills hold requests from library system customers by printing a list and searching the shelves.
- Checks in and sorts returned library materials and places them on designated carts for the Pages to shelve.
- Performs opening duties: unlocking public entrances, logging on to staff PCs, starting computer programs, running reports, and emptying bookdrop.
- Performs closing duties: clearing the building of customers, securing money, closing computer programs, logging off staff PCs, and locking public entrances.
- Shelf reads and straightens materials on the shelves.
- Assists with library programs and displays.

- Serves as primary contact (or contact partner) for at least one additional area of responsibility, such as OLL, customer billing, volunteer coordination, patron record management, or inventory management.
- May be assigned to serve as the secondary contact, or back-up, for additional areas of responsibility, such as cataloging.
- Works independently and as part of a team.
- Performs light housekeeping.
- Performs other related work.

Knowledge and Abilities

- Communicates effectively with staff and public.
- Responds to customer emails, phone calls, and other messages in a timely way.
- Maintains and fosters cooperative and courteous working relationships (i.e. with the public, peers, supervisor, district-wide staff, outside agencies, work groups, and committees), and demonstrates strong interpersonal skills.
- Initiates own work, sets priorities, and meets critical deadlines.
- Keeps organized, detailed records (paper and digital).
- Listens, seeks to understand, and resolves customer needs by providing positive solutions or timely referrals to appropriate staff.
- Maintains confidentiality of library patron information.
- Stays current with library technology and trends.
- Maintains a regular work schedule.
- Maintains flexibility in the midst of change.
- Periodically performs moderately heavy physical work.
- Develops a working understanding of the Dewey Decimal System.
- Understands and performs assigned library procedures.

Physical Demands of the Position

- Ability to stand, walk, and sit for extended periods.
- Ability to bend, twist, reach, and feel.
- Ability to climb: ascending and descending short footstool.
- Ability to handle materials: picking up and shelving books, DVDs, kits, and other items.
- Ability to reach shelves of various heights, push full book carts and lift heavy (up to 20 lbs.) containers occasionally during a work shift.
- Ability to sit, stand, walk, climb, stoop, kneel and crouch.
- Ability to talk, hear, and perform tasks requiring near vision.
- Ability to guide customer throughout the library as needed.
- Ability to read, write and communicate fluently in English.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Mental Requirements

- Ability to apply technical knowledge.

- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Knowledge and implementation of secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.
- Discernment about when to ask for help or call a manager.

Environmental/Working conditions

- Inside work environment
- Includes evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school diploma or GED equivalency.
- Customer service experience.
- Typing skills at a speed necessary to perform essential functions.
- Experience using general office equipment (computers, copy machines, printers).

Additional Desirable Qualifications

- Previous library employment and experience with Koha or another ILS.
- Associate degree or two years of college.
- Bilingual in Spanish and English.

This position is graded H5 in the Village of Waunakee's Employee Compensation Strategy.

The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Business Assistant

Position Description

Typical Responsibilities of Position

Business Assistants share some duties with Customer Services Assistants: helping library customers with checkout, checking in materials, filling holds, re-shelving library materials, maintaining materials in the library collection in a neat and orderly fashion, and assisting in other support tasks as assigned.

Business assistants have additional responsibilities related to library finance and record-keeping: invoice recording and processing, preparing bi-monthly deposits for Waunakee Village finance department, preparing monthly cash and statistics reports, reconciling library credit card statements, ordering annual tax forms, and other related duties. Business Assistants may also be trained to serve as a back-up for those with a different primary responsibility.

Supervision Received and Exercised

Receives direct supervision from the Library Director and Circulation Manager.

Duties and Responsibilities

- Provides public service at the desks: checking out library materials, accurately entering and maintaining customer records (including registering and issuing cards), and courteously assisting customers with balances due, including accepting payment, providing positive options, and negotiating and waiving charges when appropriate.
- Provides public service in the lobby: greeting customers as they enter the building, offering assistance to customers who are browsing and/or using self-checks.
- Provides public service at the drive-thru pickup window.
- Provides public service with library PCs: assisting customers with basic tasks, such as printing, emailing, or accessing library resources.
- Manages interactions in a polite and professional manner.
- Answers telephone, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the appropriate individual or department.
- Answers questions about library accounts, searches the catalog for customer requests, leads customers to materials in the library building, places holds for materials coming from other libraries, and makes recommendations.
- Fills hold requests from library system customers by printing a list and searching the shelves.
- Checks in and sorts returned library materials and places them on designated carts for the Pages to shelf.
- Performs opening duties: unlocking public entrances, logging on to staff PCs, starting computer programs, running reports, and emptying bookdrop.
- Performs closing duties: clearing the building of customers, securing money, closing computer programs, logging off staff PCs, and locking public entrances.
- Shelf reads and straightens materials on the shelves.
- Assists with library programs and displays.

- Serves as liaison between the library professional staff and Waunakee Village financial department.
- Generates and distributes monthly financial reports to include budget status reports, detail expenditure reports, and other reports as needed.
- Verifies deposits with the bank, and resolves discrepancies in a timely manner.
- Maintains financial documents with appropriate supporting material and updates records as necessary.
- Examines and verifies a wide variety of financial documents and reports.
- Ensures expenditures are charged to the appropriate accounts.
- May be assigned to serve as the secondary contact, or back-up, for additional areas of responsibility, such as cataloging.
- Works independently and as part of a team.
- Performs light housekeeping.
- Performs other related work.

Knowledge and Abilities

- Communicates effectively with staff and public.
- Understands bookkeeping and basic principles of municipal accounting.
- Understands record keeping and filing principles and methods.
- Maintains organized, fiscal and clerical records (paper and digital).
- Initiates own work, sets priorities, and meets critical deadlines.
- Generates accurate and detailed reports.
- Meet deadlines and complete various reports in a timely manner.
- Responds to customer emails, phone calls, and other messages in a timely way.
- Maintains and fosters cooperative and courteous working relationships (i.e. with the public, peers, supervisor, district-wide staff, outside agencies, work groups, and committees), and demonstrates strong interpersonal skills.
- Listens, seeks to understand, and resolves customer needs by providing positive solutions or timely referrals to appropriate staff.
- Maintains confidentiality of library patron information.
- Stays current with library technology and trends.
- Maintains a regular work schedule.
- Maintains flexibility in the midst of change.
- Periodically performs moderately heavy physical work.
- Develops a working understanding of the Dewey Decimal System.
- Understands and performs assigned library procedures.

Physical Demands of the Position

- Ability to stand, walk, and sit for extended periods.
- Ability to bend, twist, reach, and feel.
- Ability to climb: ascending and descending short footstool.
- Ability to handle materials: picking up and shelving books, DVDs, kits, and other items.
- Ability to reach shelves of various heights, push full book carts and lift heavy (up to 20 lbs.) containers occasionally during a work shift.
- Ability to sit, stand, walk, climb, stoop, kneel and crouch.

- Ability to talk, hear, and perform tasks requiring near vision.
- Ability to guide customer throughout the library as needed.
- Ability to read, write and communicate fluently in English.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Knowledge and implementation of secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.
- Discernment about when to ask for help or call a manager.

Environmental/Working conditions

- Inside work environment
- Includes evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Associate's degree in Business Administration, Accounting, or related field.
- One year of work related experience which includes bookkeeping and accounts payable.
- Experience working in Windows with applications such as Excel.
- Customer service experience.
- Typing skills at a speed necessary to perform essential functions.
- Experience using general office equipment (computers, copy machines, printers).

Additional Desirable Qualifications

- Previous library employment and experience with Koha or another ILS.
- Bachelor's degree in Business Administration, Accounting, or related field.
- Bilingual in Spanish and English

This position is graded H5 in the Village of Waunakee's Employee Compensation Strategy.

The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Customer Service Assistant

Position Description

Typical Responsibilities of Position

Assists library customers with checkout, checks in materials, fills holds, re-shelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks as assigned.

Supervision Received and Exercised

Receives direct supervision from the Circulation Manager.

Duties and Responsibilities

- Provides public service at the desks: checking out library materials, accurately entering and maintaining customer records (including registering and issuing cards), and courteously assisting customers with balances due.
- Provides public service in the lobby: greeting customers as they enter the building, offering assistance to customers who are browsing and/or using self-checks.
- Provides public service at the drive-thru pickup window.
- Provides public service with library PCs: assisting customers with basic tasks, such as printing, emailing, or accessing library resources.
- Manages interactions in a polite and professional manner.
- Answers telephone, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the appropriate individual or department.
- Answers questions about library accounts, searches the catalog for customer requests, leads customers to materials in the library building, places holds for materials coming from other libraries, and makes recommendations.
- Fills hold requests from library system customers by printing a list and searching the shelves.
- Checks in and sorts returned library materials and places them on designated carts for the Pages to shelf.
- Performs opening duties: unlocking public entrances, logging on to staff PCs, starting computer programs, running reports, and emptying bookdrop.
- Performs closing duties: clearing the building of customers, securing money, closing computer programs, logging off staff PCs, and locking public entrances.
- Shelf reads and straightens materials on the shelves.
- Assists with library programs and displays.
- Performs light housekeeping.
- Performs other related work.

Knowledge and Abilities

- Communicates effectively with staff and public.
- Interacts and gets along with others (coworkers and customers).
- Maintains confidentiality of library patron information.
- Stays current with library technology and trends.
- Maintains a regular work schedule.
- Maintains flexibility in the midst of change.
- Periodically performs moderately heavy physical work.
- Develops a working understanding of the Dewey Decimal System.
- Understands and performs assigned library procedures.
- Maintains and fosters cooperative and courteous working relationships with the public, peers and supervisor, and demonstrates strong interpersonal skills.

Physical Demands of the Position

- Ability to stand, walk, and sit for extended periods.
- Ability to bend, twist, reach, and feel.
- Ability to climb: ascending and descending short footstool.
- Ability to handle materials: picking up and shelving books, DVDs, kits, and other items.
- Ability to reach shelves of various heights, push full book carts and lift heavy (up to 20 lbs.) containers occasionally during a work shift.
- Ability to sit, stand, walk, climb, stoop, kneel and crouch.
- Ability to talk, hear, and perform tasks requiring near vision.
- Ability to guide customer throughout the library as needed.
- Ability to read, write and communicate fluently in English.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Discernment about when to ask for help or call a manager.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Knowledge and implementation of secure email practices.
- Ability to set priorities in order to meet assignment deadlines.

Environmental/Working conditions

- Inside work environment
- Includes evening and weekend hours

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school diploma or GED equivalency.
- Customer service experience.
- Typing skills at a speed necessary to perform essential functions.
- Experience using general office equipment (computers, copy machines, printers).

Additional Desirable Qualifications

- Previous library employment and experience with Koha or another ILS.
- Associate degree or two years of college.
- Bilingual in Spanish and English

This position is graded H3 in the Village of Waunakee's Employee Compensation Strategy.

The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Customer Service Assistant, Youth Services

Typical Responsibilities of Position

Under the supervision of the Youth Services Manager, performs a variety of routine duties associated with youth services. The position has a strong customer service component, including applying and interpreting library policies. The chief emphasis of this position is on the delivery of outstanding library service to youth and their caregivers.

Supervision Received and Exercised

Receives direct supervision from the Youth Services Manager.

Duties and Responsibilities (examples)

- Provides public service to all customers; maintain appropriate decorum and atmosphere in the Youth Services department's public spaces.
- Manages interactions in a polite and professional manner.
- Answers telephone, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the appropriate individual or department.
- Answers questions about library accounts, searches the catalog for customer requests, leads customers to materials in the department, places holds for materials coming from other libraries, and makes recommendations.
- Fills hold requests from library system customers by printing a list and searching the shelves.
- Assists in preparing publicity materials and library displays.
- Keeps the children's collection neat and organized, and makes sure books and toys are put away.
- Answers directional questions in the library.
- Contacts users via telephone or email as needed.
- Shelf reads and straightens materials on the shelves.
- Participates as an active member of a working team to increase the effectiveness of the Youth Services department.
- Assists with library programs and displays.
- Performs light housekeeping.
- Performs other related work.
- Cross trains and works in all departments as needed.
- Provides circulation services for customers, including registration.

Knowledge and Abilities

- Able to forge strong positive bonds with primary service clientele, with visible and evident energy and enthusiasm for serving that clientele.
- Ability to stay current with library technology and trends.
- Skilled in providing assistance, recommendations and guidance in the use of library services and materials for children and their caregivers.

- Communicates effectively with staff and public.
- Interacts and gets along with others (coworkers and customers).
- Maintains confidentiality of library patron information.
- Maintains a regular work schedule.
- Maintains flexibility in the midst of change.
- Periodically performs moderately heavy physical work.
- Develops a working understanding of the Dewey Decimal System.
- Understands and performs assigned library procedures.
- Maintains and fosters cooperative and courteous working relationships with the public, peers and supervisor, and demonstrates strong interpersonal skills.

Physical Demands of the Position

- Ability to stand, walk, and sit for extended periods.
- Ability to bend, twist, reach, and feel.
- Ability to climb: ascending and descending short footstool.
- Ability to handle materials: picking up and shelving books, DVDs, kits, and other items.
- Ability to reach shelves of various heights, push full book carts and lift heavy (up to 20 lbs.) containers occasionally during a work shift.
- Ability to sit, stand, walk, climb, stoop, kneel and crouch.
- Ability to talk, hear, and perform tasks requiring near vision.
- Ability to guide customer throughout the library as needed.
- Ability to read, write and communicate fluently in English.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Mental Requirements

- Ability to understand and perform assigned library procedures and apply library policy.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Discernment about when to ask for help or call a manager.
- Strong customer service skills.
- Excellent written communication skills.
- Ability to work independently.
- Knowledge of computer functions and office equipment.
- Attentive to details and strives for accuracy.
- Ability to organize assigned work.

Environmental/Working conditions

- Inside work environment
- Includes evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

30

- High school diploma or GED equivalency.
- Customer service experience.
- Typing skills at a speed necessary to perform essential functions.
- Experience using general office equipment (computers, copy machines, printers).

Additional Desirable Qualifications:

- Previous library employment and experience with Koha or another ILS.
- Associate degree or two years of college.
- Bilingual in Spanish and English.

This position is graded H3 in the Village of Waunakee's Employee Compensation Strategy.

The Village of Waunakee is an Equal Opportunity employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Youth Services Engagement and Programming Assistant

Typical Responsibilities of Position

Under the supervision of the Youth Services Manager, performs a variety of routine duties associated with youth services. The position has a strong customer service component, including applying and interpreting library policies. The chief emphasis of this position is on the delivery of outstanding library service to youth and their caregivers.

Engagement/Programming Assistants for Youth Services have additional duties that may include the following: proposing, planning, promoting, and hosting library programs for children or teens; representing the library at community events; partnering with community groups, including the school district; serving on Village or library system committees, and other related activities.

Supervision Received and Exercised

Receives direct supervision from the Youth Services Manager.

Duties and Responsibilities (examples)

- Provides public service to all customers; maintain appropriate decorum and atmosphere in the Youth Services department's public spaces.
- Manages interactions in a polite and professional manner.
- Answers telephone, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the appropriate individual or department.
- Answers questions about library accounts, searches the catalog for customer requests, leads customers to materials in the department, places holds for materials coming from other libraries, and makes recommendations.
- Fills hold requests from library system customers by printing a list and searching the shelves.
- Assists with planning, preparing and presenting library programs, including storytime.
- Assists in preparing publicity materials and library displays.
- Keeps the children's collection neat and organized, and makes sure books and toys are put away.
- Answers directional questions in the library.
- Contacts users via telephone or email as needed.
- Shelf reads and straightens materials on the shelves.
- Participates as an active member of a working team to increase the effectiveness of the Youth Services department.
- Builds and sustains relationships with community partners.
- Promotes cultural awareness and encourages greater patronage of the library.
- Participates in library system committee work when needed.
- Works independently and as part of a team.
- Performs light housekeeping.
- Performs other related work.
- Cross trains and works in all departments as needed.

- Provides circulation services for customers, including registration.

Knowledge and Abilities

- Able to forge strong positive bonds with primary service clientele, with visible and evident energy and enthusiasm for serving that clientele.
- Skilled in providing assistance, recommendations and guidance in the use of library services and materials for children and their caregivers.
- Communicates effectively with staff and public.
- Plans, researches, develops, and implements programming.
- Responds to emails, phone calls, and other messages in a timely way.
- Maintains and fosters cooperative and courteous working relationships (i.e. with the public, peers, supervisor, district-wide staff, local programming partners, and speakers/performers), and demonstrates strong interpersonal skills.
- Initiates own work, sets priorities, and meets critical deadlines.
- Stays up to date on emerging technologies, current trends and developments in the field of programming including the performing arts, cultural programs, literacy, learning, and community needs/interests.
- Maintains confidentiality of library patron information.
- Maintains a regular work schedule.
- Maintains flexibility in the midst of change.
- Periodically performs moderately heavy physical work.
- Develops a working understanding of the Dewey Decimal System.
- Understands and performs assigned library procedures.
- Maintains and fosters cooperative and courteous working relationships with the public, peers and supervisor, and demonstrates strong interpersonal skills.

Physical Demands of the Position

- Ability to stand, walk, and sit for extended periods.
- Ability to bend, twist, reach, and feel.
- Ability to climb: ascending and descending short footstool.
- Ability to handle materials: picking up and shelving books, DVDs, kits, and other items.
- Ability to reach shelves of various heights, push full book carts and lift heavy (up to 20 lbs.) containers occasionally during a work shift.
- Ability to sit, stand, walk, climb, stoop, kneel and crouch.
- Ability to talk, hear, and perform tasks requiring near vision.
- Ability to guide customer throughout the library as needed.
- Ability to read, write and communicate fluently in English.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Mental Requirements

- Ability to understand and perform assigned library procedures and apply library policy.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Discernment about when to ask for help or call a manager.
- Strong customer service skills.

- Excellent written communication skills.
- Ability to work independently.
- Knowledge of computer functions and office equipment.
- Attentive to details and strives for accuracy.
- Ability to organize assigned work.

Environmental/Working conditions

- Inside work environment
- Includes evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school diploma or GED equivalency.
- One (1) year of experience with program planning and outreach, which includes scheduling, communication, and presenting for audiences. Or, an equivalent combination of training, education, and experience that provides the necessary knowledge, skills, and abilities.
- Customer service experience.
- Typing skills at a speed necessary to perform essential functions.
- Experience using general office equipment (computers, copy machines, printers).

Additional Desirable Qualifications:

- Previous library employment and experience with Koha or another ILS.
- Associate degree or two years of college.
- Bilingual in Spanish and English.

This position is graded H5 in the Village of Waunakee's Employee Compensation Strategy.

The Village of Waunakee is an Equal Opportunity employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Adult Engagement/Programming Assistant

Position Description

Typical Responsibilities of Position

Engagement/Programming Assistants share some duties with Customer Services Assistants: helping library customers with checkout, checking in materials, filling holds, re-shelving library materials, maintaining materials in the library collection in a neat and orderly fashion, and assisting in other support tasks as assigned.

Engagement/Programming Assistants have additional duties that may include the following: proposing, planning, promoting, and hosting library programs for adults; communicating with authors, speakers, and performers; writing grants; representing the library at community events; partnering with community groups; serving on Village or library system committees, facilitating book clubs or writing groups, and other related activities.

Supervision Received and Exercised

Receives direct supervision from the Adult Services/Outreach Manager.

Duties and Responsibilities

- Provides public service at the desks: checking out library materials, accurately entering and maintaining customer records (including registering and issuing cards), and courteously assisting customers with balances due, including accepting payment, providing positive options, and negotiating and waiving charges when appropriate.
- Provides public service in the lobby: greeting customers as they enter the building, offering assistance to customers who are browsing and/or using self-checks.
- Provides public service at the drive-thru pickup window.
- Provides public service with library PCs: assisting customers with basic tasks, such as printing, emailing, or accessing library resources.
- Manages interactions in a polite and professional manner.
- Answers telephone, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the appropriate individual or department.
- Answers questions about library accounts, searches the catalog for customer requests, leads customers to materials in the library building, places holds for materials coming from other libraries, and makes recommendations.
- Fills hold requests from library system customers by printing a list and searching the shelves.
- Checks in and sorts returned library materials and places them on designated carts for the Pages to shelf.
- Performs opening duties: unlocking public entrances, logging on to staff PCs, starting computer programs, running reports, and emptying bookdrop.
- Performs closing duties: clearing the building of customers, securing money, closing computer programs, logging off staff PCs, and locking public entrances.
- Shelf reads and straightens materials on the shelves.
- Assists with library programs and displays.

35

- Participates as an active member of a working team to increase the effectiveness of the Adult Services department.
- Prepares and facilitates interest-based programs to adult customers.
- Creates and sets up displays that enhance library programs, events and other offerings.
- Builds and sustains relationships with community partners.
- Promotes cultural awareness and encourages greater patronage of the library.
- Interacts with internal and external customers to answer inquiries about adult programs.
- Participates in library system committee work when needed.
- Works independently and as part of a team.
- Performs light housekeeping.
- Performs other related work.

Knowledge and Abilities

- Communicates effectively with staff and public.
- Schedules and manage multiple projects.
- Plans, researches, develops, and implements programming.
- Responds to emails, phone calls, and other messages in a timely way.
- Maintains and fosters cooperative and courteous working relationships (i.e. with the public, peers, supervisor, district-wide staff, local programming partners, and speakers/performers), and demonstrates strong interpersonal skills.
- Initiates own work, sets priorities, and meets critical deadlines.
- Stays up to date on emerging technologies, current trends and developments in the field of programming including the performing arts, cultural programs, literacy, learning, and community needs/interests.
- Operates various programming equipment (laptops, projectors, sound systems, and film equipment).
- Keeps organized, detailed records (paper and digital).
- Maintains confidentiality of library patron information.
- Stays current with library technology and trends.
- Maintains a regular work schedule.
- Maintains flexibility in the midst of change.
- Periodically performs moderately heavy physical work.
- Develops a working understanding of the Dewey Decimal System.
- Understands and performs assigned library procedures.

Physical Demands of the Position

- Ability to stand, walk, and sit for extended periods.
- Ability to bend, twist, reach, and feel.
- Ability to climb: ascending and descending short footstool.
- Ability to handle materials: picking up and shelving books, DVDs, kits, and other items.
- Ability to reach shelves of various heights, push full book carts and lift heavy (up to 20 lbs.) containers occasionally during a work shift.
- Ability to sit, stand, walk, climb, stoop, kneel and crouch.
- Ability to talk, hear, and perform tasks requiring near vision.

- Ability to guide customer throughout the library as needed.
- Ability to read, write and communicate fluently in English.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Knowledge and implementation of secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.
- Discernment about when to ask for help or call a manager.

Environmental/Working conditions

- Inside work environment
- Includes evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High School diploma or GED equivalency required.
- One (1) year of experience with program planning and outreach, which includes scheduling, communication, presenting for audiences, or experience working with audiovisual/theatrical equipment. Or, an equivalent combination of training, education, and experience that provides the necessary knowledge, skills, and abilities.
- Typing skills at a speed necessary to perform essential functions.
- Experience using general office equipment (computers, copy machines, printers).

Additional Desirable Qualifications

- Previous library employment and experience with Koha or another ILS.
- Associate degree or two years of college.
- Bilingual in Spanish and English.

This position is graded H5 in the Village of Waunakee's Employee Compensation Strategy.

The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Technical Services Assistant

Position Description

Typical Responsibilities of Position

Technical Services Assistants share some duties with Customer Services Assistants: helping library customers with checkout, checking in materials, filling holds, re-shelving library materials, maintaining materials in the library collection in a neat and orderly fashion, and assisting in other support tasks as assigned.

Technical Services Assistants devote the majority of their time to cataloging and collection maintenance duties: receiving deliveries of new materials (around 6,000 items per year) and adding them to the system catalog, organizing collection maintenance projects, training tech services back-ups, attending library system meetings, evaluating collection needs and making recommendations, and other related duties.

Supervision Received and Exercised

Receives direct supervision from the Circulation Manager.

Duties and Responsibilities

- Provides public service at the desks: checking out library materials, accurately entering and maintaining customer records (including registering and issuing cards), and courteously assisting customers with balances due, including accepting payment, providing positive options, and negotiating and waiving charges when appropriate.
- Provides public service in the lobby: greeting customers as they enter the building, offering assistance to customers who are browsing and/or using self-checks.
- Provides public service at the drive-thru pickup window.
- Provides public service with library PCs: assisting customers with basic tasks, such as printing, emailing, or accessing library resources.
- Manages interactions in a polite and professional manner.
- Answers telephone, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the appropriate individual or department.
- Answers questions about library accounts, searches the catalog for customer requests, leads customers to materials in the library building, places holds for materials coming from other libraries, and makes recommendations.
- Fills hold requests from library system customers by printing a list and searching the shelves.
- Checks in and sorts returned library materials and places them on designated carts for the Pages to shelf.
- Performs opening duties: unlocking public entrances, logging on to staff PCs, starting computer programs, running reports, and emptying bookdrop.
- Performs closing duties: clearing the building of customers, securing money, closing computer programs, logging off staff PCs, and locking public entrances.
- Shelf reads and straightens materials on the shelves.
- Assists with library programs and displays.

- Utilizes personal computers, automated library systems, the Internet, e-mail, and on-line tools and resources.
- Performs original and copy cataloging of materials including print and audiovisual materials.
- Enters data and coordinates clean-up projects in the online library catalog.
- Oversees and trains cataloging assistants in cataloging and processing tasks, ensuring efficient and accurate task completion.
- Resolves a wide range of routine issues and situations.
- Works independently and as part of a team.
- Participates in committee work when needed.
- Keeps abreast of the latest trends and developments in cataloging.
- Performs light housekeeping.
- Performs other related work.

Knowledge and Abilities

- Communicates effectively with staff and public.
- Understands and applies library system principles, practices, and techniques.
- Performs precise determinations regarding cataloging classifications.
- Responds to customer emails, phone calls, and other messages in a timely way.
- Maintains and fosters cooperative and courteous working relationships (i.e. with the public, peers, supervisor, district-wide staff, work groups, and committees), and demonstrates strong interpersonal skills.
- Initiates own work, sets priorities, and meets critical deadlines.
- Plans, organizes, and reviews projects for accurate and efficient results.
- Keeps organized, detailed records (paper and digital).
- Listens, seeks to understand, and resolves customer needs by providing positive solutions or timely referrals to appropriate staff.
- Maintains confidentiality of library patron information.
- Stays current with library technology and trends.
- Maintains a regular work schedule.
- Maintains flexibility in the midst of change.
- Periodically performs moderately heavy physical work.
- Understands the Dewey Decimal System.
- Understands and performs assigned library procedures.

Physical Demands of the Position

- Ability to stand, walk, and sit for extended periods.
- Ability to bend, twist, reach, and feel.
- Ability to climb: ascending and descending short footstool.
- Ability to handle materials: picking up and shelving books, DVDs, kits, and other items.
- Ability to reach shelves of various heights, push full book carts and lift heavy (up to 20 lbs.) containers occasionally during a work shift.
- Ability to sit, stand, walk, climb, stoop, kneel and crouch.
- Ability to talk, hear, and perform tasks requiring near vision.
- Ability to guide customer throughout the library as needed.

- Ability to read, write and communicate fluently in English.
- Ability to perform data entry on a computer, laptop, iPad or other electronic device.

Mental Requirements

- Ability to apply technical knowledge.
- Ability to grasp abstract and concrete concepts.
- Ability to comprehend and follow detailed instructions.
- Ability to maintain the mental capacity for concentrating for extended periods of time.
- Ability to communicate ideas and information effectively in both written and verbal form.
- Ability to calculate basic arithmetic problems without the aid of a calculator.
- Ability to read, understand, and retain information contained in staff communications such as emails, the staff blog, and the library's private Facebook group.
- Knowledge and implementation of secure email practices.
- Ability to set priorities in order to meet assignment deadlines.
- Ability to approach problems/opportunities logically and to apply personal knowledge and experience.
- Discernment about when to ask for help or call a manager.

Environmental/Working conditions

- Inside work environment
- Includes evening and weekend hours
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

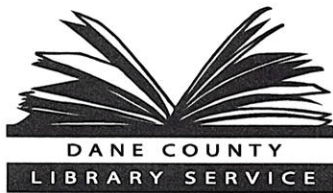
- High school diploma or GED equivalency.
- Previous library employment and experience copy cataloging in Koha or another ILS.
- Customer service experience.
- Typing skills at a speed necessary to perform essential functions.
- Experience using general office equipment (computers, copy machines, printers).

Additional Desirable Qualifications

- Undergraduate or graduate classwork in library and information studies.
- Bilingual in Spanish and English.

This position is graded H5 in the Village of Waunakee's Employee Compensation Strategy.

The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.



May 6, 2021

Dear Library Board of Trustees,

This is to inform you of news regarding the 2022 Operational and Facility Reimbursements to Dane County Libraries. COVID-19 affected libraries in ways we could not comprehend. We knew that circulation would be affected; we did not know our facilities would be closed due to the Stay-At-Home mandate. We spent a good deal of time figuring out what services we could provide safely. In summary, 2020 was a huge learning and adapting curve for libraries.

In light of that curve, the Dane County Library Board has approved making reimbursements for 2022 the same as those in 2021, thereby discarding the 2020 data. There are several reasons for this decision, the biggest one being that 2020 skews the 3-year average in a variety of ways, including:

- roughly 50% drop in circulation;
- artificially high costs per circulation;
- all libraries were closed for at least two months;
- services changed as libraries adapted to public health recommendations;
- reduced/uneven services across libraries;
- providing financial stability for libraries.

For 2023 reimbursements, we intend to use a 3-year average of 2018/2019/2021. 2021 will still be an unusual year, but nothing so altering as 2020. It is my hope and that of the DCL Board to provide financial stability for libraries as they approach their 2022 budgets.

I am happy to answer any questions or visit one of your meetings to explain this matter further.

Sincerely,

Tracy Herold, Director

Rex Owens, DCLS Board President

42



FREE COVID-19 VACCINES

Tuesday, June 1
**Waunakee Public
Library**

Time: 3-6 pm
201 N Madison St,
Waunakee, WI 53597
608-849-4217

Friday, June 4
**Heritage
Elementary School**

Time: 3-6 pm
501 South St,
Waunakee, WI 53597
608-849-2000

FREE

No appointments

No ID or insurance required

Everyone 12 and older is welcome

12-17 year olds need a parent or guardian present





LIBRARY BOARD ACTION ITEM SUMMARY SHEET

MEETING DATE: 6/18/2021

ITEM: Approve Revised Operational Hours for Summer 2021 (July 6-September 6, 2021)

PRESENTER: Erick Plumb, Library Director

ISSUE SUMMARY:

The COVID-19 pandemic forced the Library to cut back on its hours of operation in 2020. As of May 2021, we still are not back to our pre-COVID hours. The main difference in our current weekly operational schedule is that we have cut back on our evening hours, closing at 6 PM, Monday-Friday, where we used to stay open until 9 PM Mondays-Thursdays.

We are seeing a continuing uptick in usage of the library, including respectable attendance from 6-8 PM on Mondays and Tuesdays. The Library is currently logging roughly 50-60% of pre-COVID daily visits. Many, if not all, Dane County libraries are resuming pre-pandemic operational hours or hours close to pre-pandemic levels in June or around July 4.

We also seek to shift our Saturday hours forward an hour from 10AM-5PM to 9 AM-4 PM. The 4:00 hour has traditionally been slow most Saturdays and we feel more people would visit between 9 and 10. Opening earlier would also lend itself to more Saturday morning programming.

Proposed updated hours are:

Monday-Thursday 9 AM – 8 PM

Friday 9 AM – 6 PM

Saturday 9 AM – 4 PM

Hours would begin July 6, following the July 4th Holiday weekend.

BUDGET IMPACT: None. 2021 budget assumed pre-COVID scheduling.

STAFF RECOMMENDATION: Staff recommends approval

RECOMMENDED MOTION: approve revised Summer 2021 Operational Hours beginning July 6, 2021.

FOR MORE INFORMATION CONTACT: Erick Plumb, Library Director, at eplumb@waupl.org or 608-849-4208.