Prairie Lakes Library System

Prairie Lakes Library System Special Board Meeting 2023-10-9

Mon Oct 9, 2023 3:00 PM - 4:30 PM CDT

Virtual-Only Meeting

https://meet.goto.com/151066053

Phone: +1 (872) 240-3311 – Access Code: 151-066-053

1. Call to Order

Annette Smith (Board President)

Smith Called the meeting to order at 3:01 PM.

Smith asked for a motion to approve the agenda.

> Schubring motioned to approve the agenda.
> Dinnes seconded.
> No discussion.
> Motion carried.

2. Welcome and Introductions

3. Roll

Members: <u>Present</u>: Nugent, Smith, Lea, Dinnes, Broga, Schubring, Miller, Coffman, Wilson; <u>Absent</u>: Carillo, Laufenberg, Brace, ~~Rodriguez~~ (TA - Rodriguez resigned), Tilleros, O'Hagan

System Staff: <u>Present</u>: Ohs, Platteter, Erickson, Anderson

4. Public Comment Period

None.

5. Declaration of Interests Concerning the Agenda

None.

6. Presentations or Group Activities (If Any)

None.

7. Approval of Consent Agenda

a. Previous Meeting Minutes

b. Expenditures Report

None.

c. Budget to Actual Report

None.

> Dinnes motioned to approve the consent agenda.
> Nugent Seconded.
> No discussion.
> Motion carried.

8. Approval of Any Items Removed from Consent Agenda

9. Informational Reports

    a. System Director's Report

    Fall Banquet is scheduled.
    System Plan deadlines can be slightly extended with permission from DPI
    PLLS has updated some of the slides of position descriptions.

    b. Prairie Lakes Advisory Committee Report

    No report.

10. Unfinished Business

    a. Draft Position Descriptions (Discussion, Possible Action)

    Positions were presented one at a time with time for trustees to comment after each description.

> Wilson motioned to approve the Draft Position Descriptions with three changes: 1. Change the title of "Milton Office Manager" to "Satellite Office Manager"; 2. IT Technician and IT Engineer lines pertaining to other duties should read as "Performs other duties as assigned."; 3. Each position should include in its intro ~~whither~~ ^**whether** (TA) it is exempt or non-exempt, and whether it is full- or part-time.
> Lea seconded.
> No further discussion.
> Motion carried.

    b. Review of Position Compensation Scenarios and any Next Steps (Discussion)

    Ohs and Erickson went over the *2024 Salary Costs Scenarios.pdf* and *Comp Plan Compared to CD Study Percentage.pdf* documents and answered questions posed by trustees.

    Group decided they'd like more information about what would be needed and the cost of a custom salary survey.

    The group also requested additional data for the next meeting–
    a. they'd like to see the 3% & 6% increase options back with the change that "Tech Pay" removed in exchange for increasing standard pay for IT;
    b. they'd like summary lines or some other way of comparing previous wages to proposed wages without added or non-existent positions included.

Ohs suggested the next board meeting be moved to Waterford or Milton to allow for a longer meeting. The group agreed.

⊘ Secure an alternate location for October board meeting.
Assigned to: Steve Ohs

⊘ Ohs & Erickson: update salary comparisons with data requested above.

i. Possible Closed Session Under Wis. Stat. § 19.85(1)(c) to Consider Employee Compensation
Wis. Stat. § 19.85(1) requires that the governmental body pass a motion, by recorded majority vote, in order to convene in closed session.

No closed session.

11. New Business

12. Announcements

a. Next Meeting: Wednesday, October 18th @ 6:30 PM
NOTE: This meeting is staggered one week early due to the timing of the 2023 Wisconsin Library Association Annual Conference.

b. WLA Awards Reception: Evening, October 26th, 2023 @ 6:30 PM

c. PLLS Fall Banquet : Evening, November 16th, 2023 @ 6 PM
The location for this event will be the Evergreen Golf Club in Elkhorn. An email-based invitation is forthcoming.

13. Anticipated Business for Next Meeting

⊚ Add to next agenda: 1. Discussion Item specifically about what information is needed for and the cost of a salary survey by Carlson Dettmann Consulting.2. Highlight voting needs for the System Plan and Budget.
Assigned to: Steve Ohs

a. 2024 Library System Budget

b. Draft 2024 Library System Plan

14. Adjourn
A motion to adjourn is required.

Smith adjourned the meeting at 4:30 PM.

Coffman motioned to adjourn.
Nugent seconded.
No discussion.
Motion carried.

Submitted by Tovah Anderson on Monday, October 9, 2023.

Amended 10/23/2023 by Tovah Anderson: *Removed Rodriguez from the roll due to her resignation. In the item 10 decision, corrected whither to whether.*

Prairie Lakes Library System Special Board Meeting 2023-10-9 Agenda

Oct 9th 2023   3:00pm - 4:30pm
Virtual-Only Meeting

NOTICE OF PUBLIC MEETING: The public and press are welcome to attend in person or virtually, depending on the options available above. If you need assistance in participating in this meeting or event, please call (262) 514-4500.

Virtual Connection Information:

Web URL: https://meet.goto.com/151066053

Via Phone: +1 (872) 240-3311 – Access Code: 151-066-053

1. **Call to Order**
   Annette Smith (Board President)

   `3:00pm`

2. **Welcome and Introductions**

3. **Roll**
   Brace, Broga, Carillo, Coffman, Dinnes, Laufenberg, Lea, Miller, Nugent, O'Hagan, Rodriguez, Schubring, Smith, Tilleros, Wilson, Advisory Committee Liaison Michelle Carter (Aram Public Library).

4. **Public Comment Period**

   Anyone wishing to address the System Board at this time will be allowed up to 5 minutes. Your subject can be anything whether on the agenda or not. The System Board should not engage in a discussion regarding comments because it was not part of the publicly noticed agenda. Upon conclusion of the public comment period, members of the audience are not allowed further comment unless they are participating in a public hearing or if specifically allowed by a majority vote or consent of the System Board due to involvement in an agenda item.

5. **Declaration of Interests Concerning the Agenda**

   Any Trustee wishing to indicate a conflict of interest with any item(s) on the agenda is encouraged to do so at this time.

6. **Presentations or Group Activities (If Any)**

7. **Approval of Consent Agenda**

   Items appearing as part of the consent agenda may be approved in a single motion or withdrawn for individual consideration. Trustees should indicate items to withdraw at this time.

   a. **Previous Meeting Minutes**

      Previous meeting minutes are included in the packet.

   b. **Expenditures Report**

      None.

   c. **Budget to Actual Report**

      None.

8. **Approval of Any Items Removed from Consent Agenda**

   Any items withdrawn from the consent agenda for individual consideration may be considered at this time.

9. **Informational Reports**

    a. System Director's Report

    b. Prairie Lakes Advisory Committee Report

10. Unfinished Business

    a. Draft Position Descriptions (Discussion, Possible Action)

    b. Review of Position Compensation Scenarios and any Next Steps (Discussion)

        i. Possible Closed Session Under Wis. Stat. § 19.85(1)(c) to Consider Employee Compensation
        Wis. Stat. § 19.85(1) requires that the governmental body pass a motion, by recorded majority vote, in order to convene in closed session.

11. New Business

12. Announcements

    a. Next Meeting: Wednesday, October 18th @ 6:30 PM
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    b. WLA Awards Reception: Evening, October 26th, 2023 @ 6:30 PM

    c. PLLS Fall Banquet : Evening, November 16th, 2023 @ 6 PM
    The location for this event will be the Evergreen Golf Club in Elkhorn. An email-based invitation is forthcoming.

13. Anticipated Business for Next Meeting

    a. 2024 Library System Budget

       b. **Draft 2024 Library System Plan**

14. **Adjourn**

     A motion to adjourn is required.

END
4:30pm

Prairie Lakes Library System Board Meeting 2023-9-27

Wed Sep 27, 2023 6:30 PM - 8:00 PM CDT

Matheson Memorial Library - 101 N Wisconsin St, Elkhorn, WI 53121
*** ROOM CHANGE: Mary Bray room upstairs. Follow the signs in the building.

Virtual Connection Information:
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Code: 151-066-053

1. Call to Order
Annette Smith (Board President)

Smith called the meeting to order at 6:30 pm.

Smith asked for a motion to approve the agenda.

> Nugent motioned to accept the agenda.
> Brace seconded.
> Discussion: Smith suggested amending the meeting end time to 7:45pm to
> accommodate the venue's 8:00 pm closing time.
>
> Nugent amended the motion to accept the agenda with a revised ending time of
> 7:45 pm.
> Brace seconded.
> No further discussion.
> The motion carried.

2. Welcome and Introductions
Skip Mosshamer, President of Barrett Memorial Library Board
Bobbi Sorrentino, Director of Walworth Memorial Library

3. Roll
Members Present: Miller, Tilleros, Dinnes, Smith, Lea (via GoTo), Broga, Brace (via
GoTo), Nugent, Schubring (via GoTo), Wilson (via GoTo). Absent: Carillo, Coffman,
Laufenberg, Rodriguez, O'Hagan.
Advisory Committee Liaison: Absent: Michelle Carter (Aram Public Library).
Prairie Lakes Library System Staff Present: Ohs, Platteter, Erickson, Anderson
Guests Present: Skip Mosshamer, President of Barrett Memorial Library Board; Bobbi
Sorrentino, Director of Walworth Memorial Library

4. Public Comment Period

Smith received a letter drafted by Joe Davies, Director of Burlington Public Library, in concurrence with Emily Kornak, Director of Lake Geneva Public Library and Michelle Carter, Director of Aram Public Library, pertaining to Agenda item 11 a. ii. – *Proposed Salary Schedule and Updated Position Descriptions*. Copies of the letter were distributed to trustees at the meeting to review.

***Note: due to lack of time, Agenda item 11 a. ii. – *Proposed Salary Schedule and Updated Position Descriptions* was not discussed at the 10/3/2023 meeting. A special meeting–with the option of a closed session–was requested by trustees to discuss the proposed salary schedule and position descriptions. Date, time, and location were left to be determined.

Smith mentioned receiving a second article of public correspondence moments before the board meeting. Smith will communicate with the writer before taking any additional action.

5. Declaration of Interests Concerning the Agenda
None.

6. Presentations or Group Activities (If Any)
None.

7. Approval of Consent Agenda
Items appearing as part of the consent agenda may be approved in a single motion or withdrawn for individual consideration. Trustees should indicate items to withdraw at this time.

a. Previous Meeting Minutes
Previous meeting minutes included in the packet.

b. Expenditures Report
Expenditures report included in the packet.

c. Budget to Actual Report
Financial report included in the packet.

> Brace motioned to approve the consent agenda.
> Tilleros seconded.
> No discussion.
> The motion carried.

8. Approval of Any Items Removed from Consent Agenda
None.

9. Informational Reports

a. System Director's Report

Included in the packet.

Ohs recapped the included written report.

b. Prairie Lakes Advisory Committee Report

Ohs recapped the included written report.

10. Unfinished Business (None)

None.

11. New Business

a. 2024 PLLS Budget (Discussion, Possible Action)

Ohs recapped the included written report.

i. 2024 Budget Overview

Ohs talked through the Draft Budget section by section calling out new, deleted, and revised lines. Trustees posed questions at the conclusion of each budget section; Ohs, Erickson, and Platteter provided responses.

◎ Prepare extra salary & position data for special meeting:• Consider completing staff reviews.• How close are the proposed salaries to the findings of the WI wage survey?• Include a benefits cost alongside the salary proposals.• Break down IT Staff wages.

ii. Proposed Salary Schedule and Updated Position Descriptions

***This item was not discussed due to lack of time. A special meeting with the option to go into closed session was requested by the trustees. The date, time, and location were not determined – a preference for a virtual meeting at a date prior to the October 18 meeting was expressed.

iii. Possible Closed Session Under Wis. Stat. § 19.85(1)(c) to Consider Employee Compensation

Wis. Stat. § 19.85(1) requires that the governmental body pass a motion, by recorded majority vote, in order to convene in closed session.

***No closed session was held.

12. Announcements

• Milton Public Library will be awarded the WLA Special Library Programming Award for 2023.
• Steve Platteter will be awarded the WLA DEMCO Librarian of the Year Award for 2023.

a. Next Meeting: Wednesday, October 18th @ 6:30 PM

NOTE: This meeting is staggered one week early due to the timing of the 2023 Wisconsin Library Association Annual Conference.

b. PLLS Fall Banquet : Evening, November 16th, 2023.

13. Anticipated Business for Next Meeting

14. Adjourn

A motion to adjourn is required.

Smith adjourned the meeting at 7:45 pm.

Miller motioned to adjourn.
Dinnes seconded.
No discussion.
Motion carried.

Submitted by Tovah Anderson on Thursday, September 28, 2023.

General Abilities Required of all Positions

Travel

Travel Ability: All positions require at least occasional travel within the 3-county system service area. Thus, a valid Wisconsin driver's license and means of transportation is required.

Mental

- Communication Ability: Effectively communicate ideas and information both in written and oral forms and in Standard English; ingest information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.

- Analytical Ability: Resolve novel and diverse work problems; adapt to rapidly changing technical environments and troubleshoot problems as they arise; identify problems and potential areas for improvement; utilize available information sources in decision-making; develop feasible, realistic solutions to problems.

- Reading Ability: Effectively read and understand information contained in professional resources, documentation, memoranda, reports, and bulletins.

- Mathematical Ability: Perform basic arithmetic [addition, subtraction, multiplication, division] using whole numbers, common fractions, and decimals; compute rate, ratio, and percentage, and draw and interpret graphs.

- Time Management Ability: Prioritize workload and meet project and assignment deadlines.

Physical

- Office Work Ability: Sitting, standing, using hands to write, grasp, use handheld tools, type, talk, hear, walk, reach with hands and arms, and lift and/or move up to fifty (50) pounds.

- Vision Ability: close vision, distance vision, depth perception, and ability to adjust or focus.

- Motor Vehicle Operation: physical ability to drive.

Work Environment

- Collegial Ability: Participate in a friendly, courteous, and collegial workplace culture.

- Regular Attendance Ability: Maintain regular and punctual attendance during designated work hours at designated work locations.

- Remote Work Ability: Perform approved remote work activities in a diligent manner; perform remote work in a designated environment free from distractions; maintain regular contact with coworkers during remote work periods.

NOTE: This document is meant to describe the general content and requirements of the position. This document is not to be construed as an exhaustive statement of duties, responsibilities, or requirements, nor is it to be considered an offer of employment.

Business Manager

Purpose and Scope:

The purpose of the Business Manager position is to manage and execute a range of accounting and human resource processes for the library system. This position reports to the System Director. This position is considered exempt/full-time, with occasional travel and occasional irregular work hours required.

Duties:

- Primary responsibility for mission-critical financial processes of the library system.

    - Performs all accounts payable activities, including receipt/payment of invoices and accurate recording of expenditures.

    - Performs all accounts receivable activities, including generation of invoices and accurate recording of income.

    - Performs all bookkeeping activities according to generally accepted accounting principles in the context of a governmental/nonprofit organization.

    - Manages library system bank accounts and local government investment pool accounts, reconciles statements, and monitors the general financial health of the library system.

    - Assists the Director in preparing annual budgets.

    - Prepares monthly financial reports and other reports as requested.

    - Works with an outside firm to prepare annual financial audits as required by State law.

- Primary responsibility for HR processes of the library system.

    - Performs all payroll functions.

    - Administers employee benefits, including vacation, sick time, and system participation in State of Wisconsin benefit programs such as health insurance, retirement system, and health savings account/dependent care.

    - Provides recommendations to the System Director and Board of Trustees regarding sound HR practices and procedures.

- Provides occasional consulting services to member libraries of the system.

- Performs other duties as assigned by the Director.

Communications and Marketing Coordinator

Purpose and Scope:

The purpose of the Communications and Marketing Coordinator position is to inform member libraries and the public about the activities of the library system, promote the activities of member libraries, and assist the member libraries in marketing the services they offer to their respective service populations. This position reports to the System Director. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Serves as chief information officer of the library system.

    - Maintains situational awareness of system programs, member library attitudes, and public attitudes.

    - Recommends, drafts, and/or edits communications from the system to the public for clarity, tone, consistency, etc.

    - Writes official communications for public consumption.

    - Develops and maintains the overall library system website.

    - Maintains an accurate listing of publicly accessible documents on the system website, including annual plans, annual reports, member library agreements, meeting agendas, meeting minutes, and other public documents required by law and/or system policy.

    - Writes and publishes a monthly library system newsletter, maintains contact lists, and distributes promotional toolkits and materials.

    - Takes and publishes meeting minutes.

    - Compiles monthly reports for a Librarian Advisory Committee.

    - Facilitates occasional workgroup meetings.

- Promotes the activities of member libraries throughout the system area.

    - Coordinates communication activities in support of collaborative services offered by member libraries, including e-resources (LinkedIn Learning, Hoopla, OverDrive, Ancestry.com) and other library programs of a system-wide scope.

    - Participates in statewide efforts to promote library services.

- Assists member libraries' local efforts to market their services.

    - Creates graphic materials such as posters, brochures, and website graphics.

    - Assists member libraries in writing local press releases, creating web content, and implementing new websites.

    - Developing toolkits and strategies to support the local marketing activities of member libraries.

    - Meets with groups of librarians and/or library directors to assess their needs and develop shared strategies to help them meet those needs.

IT Director

Purpose and Scope:

The purpose of the IT Director position is to plan, implement, and manage all aspects of the library system's technology programs as a master practitioner. This position reports to the System Director and directs the work activities of the IT team of employees. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Primary responsibility for a suite of internal and external library system IT services.

    - Performs "super admin" level administration of a 35-site implementation of SirsiDynix Symphony library automation software application and related peripheral applications.

    - Administers overall architecture, functionality, and security control of a 55-site Wide Area Network.

    - Administers a local IT support program for ~50 public libraries in Southern Wisconsin.

    - Performs ongoing assessments of future technologies and program ideas to ensure that member libraries' technology needs are met.

- Performs remote work and on-site work at various sites throughout the library system service area.

    - Full range of wide area network troubleshooting activities, including "head-end" hardware and operations, communications with third parties and telcos, and network monitoring.

    - Full range of local area network troubleshooting activities, including local hardware (routers, switches, wireless access points, etc.).

    - Library PC management and troubleshooting activities, including Windows domains, third-party PC management applications, coordination of bulk PC purchases, and coordination of equipment replacement.

- Participates in the leadership of the library system.

    - Assists the System Director in developing, implementing, and budgeting for IT-related programs that benefit the member libraries and service population of the library system.

- ○ Utilizes vision and planning to identify, prioritize, assign and supervise the work activities of the IT team, including field assignments, helpdesk coverage, and project work.

- ○ Communicates performance-related matters to the System Director and collaborates in implementing agreed-upon solutions.

- ○ Provides a source of independent thinking and IT practice- informed recommendations to the System Director and other system staff.

- ○ Represents the system at state-level technology meetings.

- ● Performs other duties as assigned by the Director.

IT Engineer

Purpose and Scope:

The purpose of the IT Engineer position is to perform a wide range of IT-related work, including wide area network support, local area network support, PC support, and in-depth library automation software administration. This position reports closely to the IT Director, under the general charge of the System Director. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Assists the IT Director in administering a suite of internal and external library system IT services.

    - Supports a 35-site implementation of SirsiDynix Symphony library automation software application and related peripheral applications by performing the full range of library automation system administration and data analysis activities, including troubleshooting, programming, writing custom scripts, and implementing new processes in a consortium environment.

    - Supports a 55-site Wide Area Network.

    - Performs local IT support work for 50+ public libraries in Southern Wisconsin.

- Performs remote work and on-site work at various sites throughout the library system service area.

    - Intermediate range of wide area network troubleshooting activities, including "head-end" hardware and operations, occasional communications with third parties and telcos, and network monitoring.

    - Full range of local area network troubleshooting activities, including local hardware (routers, switches, wireless access points, etc.).

    - Library PC management and troubleshooting activities, including Windows domains, third-party PC management applications, and individual PC work.

    - Daily usage of system helpdesk to monitor, troubleshoot, resolve, and follow-up on library IT problems.

- Performs other duties as assigned by the IT Director and System Director.

IT Technician

Purpose and Scope:

The purpose of the IT Technician is to perform IT-related work, including basic local area network support, and PC support. This position reports directly to the IT Director under the general charge of the System Director. This position is considered non-exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Performs remote work and on-site work at the system office and various sites throughout the library system service area as scheduled by the IT Director.

    - Network monitoring.

    - Basic local area network troubleshooting activities, including local hardware (routers, switches, wireless access points, etc.).

    - Library PC management and troubleshooting activities, including Windows domain server.

    - Bulk PC configuration.

    - Individual PC configuration.

    - Daily usage of system helpdesk to monitor, troubleshoot, resolve, and follow-up on library IT problems.

- Performs other duties as assigned by the Director.

Lead Consultant / Deputy Director
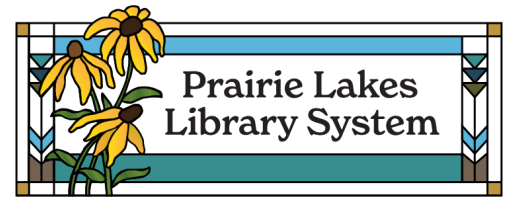
Purpose and Scope:

The purpose of this position is to provide coordination of the various consulting services offered by the library system, and to support the System Director in implementing the overall operation of the library system. To this end, the Deputy Director serves as a general consultant to member libraries, oversees a professional development certification program, and performs other roles and duties as delegated by the System Director. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Serves as primary contact and facilitator for the Continuing Education (CE) program of the library system.

  - Responds to continuing education and librarian certification inquiries.

  - Accepts, reviews, validates, files, and (if necessary) troubleshoots public librarian certifications and certification-related issues.

  - Distributes information about upcoming CE opportunities to directors and staff in an ongoing and proactive manner.

  - Develops and maintains a running calendar of CE opportunities for the PLLS website.

  - Provides written CE opportunity reports for Advisory Committee meetings on a monthly basis.

- Serves as primary contact and facilitator for the delivery service program at the library system.

  - Maintains situational awareness of delivery service status, and communicates necessary information about the delivery service to member libraries as needed.

  - Provides general oversight and management of library system delivery operations.

  - Cultivates and maintains effective working relationships with system delivery drivers, contractors, and library staff at sorting hubs.

- Assists the Director in administering the operations of the library system.

  - Provides effective leadership and management of the library system in the absence of the Director.

- Supervises other employees of the system as delegated by the System Director.

- Plans and conducts library site visits for the purposes of communicating with library directors, assessing local consulting needs, and promoting the services offered by the library system.

- Assists the Director in responding to member library inquiries regarding state laws, system standards, county funding, and municipal relations.

- Serves as member library coordinator for the Wisconsin public library annual report process.

● Serves as primary contact and facilitator for affiliate system members such as jails, nursing homes, schools, and institutions of higher learning.

● Performs other duties as assigned by the Director.

Milton Office Manager

Purpose and Scope:

The purpose of this position is to ensure a regular and knowledgeable system staff presence at the Milton office of the Prairie Lakes Library System, and to perform other duties in support of the organizational mission.

Duties:

- Front Desk: Receives visitors to the Milton office, answers general questions about the library system, and refers specific questions to appropriate other team members.

- Quartermaster: Develops and maintains a system to ensure that both office locations are adequately supplied.

- Distribution of Materials to Member Libraries and Other Entities: Utilizes system delivery, US Mail, UPS, FedEx, etc. to distribute physical materials from the library system as needed.

- Interlibrary Loan Point-Person: Uses the WISCAT platform to answer periodic member library queries about ILL requests. Refers specific or complicated ILL-related questions to system IT staff or state ILL coordinator.

- Library Material Sorting: Sorts library materials between incoming and outgoing delivery bins on a daily basis.

- Performs other duties as assigned by the Director.

System Director

Purpose and Scope:

The purpose of the System Director position is to exercise overall administration of the library system according to section 43.17(4) of the Wisconsin statutes. The System Director serves as the chief executive officer of the library system. This position is appointed by and directly responsible to the Prairie Lakes Library System Board of Trustees. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Develops and executes an array of system service programs, designed to address the needs of member libraries and library users throughout the service area of the library system, within the budget and policy guidelines established by the library system board.

- Develops, presents, and manages an annual library system budget.

- Prepares system board meeting agendas and meeting materials in cooperation with the system board presiding officer.

- Prepares annual compliance documents for the library system, including the library system annual plan and library system annual report.

- Prepares other documents and reports as required by the system board.

- Serves as a technical advisor to the system board.

- Recruits, selects, hires, trains, supervises, and terminates other library system personnel in conformance with library system policies, and state and federal laws.

- Supervises record keeping and the overall statutory compliance of the library system.

- Cooperates with the board of trustees, county officials, municipal officials, member library officials, and others to plan and deliver system services.

- Communicates with county officials regarding annual matters of importance such as county funding and library exemption procedures, and other matters requiring coordination.

- Supervises the condition and maintenance of library system facilities and equipment.

- Provides comprehensive recommendations to the Board of Trustees regarding policy, budget, procedural, and other matters.

- Communicates regularly with member library representatives of the library system.

- Provides administrative consulting services to member libraries of the system.

- Performs other duties as assigned by the Board of Trustees.

Youth Services and Inclusive Services Coordinator

Purpose and Scope:

The purpose of the Youth Services and Inclusive Services Coordinator position is to develop, implement, and assess library system programs that a) support regional library services to youth, b) support library services that are welcoming to all information seekers, and c) support the activities of member library staff serving youth. This position reports to the System Director. This position is considered exempt/full-time, with frequent travel and occasional irregular work hours required.

Duties:

- Designs, coordinates, implements, and assesses programs and activities designed to support library services to youth throughout the system's service area.

  - Plans, implements, and supervises the annual summer "storywagon" program series, consisting of YS and family-oriented events at 22 member libraries.

  - Develops and implements a program of support for member libraries regarding availability of, eligibility for, and application support for local and federal grants with the purpose of supporting library services to youth.

  - Develops and implements a coordinated "1,000 Books Before Kindergarten" program for voluntary participation by the member libraries.

  - Uses perception, professional experience, and judgment to develop, implement, and supervise other programs having maximum regional impacts as appropriate.

  - Makes program, budget, and system policy recommendations to system leadership in areas of expertise.

- Facilitates ongoing and predictable connection, communication, and collaboration opportunities across the library system's service area for member library staffers serving youth.

  - Plans & hosts regular YS meetings, information sessions, and trainings at geographically-balanced locations throughout the library system area on at least a quarterly basis.

  - Plans & hosts special YS meetings or information sessions for relevant events, including summer reading program kickoff.

- ○ Plans & conducts an annual series of visits to individual member libraries, with occasional impromptu visits as necessary.

- ○ Participates in regional and statewide communication and collaborative activities, and applies insights gleaned to improve library services to youth within the library system.

● Coordinates programs, initiatives, and outreach activities related to supporting library services that are inclusive of all information-seekers.

● Performs other duties as assigned by the Director.

Recommended Comp Plan

Position	2023 Salary	2023 Tech Pay	2023 Total Pay	2024 Salary	Tech Pay	Total Salary	Medicare	FICA	WRS	Life Ins.	Acc. Ins.	Health Ins.	Total Cost	Total Increase	Total Increase %	Base Increase %
Public Information Coordinator	$53,747.20		$53,747.20	$63,600.00		$63,600.00							$98,843.92	$9,852.80	18.33%	
IT Engineer	$62,670.40	$12,048.00	$74,718.40	$78,719.00	$0.00	$78,719.00							$117,187.08	$4,000.60	5.35%	6.38%
Business Manager	$69,000.00		$69,000.00	$74,200.00		$74,200.00							$112,056.64	$5,200.00	7.54%	
Driver	$7,995.00		$7,995.00	$9,594.00		$9,594.00							$9,733.11	$1,599.00	20.00%	
IT Technician	$49,025.60	$6,838.00	$55,863.60	$52,395.20	$0.00	$52,395.20							$86,364.39	-$3,468.40	-6.21%	6.87%
IT Director	$92,747.20	$14,498.00	$107,245.20	$113,679.00	$0.00	$113,679.00							$157,885.76	$6,433.80	6.00%	6.94%
Driver	$10,411.87		$10,411.87	$12,006.00		$12,006.00							$12,180.09	$1,594.13	15.31%	
System Director	$88,248.00		$88,248.00	$110,240.00		$110,240.00							$153,993.72	$21,992.00	24.92%	
Deputy Director	$71,967.00		$71,967.00	$81,080.00		$81,080.00							$120,341.12	$9,113.00	12.66%	
Milton Office Manager	$43,206.80		$43,206.80	$45,845.80		$45,845.80							$64,279.89	$2,639.00	6.11%	
Driver	$8,632.32		$8,632.32	$10,116.00		$10,116.00							$10,262.68	$1,483.68	17.19%	
YFS Position				$63,600.00		$63,600.00	$922.20	$4,865.40	$4,388.40	$184.32	$128.64	$25,667.00	$99,755.96			
			$715,075.00	$0.00	$715,075.00	$10,368.59	$52,276.96	$47,151.77	$4,418.28	$833.76	$212,760.00	$1,042,884.36				

6% Increase

Name	2023 Salary	2023 Tech Pay	2023 Total Pay	2024 Salary	Tech Pay	Total Salary	Medicare	FICA	WRS	Life Ins.	Acc. Ins.	Health Ins.	Total Cost	Total Increase	Total Increase %
Public Information Coordinator	$53,747.20			$56,972.03		$56,972.03							$91,137.84	$3,224.83	6.00%
IT Engineer	$62,670.40	$12,048.00	$74,718.40	$66,430.62	$12,048.00	$78,478.62							$116,908.24	$3,760.22	5.03%
Business Manager	$69,000.00			$73,140.00		$73,140.00							$110,824.52	$4,140.00	6.00%
Driver	$7,995.00			$8,474.70		$8,474.70							$8,597.58	$479.70	6.00%
IT Technician	$49,025.60	$6,838.00	$55,863.60	$51,967.14	$6,838.00	$58,805.14							$93,884.16	$2,941.54	5.27%
IT Director	$92,747.20	$14,498.00	$107,245.20	$98,312.03	$14,498.00	$112,810.03							$156,875.24	$5,564.83	5.19%
Driver	$10,411.87			$11,036.58		$11,036.58							$11,196.61	$624.71	6.00%
System Director	$88,248.00			$93,542.88		$93,542.88							$134,576.10	$5,294.88	6.00%
Deputy Director	$71,967.00			$76,285.02		$76,285.02							$114,690.74	$4,318.02	6.00%
Milton Office Manager	$43,206.80			$45,799.21		$45,799.21							$64,225.84	$2,592.41	6.00%
Driver	$8,632.32			$9,150.26		$9,150.26							$9,282.94	$517.94	6.00%
YFS Position				$63,600.00		$63,600.00	$922.20	$4,865.40	$4,388.40	$184.32	$128.64	$25,667.00	$99,755.96		
				$654,710.47	$33,384.00	$688,094.47	$9,977.37	$50,446.62	$45,500.87	$4,342.68	$833.76	$212,760.00	$1,011,955.77		

3% Increase

Name	2023 Salary	2023 Tech Pay	2023 Total Pay	2024 Salary	Tech Pay	Total Salary	Medicare	FICA	WRS	Life Ins.	Acc. Ins.	Health Ins.	Total Cost	Total Increase	Total Increase %
Public Information Coordinator	$53,747.20			$55,359.62		$55,359.62							$89,264.91	$1,612.42	3.00%
IT Engineer	$62,670.40	$12,048.00	$74,718.40	$64,550.51	$12,048.00	$76,598.51							$114,723.71	$1,880.11	2.52%
Business Manager	$69,000.00			$71,070.00		$71,070.00							$108,418.28	$2,070.00	3.00%
Driver	$7,995.00			$8,234.85		$8,234.85							$8,354.26	$239.85	3.00%
IT Technician	$49,025.60	$6,838.00	$55,863.60	$50,496.37	$6,838.00	$57,334.37							$92,164.03	$1,470.77	2.63%
IT Director	$92,747.20	$14,498.00	$107,245.20	$95,529.62	$14,498.00	$110,027.62							$153,642.59	$2,782.42	2.59%
Driver	$10,411.87			$10,724.23		$10,724.23							$10,879.73	$312.36	3.00%
System Director	$88,248.00			$90,895.44		$90,895.44							$131,496.43	$2,647.44	3.00%
Deputy Director	$71,967.00			$74,126.01		$74,126.01							$112,151.01	$2,159.01	3.00%
Milton Office Manager	$43,206.80			$44,503.00		$44,503.00							$62,701.72	$1,296.20	3.00%
Driver	$8,632.32			$8,891.29		$8,891.29							$9,020.21	$258.97	3.00%
YFS Position				$63,600.00		$63,600.00	$922.20	$4,865.40	$4,388.40	$184.32	$128.64	$25,667.00	$99,755.96		
				$637,980.93	$33,384.00	$671,364.93	$9,734.79	$49,228.86	$44,402.51	$4,248.00	$833.76	$212,760.00	$992,572.85		

Total 2023 Payroll Budgeted Items: $998,941.00

	Total Payroll Budget	Increase over 2023	Percent change over 2023
Comp Plan:	$1,042,884.36	$43,943.36	4.40%
6% Increase:	$1,011,955.77	$13,014.77	1.30%
3% Increase:	$992,572.85	-$6,368.15	-0.64%

Position		Proposed Comp Plan			Carlson Dettmann			Starting	Ending
		Starting	Ending		Starting	Ending		% Difference	% difference
Business Manager		$74,200.00	$92,659.00		$73,549.00	$92,622.00		0.89%	0.04%
Communicans & Marketing Coordinator		$63,600.00	$79,422.00		$64,230.00	$90,626.00		-0.98%	-12.36%
Driver		$18.00	$22.48		N/A	N/A		N/A	N/A
IT Director		$114,480.00	$141,959.00		N/A	N/A		N/A	N/A
IT Engineer		$74,200.00	$92,659.00		$72,176.00	$92,851.00		2.80%	-0.21%
IT Technician		$23.74	$29.65		$23.58	$29.48		0.68%	0.58%
Deputy Director		$74,200.00	$92,659.00		$70,678.00	$86,798.00		4.98%	6.75%
Milton Office Manager		$23.74	$29.65		$22.20	$29.97		6.94%	-1.07%
System Director		$110,240.00	$137,655.00		$103,438.00	$138,798.00		6.58%	-0.82%
Youth & Inclusive Services Consultant		$63,600.00	$79,422.00		$61,922.00	$81,515.00		2.71%	-2.57%