



# September 2023 BOT Packet

Wednesday, September 20, 2023  
6:30 PM  
Visaya Room, Pewaukee Public Library

## Public Notice of Regular Meeting of the Pewaukee Public Library Board of Trustees

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public and to those news media who have filed a written or electronic request for this notice, that a meeting of the Pewaukee Public Library Board of Trustees will be held on Wednesday, September 20, 2023 at 6:30 p.m. The meeting will be held in the Visaya Room at the Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072.

### PEWAUKEE PUBLIC LIBRARY BOARD MEETING - AGENDA Wednesday, September 20, 2023 at 6:30 p.m.

As of the date of this notice, the subject matter known to be intended for consideration is as follows:

1. Call Meeting to Order and Roll Call

#### SPECIAL BUSINESS:

2. Presentation by Kelly Nelson, Adult Services Manager

#### REGULAR BUSINESS:

3. Citizen Comments/Correspondence
4. Approval of Consent Agenda
  - a. Minutes July 19, 2023 (Regular Board Meeting)
  - b. Minutes August 17, 2023 (Regular Board Meeting)
  - c. Financial Reports:
    - i. GL Budget vs. Actual Library – August 2023
    - ii. GL Detail Library – August 2023
    - iii. Payment Approval Report – August 2023
  - d. Library Monthly Statistics Report though August 2023
  - e. Director's Report: September 2023

#### OLD BUSINESS:

5. Discussion and possible action on the new Library of Things Collection Policy and Assumption of Risk and Waiver of Liability form.

#### NEW BUSINESS:

6. Discussion and possible action on revisions to the Borrowing Library Materials Policy
7. Discussion and possible action on revisions to the Library Card Policy
8. Discussion and possible action to retire the Special Library Cards Policy
9. Discussion and possible action on revisions to grade assignments for Library positions and salary ranges.
10. Discussion and possible action on BOT *Trustee Essentials 09: Managing the Library's Money*
11. ADJOURNMENT

#### NEXT MEETING SCHEDULED: Wednesday, October 18, 2023

#### LOCATION: Visaya Room, Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072

The Pewaukee Public Library is committed to providing the highest degree of accessibility within its means when conducting library-sponsored events. Please notify us of your disability-related accommodation requests two weeks prior to a Library Board meeting by calling (262) 691-5670, extension 920. We will attempt to honor all requests but cannot assure that requests made too close to the date will be able to be accommodated.

Posted: Friday, September 15, 2023
------------------------------------



## 2023 Adult Services Annual Board Report Presented by Kelly Nelson

### 2023 Projects

We've had several big changes this past year that have been impactful toward improving customer service and our workflow. I want highlight those and catch you up on projects that we're working on now and in the future.

**Implementation of Acquisitions Module** – This is a project I mentioned last year. Previously, ordering of materials for the library's collections were tracked using Excel spreadsheets. This method made it challenging to know exactly where we were with our spending. Additionally, our materials did not appear in the Library catalog until we had the items in hand. Our Integrated Library System (ILS), Polaris, has a module that allows us to create on-order item records for materials at the time they are ordered and simultaneously tracks the cost of the material. In January, we implemented the use of this module. It has been beneficial on multiple levels. Materials appear in the catalog earlier, allowing for patrons to place holds on items at the time they are ordered. Additionally, we know exactly what we've spent and intend to spend, giving us an up-to-date picture of our materials budgets. Finally, staff time that was previously occupied filling in spreadsheets when materials were ordered and received, has been reduced.

**Reference Desk Move** – At the beginning of 2023 we implemented a change to the desks. Adult Services Librarians and the Reference Desk were relocated to what was formerly the Registration Desk at the end of the Check-Out Desk. Additionally, Library Clerks began to split their time between the Check-Out Desk and the desk located downstairs, which has been renamed the Information Desk. We have found this to be a beneficial change. Librarians are better able to assist with reference questions that naturally occur at the Check Out Desk without having to direct patrons to a different floor in the building.

**New Label Printers** – With funds from the Bridges Library System's Technology and Improvement Grant we were able to purchase new spine label printers. This may seem like a small change, but it's made a big impact on our workflow. Previously, we printed labels using Brother laser printers. The text would often shift down without us making any changes, and if more than one sheet of labels was printed at one time, the ink would start to flake off. And if those problems weren't enough, we had to copy and paste the spine label into a document before printing. Our new printers are designed for label printing and we can print directly from the ILS. Eric Branske was instrumental in getting these set up and templates created.

**Library of Things** – One of the projects that we're most excited about this year is a reservable Library of Things. Nan and I wrote and won the Bridges Library System Improvement and Innovation Grant. With this grant we have been able to purchase technology and tool related items, such as a projector, pressure washer, slide and film scanner, and so much more. Additionally, the grant provides funding to implement and use Lending Key, a software designed to make reservations for items and integrate the checkout of those items with our ILS. Patrons may search Lending Key for an item and then view calendar dates that the item is available for check out and place a reservation on that item. In addition to allowing reservations on things, we also will make part of our Explore Pass Collection reservable. We

are the first library in the Bridges Library System to use Lending Key and we're excited to be able to offer this to our patrons!

## **Ongoing and Future Projects**

**Outreach to Senior Facilities** – July marked the 1-year anniversary of our Mobile Library. Eric Branske visits Kirkland Crossings once per month to bring library materials to residents. This service has been greatly appreciated, especially by those residents who no longer drive. With the opening of the wall into the Children's Library, we've begun to implement a desk schedule that will free us up to be able to do more outreach to other senior living facilities in Pewaukee. My goal is to reach out to them this fall to set up monthly Mobile Library visits.

**Style Guide** – A project that Sandy George and I have been wanting to implement is a Style Guide for the Library. A Style Guide would provide guidance and consistency for all printed and digital materials distributed by the Library, such as program flyers, social media graphics, and any signage. In the spring we formed a committee to work out the details and have added members as new staff have joined the Library. We wanted representation from all departments. Our committee consists of myself, Sandy George, Madi Cooper, Emma Kutschenreuter, and Peter Blenski. We have begun the process by looking at other library style guides and taking notes on what we would like included. We hope to have the guide completed early next year.

# PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, July 16, 2023 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:32 PM

Members Present: Lisa Jansen, Karen Wildman, Leslie Miller, Dale Noll, Heather Gergen,  
Ian Clark

Others Present: Nan Champe (Library Director)

Members Excused: Ann Wright

## REGULAR BUSINESS:

2. Citizen Comments/Correspondence

\*Letter from the estate of Richard Lloyd Hanson dated 7/13/23

3. Approval of Consent Agenda

a. Minutes June 21, 2023 (Regular Board Meeting)

b. Financial Reports:

i. GL Budget vs. Actual Library – June 2023

ii. GL Detail Library – June 2023

iii. Payment Approval Report – June 2023

c. Library Monthly Statistics Report though June 2023

d. Director's Report: July 2023

Motion to approve: Dale Noll

Second: Lisa Jansen

Discussion: N/A

Motion Carried

## OLD BUSINESS:

NONE

## NEW BUSINESS:

4. Discussion and possible action on the 2024 Joint Library Budget.

No Action

5. Discussion on the process for review and update of the Library's Mission and Vision Statement and Strategic Plan.

Discussion: Will review at a future date.

No Action

6. Discussion and possible action on BOT Trustee Essentials #18; Library Board Appointments and Composition

No Action

7. ADJOURNMENT: 7:33 PM  
Motion to approve: Dale Noll  
Second: Heather Gergen  
Discussion:  
Motion carried

NEXT MEETING SCHEDULED: Wednesday, August 16, 2023

LOCATION: Visaya Room, Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072

# PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, August 16, 2023 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:30 PM  
Members Present: Lisa Jansen, Leslie Miller, Dale Noll, Heather Gergen, Ian Clark, Ann Wright  
Others Present: Nan Champe (Library Director)  
Madi Cooper  
Members Excused: Karen Wildman

## SPECIAL BUSINESS

2. Presentation by Madi Cooper, Library Services Manager

## REGULAR BUSINESS

3. Citizen Comments/Correspondence
4. Approval of Consent Agenda
  - a. Minutes July 19, 2023 (Regular Board Meeting)
  - b. Financial Reports
    - GL Budget vs. Actual Library – July 2023
    - GL Library Detail – July 2023
    - Payment Approval Report – July 2023
  - c. Library Monthly Statistics Report through July 2023
  - d. Director's Report: August 2023

Motion to approve: Dale Noll  
Second: Ann Wright  
Discussion: Director's Report – correction: Peter is from Hartland, NOT Hartford  
Motion carried

## OLD BUSINESS

6. Discussion and possible action on 2024 Joint Library Budget  
  
Motion: Leslie motioned to approve the 2024 Joint Library Budget to include the update with the Fiscal Agent fee as revised on 8/16/23  
Second: Ian Clark  
Discussion: n/a  
Motion carried

**NEW BUSINESS**

6. Discussion and possible action on the new Library of Things Collection Policy

No action taken. Will review at next Board Meeting

8. Discussion and possible action on Resolution No. 2023-02: A Resolution Establishing Authority in Matters Pertaining to the Estate of Joanne Knecht

Motion to approve: Heather motioned to approve Resolution #2023-02 with corrections as discussed.

Second: Ann Wright

Discussion: n/a

Motion carried

9. Discussion and possible action on BOT Trustee Essentials #03 *Bylaws*

No action taken

10. ADJOURNMENT - 7:55 PM

Motion to approve: Heather

Second: Ian

Discussion: n/a

Motion carried

NEXT MEETING: Wednesday September 20, 2023

End.GLPeriod = 823

Account Number	Account Title	YTD	Budget	Variance	% Budget
<b>900 - LIBRARY FUND</b>					
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	(60,551.95)	(112,141.00)	(51,589.05)	54.00%
900-00-46710-000-000	LIBRARY FINES(R)	(6,317.05)	(10,136.00)	(3,818.95)	62.32%
900-00-48110-000-000	INTEREST INCOME(R)	(1,046.47)	(167.00)	879.47	626.63%
900-00-48200-000-100	FISCAL AGENT FEES(R)	0.00	0.00	0.00	100.00%
900-00-48500-000-000	DONATIONS, PRIVATE OR ORGANIZ(R)	(26,810.14)	0.00	26,810.14	100.00%
900-00-48500-000-100	MISC REVENUES(R)	(4,472.72)	(5,907.00)	(1,434.28)	75.72%
900-00-48500-000-200	DESIGNATED GRANTS(R)	(2,000.00)	(3,101.00)	(1,101.00)	64.50%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	(653,846.26)	(871,795.00)	(217,948.74)	75.00%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(175,162.68)	(262,744.00)	(87,581.32)	66.67%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	0.00	0.00	0.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	0.00	0.00	0.00	100.00%
<b>Total: Revenue</b>		<b>(930,207.27)</b>	<b>(1,265,991.00)</b>	<b>(335,783.73)</b>	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	386,325.93	636,565.00	250,239.07	60.69%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	129,949.56	212,484.00	82,534.44	61.16%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	5,876.84	7,000.00	1,123.16	83.95%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	46,090.38	73,000.00	26,909.62	63.14%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	7,974.54	24,000.00	16,025.46	33.23%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	40,213.82	50,040.00	9,826.18	80.36%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	18,923.16	21,550.00	2,626.84	87.81%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	703.13	3,000.00	2,296.87	23.44%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	38,453.11	45,952.00	7,498.89	83.68%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	119,628.40	89,652.00	(29,976.40)	133.44%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	34,995.22	55,645.00	20,649.78	62.89%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	20,052.67	23,000.00	2,947.33	87.19%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	3,340.98	5,250.00	1,909.02	63.64%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	3,465.00	2,000.00	(1,465.00)	173.25%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	5,849.86	0.00	(5,849.86)	100.00%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	10,726.31	0.00	(10,726.31)	100.00%

End.GLPeriod = 823

Account Number	Account Title	YTD	Budget	Variance	% Budget
900-00-57610-000-000	LIBRARY OUTLAY(E)	0.00	0.00	0.00	100.00%
<b>Total: Expenditure</b>		<u>872,568.91</u>	<u>1,249,138.00</u>	<u>376,569.09</u>	
<b>Total: 900 - LIBRARY FUND</b>		<u>(57,638.36)</u>	<u>(16,853.00)</u>	<u>40,785.36</u>	
<b>Total:</b>		<u>(57,638.36)</u>	<u>(16,853.00)</u>	<u>40,785.36</u>	

End.GLPeriod 823 AND Start.GLPeriod 0823 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
<b>900 - LIBRARY FUND</b>							
<b>900-00-46710-000-000 - LIBRARY FINES</b>							
08/07/2023	4009360-1	CR	LIBRARY FINES - LIBRARY 08.07.23			.00	-197.30
08/14/2023	4009408-1	CR	LIBRARY FINES - LIBRARY 08.14.23			.00	-383.45
08/21/2023	13-2	CRJE	LIBRARY DEPOSIT ADJ 8/21/23 CK 48.15 VS 48.75			.00	-.60
08/21/2023	4009464-1	CR	LIBRARY FINES - LIBRARY 08.21.23			.00	-86.09
08/28/2023	4009491-1	CR	LIBRARY FINES - LIBRARY 08.28.23			.00	-174.05
						<b>.00</b>	<b>-841.49</b>
<b>900-00-46710-000-000 - LIBRARY FINES</b>							
<b>900-00-48110-000-000 - INTEREST INCOME</b>							
08/31/2023	25-9	CRJE	ALLOCATE NORTH SHORE INTEREST 2023- AUGUST			.00	-39.62
						<b>.00</b>	<b>-39.62</b>
<b>900-00-48110-000-000 - INTEREST INCOME</b>							
<b>900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ</b>							
08/04/2023	8-2	JE	LIBRARY FOUND RENOVATIONS DONATION			.00	-8,910.14
						<b>.00</b>	<b>-8,910.14</b>
<b>900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ</b>							
<b>900-00-48500-000-100 - MISC REVENUES</b>							
08/04/2023	8-1	JE	LIBRARY FOUND RENOVATIONS DONATION			8,910.14	.00
08/07/2023	4009360-2	CR	BOOK REPLACEMENTS - LIBRARY 08.07.23			.00	-126.49
08/07/2023	4009360-3	CR	COPIES - LIBRARY 08.07.23			.00	-210.75
08/14/2023	4009408-2	CR	BOOK REPLACEMENTS - LIBRARY 08.14.23			.00	-129.50
08/14/2023	4009408-3	CR	NEW CARDS - LIBRARY 08.14.23			.00	-1.00
08/21/2023	4009464-2	CR	BOOK REPLACEMENTS - LIBRARY 08.21.23			.00	-39.00
08/21/2023	4009464-3	CR	ROOM RENTAL - LIBRARY 08.21.23			.00	-30.00
08/21/2023	4009464-4	CR	COPIES - LIBRARY 08.21.23			.00	-31.40
08/28/2023	4009491-2	CR	BOOK REPLACEMENTS - LIBRARY 08.28.23			.00	-56.50

End.GLPeriod 823 AND Start.GLPeriod 0823 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/28/2023	4009491-3	CR	ROOM RENTAL - LIBRARY 08.28.23			.00	-30.00
08/28/2023	4009491-4	CR	LIBRARY CARDS - LIBRARY 08.28.23			.00	-2.00
08/28/2023	4009491-5	CR	COPIES - LIBRARY 08.28.23			.00	-155.10
<b>900-00-48500-000-100 - MISC REVENUES</b>						<b>8,910.14</b>	<b>-811.74</b>
<b>900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS</b>							
08/16/2023	4009448-4	CR	CITY CONTRIBUTIONS-SEPT - CITY OF PEWAUKEE			.00	-72,649.58
<b>900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS</b>						<b>.00</b>	<b>-72,649.58</b>
<b>900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS</b>							
08/31/2023	1-2	JE	LIBRARY CONTRIBUTION			.00	-21,895.33
<b>900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS</b>						<b>.00</b>	<b>-21,895.33</b>
<b>900-00-55110-000-110 - LIBRARY SALARIES &amp; WAGES</b>							
08/04/2023	13-1	PC	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD			21,807.41	.00
08/18/2023	67-1	PC	PAYROLL TRANS FOR 8/13/2023 PAY PERIOD			22,011.79	.00
<b>900-00-55110-000-110 - LIBRARY SALARIES &amp; WAGES</b>						<b>43,819.20</b>	<b>.00</b>
<b>900-00-55110-000-130 - LIBRARY FRINGE BENEFITS</b>							
08/04/2023	4-1	PB	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD			2,748.43	.00
08/18/2023	26-1	PB	PAYROLL TRANS FOR 8/13/2023 PAY PERIOD			10,823.18	.00
<b>900-00-55110-000-130 - LIBRARY FRINGE BENEFITS</b>						<b>13,571.61</b>	<b>.00</b>
<b>900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS</b>							
07/03/2023	246-1	AP	BAKER & TAYLOR BOOKS			217.87	.00
07/03/2023	248-1	AP	BAKER & TAYLOR BOOKS			295.61	.00
07/03/2023	237-1	AP	BAKER & TAYLOR BOOKS			233.69	.00
07/05/2023	243-1	AP	BAKER & TAYLOR BOOKS			243.30	.00
07/05/2023	258-1	AP	BAKER & TAYLOR BOOKS			16.24	.00

End.GLPeriod 823 AND Start.GLPeriod 0823 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/06/2023	256-1	AP	BAKER & TAYLOR BOOKS			777.78	.00
07/07/2023	234-1	AP	BAKER & TAYLOR BOOKS			97.59	.00
07/07/2023	263-1	AP	BAKER & TAYLOR BOOKS			79.08	.00
07/10/2023	265-1	AP	BAKER & TAYLOR BOOKS			227.03	.00
07/10/2023	267-1	AP	BAKER & TAYLOR BOOKS			115.12	.00
07/10/2023	240-1	AP	BAKER & TAYLOR BOOKS			102.13	.00
07/11/2023	272-1	AP	BAKER & TAYLOR BOOKS			99.64	.00
07/11/2023	274-1	AP	BAKER & TAYLOR BOOKS			258.99	.00
07/12/2023	276-1	AP	BAKER & TAYLOR BOOKS			63.84	.00
07/12/2023	250-1	AP	BAKER & TAYLOR BOOKS			197.92	.00
07/13/2023	49-1	AP	CAVENDISH SQUARE PUBLISHING			204.44	.00
07/13/2023	260-1	AP	BAKER & TAYLOR BOOKS			193.34	.00
07/14/2023	253-1	AP	BAKER & TAYLOR BOOKS			92.30	.00
07/16/2023	10-1	AP	AMAZON CAPITAL SERVICES, INC.			20.04	.00
07/17/2023	281-1	AP	BAKER & TAYLOR BOOKS			246.14	.00
07/17/2023	283-1	AP	BAKER & TAYLOR BOOKS			172.04	.00
07/17/2023	287-1	AP	BAKER & TAYLOR BOOKS			42.81	.00
07/18/2023	285-1	AP	BAKER & TAYLOR BOOKS			247.89	.00
07/19/2023	117-1	AP	AMAZON CAPITAL SERVICES, INC.			19.79	.00
07/19/2023	289-1	AP	BAKER & TAYLOR BOOKS			156.07	.00
07/20/2023	294-1	AP	BAKER & TAYLOR BOOKS			63.82	.00
07/20/2023	296-1	AP	BAKER & TAYLOR BOOKS			38.47	.00
07/20/2023	269-1	AP	BAKER & TAYLOR BOOKS			149.42	.00
07/21/2023	133-1	AP	SALEM PRESS INC			103.74	.00

End.GLPeriod 823 AND Start.GLPeriod 0823 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/25/2023	298-1	AP	BAKER & TAYLOR BOOKS			445.48	.00
07/26/2023	300-1	AP	BAKER & TAYLOR BOOKS			122.61	.00
07/27/2023	302-1	AP	BAKER & TAYLOR BOOKS			9.51	.00
07/27/2023	278-1	AP	BAKER & TAYLOR BOOKS			158.65	.00
07/28/2023	304-1	AP	BAKER & TAYLOR BOOKS			67.65	.00
07/31/2023	291-1	AP	BAKER & TAYLOR BOOKS			203.92	.00
08/01/2023	451-1	AP	CENTER POINT LARGE PRINT			49.14	.00
<b>900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS</b>						<b>5,833.10</b>	<b>.00</b>
<b>900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS</b>							
07/03/2023	315-1	AP	MIDWEST TAPE			116.95	.00
07/03/2023	316-1	AP	MIDWEST TAPE			20.24	.00
07/03/2023	317-1	AP	MIDWEST TAPE			51.72	.00
07/10/2023	318-1	AP	MIDWEST TAPE			14.99	.00
07/10/2023	319-1	AP	MIDWEST TAPE			11.99	.00
07/10/2023	320-1	AP	MIDWEST TAPE			26.24	.00
07/14/2023	321-1	AP	MIDWEST TAPE			29.99	.00
07/14/2023	322-1	AP	MIDWEST TAPE			22.49	.00
07/14/2023	323-1	AP	MIDWEST TAPE			18.99	.00
07/14/2023	324-1	AP	MIDWEST TAPE			22.49	.00
07/18/2023	169-1	AP	BLACKSTONE PUBLISHING			146.98	.00
07/21/2023	325-1	AP	MIDWEST TAPE			11.99	.00
07/21/2023	326-1	AP	MIDWEST TAPE			89.96	.00
07/21/2023	327-1	AP	MIDWEST TAPE			86.96	.00
07/21/2023	328-1	AP	MIDWEST TAPE			20.99	.00

End.GLPeriod 823 AND Start.GLPeriod 0823 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/21/2023	329-1	AP	MIDWEST TAPE			10.99	.00
07/31/2023	330-1	AP	MIDWEST TAPE			13.99	.00
07/31/2023	331-1	AP	MIDWEST TAPE			14.99	.00
07/31/2023	332-1	AP	MIDWEST TAPE			13.49	.00
07/31/2023	333-1	AP	MIDWEST TAPE			101.21	.00
<b>900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS</b>						<b>847.64</b>	<b>.00</b>
<b>900-00-55110-000-143 - LIBRARY-TECHNOLOGY</b>							
07/31/2023	422-1	AP	TAYLOR COMPUTER SERVICES, INC			711.00	.00
07/31/2023	467-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			6.00	.00
<b>900-00-55110-000-143 - LIBRARY-TECHNOLOGY</b>						<b>717.00</b>	<b>.00</b>
<b>900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC</b>							
07/03/2023	247-1	AP	BAKER & TAYLOR BOOKS			2.18	.00
07/03/2023	249-1	AP	BAKER & TAYLOR BOOKS			2.96	.00
07/03/2023	238-1	AP	BAKER & TAYLOR BOOKS			22.11	.00
07/03/2023	239-1	AP	BAKER & TAYLOR BOOKS			2.34	.00
07/05/2023	244-1	AP	BAKER & TAYLOR BOOKS			2.43	.00
07/05/2023	245-1	AP	BAKER & TAYLOR BOOKS			14.85	.00
07/05/2023	259-1	AP	BAKER & TAYLOR BOOKS			.16	.00
07/06/2023	257-1	AP	BAKER & TAYLOR BOOKS			7.78	.00
07/07/2023	235-1	AP	BAKER & TAYLOR BOOKS			13.42	.00
07/07/2023	236-1	AP	BAKER & TAYLOR BOOKS			.98	.00
07/07/2023	264-1	AP	BAKER & TAYLOR BOOKS			.79	.00
07/10/2023	266-1	AP	BAKER & TAYLOR BOOKS			2.27	.00
07/10/2023	268-1	AP	BAKER & TAYLOR BOOKS			1.15	.00

End.GLPeriod 823 AND Start.GLPeriod 0823 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/10/2023	241-1	AP	BAKER & TAYLOR BOOKS			1.02	.00
07/10/2023	242-1	AP	BAKER & TAYLOR BOOKS			4.95	.00
07/11/2023	273-1	AP	BAKER & TAYLOR BOOKS			1.00	.00
07/11/2023	275-1	AP	BAKER & TAYLOR BOOKS			2.59	.00
07/12/2023	277-1	AP	BAKER & TAYLOR BOOKS			.64	.00
07/12/2023	251-1	AP	BAKER & TAYLOR BOOKS			27.83	.00
07/12/2023	252-1	AP	BAKER & TAYLOR BOOKS			1.98	.00
07/13/2023	261-1	AP	BAKER & TAYLOR BOOKS			1.93	.00
07/13/2023	262-1	AP	BAKER & TAYLOR BOOKS			11.88	.00
07/14/2023	254-1	AP	BAKER & TAYLOR BOOKS			14.41	.00
07/14/2023	255-1	AP	BAKER & TAYLOR BOOKS			.92	.00
07/17/2023	282-1	AP	BAKER & TAYLOR BOOKS			2.46	.00
07/17/2023	284-1	AP	BAKER & TAYLOR BOOKS			1.72	.00
07/17/2023	288-1	AP	BAKER & TAYLOR BOOKS			.43	.00
07/18/2023	469-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			122.38	.00
07/18/2023	286-1	AP	BAKER & TAYLOR BOOKS			2.48	.00
07/19/2023	290-1	AP	BAKER & TAYLOR BOOKS			1.56	.00
07/20/2023	295-1	AP	BAKER & TAYLOR BOOKS			.64	.00
07/20/2023	297-1	AP	BAKER & TAYLOR BOOKS			.38	.00
07/20/2023	270-1	AP	BAKER & TAYLOR BOOKS			1.49	.00
07/20/2023	271-1	AP	BAKER & TAYLOR BOOKS			45.76	.00
07/24/2023	470-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			134.97	.00
07/25/2023	471-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			98.45	.00
07/25/2023	299-1	AP	BAKER & TAYLOR BOOKS			4.45	.00

End.GLPeriod 823 AND Start.GLPeriod 0823 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/26/2023	301-1	AP	BAKER & TAYLOR BOOKS			1.23	.00
07/27/2023	303-1	AP	BAKER & TAYLOR BOOKS			.10	.00
07/27/2023	279-1	AP	BAKER & TAYLOR BOOKS			1.59	.00
07/27/2023	280-1	AP	BAKER & TAYLOR BOOKS			9.90	.00
07/28/2023	305-1	AP	BAKER & TAYLOR BOOKS			.68	.00
07/31/2023	292-1	AP	BAKER & TAYLOR BOOKS			31.79	.00
07/31/2023	293-1	AP	BAKER & TAYLOR BOOKS			2.04	.00
08/03/2023	403-1	AP	AMAZON CAPITAL SERVICES, INC.			22.89	.00
08/03/2023	366-1	AP	JAMES IMAGING SYSTEMS INC			849.84	.00
08/03/2023	472-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			196.26	.00
<b>900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC</b>						<b>1,676.06</b>	<b>.00</b>
<b>900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT</b>							
06/02/2023	443-1	AP	WISCONSIN LIBRARY ASSOCIATION			189.00	.00
<b>900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT</b>						<b>189.00</b>	<b>.00</b>
<b>900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE</b>							
07/10/2023	45-1	AP	MILWAUKEE PLUMBING & PIPING INC			867.00	.00
07/17/2023	153-1	AP	BATZNER PEST CONTROL INC			103.40	.00
07/21/2023	360-1	AP	JF AHERN COMPANY			158.00	.00
07/25/2023	230-1	AP	AMAZON CAPITAL SERVICES, INC.			377.26	.00
07/26/2023	388-1	AP	VJS GC HOLDINGS, INC			28,454.50	.00
07/30/2023	383-1	AP	ZIMMERMAN ARCHITECTURAL STUDIOS, INC			680.00	.00
08/01/2023	456-1	AP	KUJAWA ENTERPRISES INC			1,971.25	.00
08/01/2023	487-1	AP	JANI-KING OF MILWAUKEE			2,675.91	.00
<b>900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE</b>						<b>35,287.32</b>	<b>.00</b>

End.GLPeriod 823 AND Start.GLPeriod 0823 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
<b>900-00-55110-000-311 - LIBRARY-UTILITIES</b>							
07/01/2023	473-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			342.30	.00
07/10/2023	2-1	AP	ACH PEWAUKEE UTILITY			177.00	.00
07/10/2023	3-1	AP	ACH PEWAUKEE UTILITY			944.31	.00
07/10/2023	4-1	AP	ACH PEWAUKEE UTILITY			357.88	.00
07/17/2023	460-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			222.94	.00
08/01/2023	474-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			342.30	.00
08/08/2023	223-1	AP	ACH WE ENERGIES			4,336.02	.00
08/08/2023	224-1	AP	ACH WE ENERGIES			211.84	.00
						<b>6,934.59</b>	<b>.00</b>
<b>900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS</b>							
07/03/2023	459-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			242.96	.00
07/31/2023	488-1	AP	MIDWEST TAPE - HOOPLA			659.31	.00
						<b>902.27</b>	<b>.00</b>
<b>900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS</b>							
<b>900-00-55110-000-313 - LIBRARY-PROGRAMS</b>							
07/10/2023	465-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			25.00	.00
07/25/2023	375-1	AP	BAIRD, HOLLY			100.00	.00
07/26/2023	461-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			6.98	.00
07/27/2023	389-1	AP	MORGAN, MATTHEW			400.00	.00
07/28/2023	387-1	AP	THOMM, JONATHAN			100.00	.00
						<b>631.98</b>	<b>.00</b>
<b>900-00-55110-000-313 - LIBRARY-PROGRAMS</b>							
<b>900-00-55110-000-450 - GRANT FUNDED EXPENSE</b>							
07/19/2023	464-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			9.97	.00
07/27/2023	229-1	AP	AMAZON CAPITAL SERVICES, INC.			481.52	.00

End.GLPeriod 823 AND Start.GLPeriod 0823 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/27/2023	231-1	AP	AMAZON CAPITAL SERVICES, INC.			216.46	.00
08/02/2023	404-1	AP	AMAZON CAPITAL SERVICES, INC.			15.99	.00
08/03/2023	402-1	AP	AMAZON CAPITAL SERVICES, INC.			15.79	.00
<b>900-00-55110-000-450 - GRANT FUNDED EXPENSE</b>						<b>739.73</b>	<b>.00</b>
<b>900-00-55110-000-500 - DONATION FUNDED EXPENSE</b>							
07/19/2023	462-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			50.00	.00
07/19/2023	466-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			50.00	.00
07/25/2023	361-1	AP	WHALEN, JOLYNNE			222.44	.00
07/27/2023	463-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			50.00	.00
08/01/2023	468-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			41.79	.00
<b>900-00-55110-000-500 - DONATION FUNDED EXPENSE</b>						<b>414.23</b>	<b>.00</b>
<b>Total:</b>						<b>120,473.87</b>	<b>-105,147.90</b>

GeneralLedgerPeriod.GLPeriod 823 AND APIInvoiceApprovalDepartment.DepartmentName LIBRARY AND Start.GLPeriod 823 AND End.GLPeriod 823

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Status
<b>ACH WE ENERGIES</b>							
<b>Approved</b>							
13090	ACH WE ENERGIES	4685417210	LIBRARY/UTILITI ES GAS JULY 2023	211.84	08/08/2023	08/30/2023	Approved
13090	ACH WE ENERGIES	4685417210	LIBRARY/UTILITI ES ELECRC JULY 2023	4336.02	08/08/2023	08/30/2023	Approved
				<b>4547.86</b>			
<b>AMAZON CAPITAL SERVICES, INC.</b>							
<b>Approved</b>							
23	AMAZON CAPITAL SERVICES, INC.	1FPH-Q4C4-QG1X	LIBRARY/1 ADULT NON-FIC	30.5	08/26/2023	09/25/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1DXG-W9LC-CTPH	LIBRARY/2 ADULT CD	24.78	08/24/2023	09/23/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1FVG-LFHR-Q131	LIBRARY/JUV PROG SUPPLIES	78.98	08/22/2023	09/21/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1JVM-6RKJ-JGN7	LIBRARY/CLEANI NG SUPPLIES - BATHROOM SUPPLIES	122.42	08/21/2023	09/20/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	14M4-NNRJ-GRWH	LIBRARY/1 ADULT FIC BK	29.98	08/21/2023	09/20/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1JFM-D1TT-DFRV	LIBRARY/1 ADULT CD	13.98	08/20/2023	09/19/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1HXP-46TP-1GRL	LIBRARY/OFFICE SUPPLIES	50.96	08/18/2023	09/17/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1HXP-46TP-1GRL	LIBRARY/1 ADULT NON-FIC	22.87	08/18/2023	09/17/2023	Approved

23	AMAZON CAPITAL SERVICES, INC.	1VR7-7NHK-HV77	LIBRARY/CHILDREN PROGRAMS	33.69	08/16/2023	09/15/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	141H-QXCM-4WQL	LIBRARY/OFFICE SUPPLIES - TONER	277.96	08/14/2023	09/13/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1FDJ-GWCL-X9YX	LIBRARY/OFFICE SUPPLIES - TONER DRUM	121.62	08/13/2023	09/12/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1R3D-KLXR-PVQ1	LIBRARY/2 ADULT FIC BK	37.25	08/12/2023	09/11/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1JJD-JJWY-VMLT	LIBRARY/1 ADULT CD	11.96	08/08/2023	09/07/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	11FC-KXN3-4199	LIBRARY/OFFICE SUPPLIES - DOOR STOPPER FOR CIRC; NAME TAG HOLDERS	22.89	08/03/2023	09/02/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	11FC-KXN3-4199	LIBRARY/BRIDGE S_LIBRARY OF THINGS	15.79	08/03/2023	09/02/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1XMK-HYPY-4XDM	LIBRARY/BRIDGE S_LIBRARY OF THINGS	15.99	08/02/2023	09/01/2023	Approved

**AMAZON CAPITAL SERVICES.**

---

**911.62**

---

**BAKER & TAYLOR BOOKS**

**Approved**

78	BAKER & TAYLOR BOOKS	2037739778	LIBRARY/PROCESSING	3.96	08/24/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037739778	LIBRARY/FREIGHT CHARGE	0.69	08/24/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037739778	LIBRARY/5 JUV PIC BKS	69.11	08/24/2023	09/25/2023	Approved

78	BAKER & TAYLOR BOOKS	2037721648	LIBRARY/PROCES SING	5.94	08/21/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037721648	LIBRARY/FREIGH T CHARGE	1.09	08/21/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037721648	LIBRARY/7 JUV PIC BKS	108.88	08/21/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037742352	LIBRARY/PROCES SING	0.41	08/22/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037742352	LIBRARY/3 ADULT SCI FI	40.85	08/22/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037741484	LIBRARY/FREIGH T CHARGE	5.1	08/22/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037741484	LIBRARY/22 ADULT FIC BKS	510.22	08/22/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037730130	LIBRARY/FREIGH T CHARGE	2.37	08/21/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037730130	LIBRARY/PROCES SING	30.69	08/21/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037730130	LIBRARY/24 YA BOOKS	236.73	08/21/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037720086	LIBRARY/PROCES SING	10.01	08/17/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037720086	LIBRARY/FREIGH T CHARGE	1.4	08/17/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037720086	LIBRARY/14 YA BOOKS	139.89	08/17/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037726345	LIBRARY/FREIGH T CHARGE	0.25	08/15/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037726345	LIBRARY/2 REPL ACCT BKS	25.18	08/15/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037732117	LIBRARY/10 ADULT NON FIC BKS	171.78	08/16/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037728811	LIBRARY/13 ADULT NON FIC BKS	219.51	08/16/2023	09/16/2023	Approved
78	BAKER & TAYLOR BOOKS	2037721699	LIBRARY/2	29.11	08/11/2023	09/25/2023	Approved

## ADULT SCI FI

78	BAKER & TAYLOR BOOKS	2037707794	LIBRARY/FREIGHT CHARGE	1.2	08/10/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037707794	LIBRARY/PROCESSING	18.48	08/10/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037707794	LIBRARY/13 YA BOOKS	119.57	08/10/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037686271	LIBRARY/PROCESSING	25.41	08/08/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037686271	LIBRARY/FREIGHT CHARGE	2.43	08/08/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037686271	LIBRARY/22 YA BOOKS	243.15	08/08/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037713328	LIBRARY/FREIGHT CHARGE	1.54	08/08/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037713328	LIBRARY/9 ADULT FIC BKS	153.76	08/08/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037713323	LIBRARY/FREIGHT CHARGE	2.51	08/08/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037713323	LIBRARY/15 ADULT FIC BKS	250.75	08/08/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037708262	LIBRARY/FREIGHT CHARGE	4.31	08/07/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037708262	LIBRARY/25 ADULT NON FIC BKS	431.32	08/07/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037708467	LIBRARY/FREIGHT CHARGE	0.7	08/07/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037708467	LIBRARY/4 ADULT NON FIC BKS	69.66	08/07/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037704159	LIBRARY/FREIGHT CHARGE	1.52	08/04/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037704159	LIBRARY/8 ADULT FIC BKS	152.18	08/04/2023	09/25/2023	Approved

78	BAKER & TAYLOR BOOKS	2037699660	LIBRARY/FREIGHT CHARGE	1.49	08/03/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037699660	LIBRARY/10 REPL ACCT BKS	149.14	08/03/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037674405	LIBRARY/PROCESSING	4.18	08/01/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037674405	LIBRARY/FREIGHT CHARGE	0.29	08/01/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037674405	LIBRARY/3 YA BOOKS	28.71	08/01/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037695770	LIBRARY/FREIGHT CHARGE	0.16	08/01/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037695770	LIBRARY/1 ADULT SCI FI	16.24	08/01/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037672594	LIBRARY/FREIGHT CHARGE	2.04	07/31/2023	08/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037672594	LIBRARY/PROCESSING	31.79	07/31/2023	08/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037672594	LIBRARY/23 YA BOOKS	203.92	07/31/2023	08/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037688028	LIBRARY/PROCESSING	5.94	08/01/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037688028	LIBRARY/FREIGHT CHARGE	1.95	08/01/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037688028	LIBRARY/16 JUV PIC BKS	195.46	08/01/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037695548	LIBRARY/FREIGHT CHARGE	4.21	08/02/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037695548	LIBRARY/25 ADULT FIC BKS	421.14	08/02/2023	09/25/2023	Approved
78	BAKER & TAYLOR BOOKS	2037666790	LIBRARY/PROCESSING	9.9	07/27/2023	08/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037666790	LIBRARY/FREIGHT CHARGE	1.59	07/27/2023	08/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037666790	LIBRARY/11 JUV	158.65	07/27/2023	08/24/2023	Approved

PIC BKS

78	BAKER & TAYLOR BOOKS	2037691987	LIBRARY/FREIGHT CHARGE	0.1	07/27/2023	08/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037691987	LIBRARY/1 JUV BKS	9.51	07/27/2023	08/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037692690	LIBRARY/FREIGHT CHARGE	0.68	07/28/2023	08/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037692690	LIBRARY/4 ADULT NON FIC BKS	67.65	07/28/2023	08/24/2023	Approved

**BAKER & TAYLOR BOOKS**

4406.4

**BATZNER PEST CONTROL INC**

Approved

7070	BATZNER PEST CONTROL INC	49814539	LIBRARY/PEST MGMT AUG 2023	103.4	08/16/2023	09/16/2023	Approved
------	--------------------------	----------	----------------------------	-------	------------	------------	----------

**BATZNER PEST CONTROL INC**

103.4

**BRANSKE, ERIC L**

Approved

13021	BRANSKE, ERIC L	08152023	LIBRARY/MILEAGE REIMBURSEMENT	18.34	08/15/2023	09/15/2023	Approved
-------	-----------------	----------	-------------------------------	-------	------------	------------	----------

**BRANSKE, ERIC L**

18.34

**CENTER POINT LARGE PRINT**

Approved

3552	CENTER POINT LARGE PRINT	2030516	LIBRARY/2 LG PRINT BOOKS	49.14	08/01/2023	09/01/2023	Approved
------	--------------------------	---------	--------------------------	-------	------------	------------	----------

**CENTER  
POINT  
LARGE  
PRINT**

---

**49.14**

---

**ENGAGEDPATRONS.ORG**

**Approved**

8432	ENGAGEDPATRONS.ORG	8373-23-01	LIBRARY/EVENT S SVC 10-01-23 TO 09-30-24	495	08/16/2023	09/16/2023	Approved
------	--------------------	------------	--	-----	------------	------------	----------

**ENGAGEDP  
ATRON.SOR  
G**

---

**495**

---

**JAMES IMAGING SYSTEMS INC**

**Approved**

6332	JAMES IMAGING SYSTEMS INC	34600142	LIBRARY/MONTH LY COPIER LEASE/AUGUST 2023	849.84	08/03/2023	08/28/2023	Approved
------	------------------------------	----------	--	--------	------------	------------	----------

**JAMES  
IMAGING  
SYSTEMS  
INC**

---

**849.84**

---

**JANI-KING OF MILWAUKEE**

**Approved**

12411	JANI-KING OF MILWAUKEE	MIL09230393	LIBRARY/JANITO RIAL SVC SEPT 2023	2675.91	09/01/2023	09/30/2023	Approved
-------	------------------------	-------------	---	---------	------------	------------	----------

**JANI-KING  
OF  
MILWAUKE  
E**

---

**2675.91**

---

**JF AHERN COMPANY**

**Approved**

4875	JF AHERN COMPANY	595032	LIBRARY/ANNUA L FIRE EQUIP INSPECTION	1344.51	08/14/2023	09/14/2023	Approved
------	------------------	--------	---	---------	------------	------------	----------

4875	JF AHERN COMPANY	590231	LIBRARY/SPRINK LER INSP-JUL QTRLY	158	07/21/2023	08/21/2023	Approved
<b>JF AHERN COMPANY</b>				<b>1502.51</b>			
<b>KUJAWA ENTERPRISES INC</b>							
<b>Approved</b>							
6819	KUJAWA ENTERPRISES INC	236622	LIBRARY/LANDS CAPE MNT - AUG 2023	1971.25	08/01/2023	08/31/2023	Approved
<b>KUJAWA ENTERPRIS ES INC</b>				<b>1971.25</b>			
<b>MIDWEST TAPE</b>							
<b>Approved</b>							
548	MIDWEST TAPE	504246502	LIBRARY/2 ADULT DVD	56.23	08/22/2023	09/25/2023	Approved
548	MIDWEST TAPE	504242320	LIBRARY/1 ADULT DVD	22.49	08/22/2023	09/25/2023	Approved
548	MIDWEST TAPE	504242299	LIBRARY/2 ADULT DVD	50.23	08/22/2023	09/25/2023	Approved
548	MIDWEST TAPE	504242297	LIBRARY/1 ADULT CD	11.99	08/22/2023	09/25/2023	Approved
548	MIDWEST TAPE	504242321	LIBRARY/JUVENI LE 1 DVD	11.24	08/22/2023	09/25/2023	Approved
548	MIDWEST TAPE	504197199	LIBRARY/ 1 ADULT CD	10.99	08/14/2023	09/25/2023	Approved
548	MIDWEST TAPE	504204471	LIBRARY/1 ADULT DVD	20.24	08/14/2023	09/25/2023	Approved
548	MIDWEST TAPE	504204472	LIBRARY/1 ADULT DVD	14.99	08/14/2023	09/25/2023	Approved
548	MIDWEST TAPE	504204473	LIBRARY/1 ADULT DVD	22.49	08/14/2023	09/25/2023	Approved
548	MIDWEST TAPE	504204474	LIBRARY/1 ADULT DVD	26.24	08/14/2023	09/25/2023	Approved
548	MIDWEST TAPE	504204475	LIBRARY/1 ADULT DVD	20.99	08/14/2023	09/25/2023	Approved

548	MIDWEST TAPE	504176826	LIBRARY/JUVENILE 1 DVD	23.24	08/08/2023	09/25/2023	Approved
548	MIDWEST TAPE	504176825	LIBRARY/1 ADULT DVD	26.24	08/08/2023	09/25/2023	Approved
548	MIDWEST TAPE	504176824	LIBRARY/2 ADULT DVD	31.48	08/08/2023	09/25/2023	Approved
548	MIDWEST TAPE	504176822	LIBRARY/ 1 ADULT CD	13.99	08/08/2023	09/25/2023	Approved
548	MIDWEST TAPE	504176821	LIBRARY/1 ADULT CD	13.59	08/08/2023	09/25/2023	Approved
548	MIDWEST TAPE	504145483	LIBRARY/4 ADULT DVD	101.21	07/31/2023	08/24/2023	Approved
548	MIDWEST TAPE	504145482	LIBRARY/ADULT 1 DVDS	13.49	07/31/2023	08/24/2023	Approved
548	MIDWEST TAPE	504145481	LIBRARY/ADULT 1 DVDS	14.99	07/31/2023	08/24/2023	Approved
548	MIDWEST TAPE	504140819	LIBRARY/ 1 ADULT CD	13.99	07/31/2023	08/24/2023	Approved

**MIDWEST TAPE**

---

**520.34**

---

**MIDWEST TAPE - HOOPLA**

**Approved**

12821	MIDWEST TAPE - HOOPLA	504149341	LIBRARY/DIGITAL ACCT ENDING 7/31/23	659.31	07/31/2023	08/31/2023	Approved
-------	-----------------------	-----------	-------------------------------------	--------	------------	------------	----------

**MIDWEST TAPE - HOOPLA**

---

**659.31**

---

**NORTH SHORE BANK CARDMEMBER SERVICE**

**Approved**

8349	NORTH SHORE BANK CARDMEMBER SERVICE	7343222	LIBRARY/DEMCO /PROCESSING SUPPLIES	196.26	08/03/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7338272	LIBRARY/DEMCO /PROCESSING SUPPLIES	98.45	07/25/2023	09/04/2023	Approved

8349	NORTH SHORE BANK CARDMEMBER SERVICE	7337748	LIBRARY/DEMCO /PROCESSING SUPPLIES	134.97	07/24/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7335099	LIBRARY/DEMCO /PROCESSING SUPPLIES	122.38	07/18/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	310173	LIBRARY/ADULT/ PROGRAM SUPPLIES	25	07/10/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	8027	LIBRARY/CYBER LINK/PHONE SERVICE JULY	342.3	08/01/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	0077052071723	LIBRARY/SPECTR UM/INTERNET 7/17/23 THRU 8/16/23	222.94	07/17/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	4777830070	LIBRARY/GOOGL E/WORKSPACE JULY	6	07/31/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7832	LIBRARY/CYBER LINK/PHONE SERVICE JULY	342.3	07/01/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	00669CO23209227	LIBRARY/OVERD RIVE/DIGITAL MATERIALS JULY 2023	242.96	07/03/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	230727031	LIBRARY/FRIEND S/ADULT SUMMER READING	50	07/27/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	116205	LIBRARY/ADULT/ REFRESHMENTS	6.98	07/26/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	419111	LIBRARY/FRIEND S/ADULT	50	07/19/2023	09/04/2023	Approved

SUBJECT  
SUMMER  
READING

8349	NORTH SHORE BANK CARDMEMBER SERVICE	230719047	LIBRARY/FRIEND S/ADULT SUMMER READING	50	07/19/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	3004390231335632752 5	LIBRARY/WALM ART/LIBRARY OF THINGS	9.97	07/19/2023	09/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	711013	LIBRARY/WOME NS CLUB YA SUMMER READING	41.79	08/01/2023	09/04/2023	Approved

**NORTH  
SHORE  
BANK  
CARDMEMB  
ER SERVICE**

\_\_\_\_\_

**1942.3**

\_\_\_\_\_

**SALEM PRESS INC**

**Approved**

1708	SALEM PRESS INC	184349	LIBRARY/1 ADULT NON FICTION	103.74	08/08/2023	09/07/2023	Approved
------	-----------------	--------	-----------------------------------	--------	------------	------------	----------

**SALEM  
PRESS INC**

\_\_\_\_\_

**103.74**

\_\_\_\_\_

**TAYLOR COMPUTER SERVICES, INC**

**Approved**

810	TAYLOR COMPUTER SERVICES, INC	25117	LIBRARY/MANAG ED SERVICES AUG 2023; SERVICES AND EQUIPMENT JULY 2023	711	07/31/2023	08/31/2023	Approved
-----	----------------------------------	-------	---	-----	------------	------------	----------

TAYLOR  
COMPUTER  
SERVICES,  
INC

---

711

---

VILLAGE OF PALMYRA

Approved

13137	VILLAGE OF PALMYRA	063023	LIBRARY/REPLA CEMENT COST FOR DVD	14	08/17/2023	09/17/2023	Approved
-------	--------------------	--------	---	----	------------	------------	----------

VILLAGE OF  
PALMYRA

---

14

---

WHALEN, JOLYNNE

Approved

4914	WHALEN, JOLYNNE	07252023	LIBRARY/WOME NS CLUB JUV SUMMER READING	222.44	07/25/2023	08/21/2023	Approved
------	-----------------	----------	--	--------	------------	------------	----------

WHALEN,  
JOLYNNE

---

222.44

---

WIDOWSKI, JENNIFER

Approved

13103	WIDOWSKI, JENNIFER	294	LIBRARY/ADULT PROGRAM	145	08/22/2023	09/22/2023	Approved
-------	--------------------	-----	--------------------------	-----	------------	------------	----------

WIDOWSKI,  
JENNIFER

---

145

---

ZIMMERMAN ARCHITECTURAL STUDIOS, INC

Approved

12999	ZIMMERMAN ARCHITECTURAL STUDIOS, INC	220045.00-5	LIBRARY/ARCHIT ECTURAL FEE	680	07/30/2023	08/29/2023	Approved
-------	--	-------------	-------------------------------	-----	------------	------------	----------

ZIMMERMA  
N  
ARCHITECT

---

680

---

Total:

---

22529.4

---



## Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
<b>Circulation - ALL</b>														
2021	24725	24241	28215	24394	24527	29676	30764	28651	23730	23754	22840	21626	307143	120.09%
2022	23168	22385	25903	25342	23023	28865	30573	28282	24069	23180	23575	20792	299157	97.40%
2023	<b>24356</b>	<b>23294</b>	<b>27214</b>	<b>24363</b>	<b>24324</b>	<b>31204</b>	<b>31713</b>	<b>30545</b>					<b>217013</b>	<b>104.56%</b>
<b>Circulation - Print and A/V</b>														
2021	20768	20476	24185	20567	20493	25811	26882	24895	20210	20050	19310	18332	261979	124.23%
2022	19238	18922	22076	21691	19578	25491	26887	24471	20463	19540	19935	17312	255604	97.57%
2023	<b>20252</b>	<b>19604</b>	<b>23031</b>	<b>20493</b>	<b>20217</b>	<b>27334</b>	<b>27722</b>	<b>26314</b>					<b>184967</b>	<b>103.71%</b>
<b>Circulation - Overdrive</b>														
2021	3799	3537	3824	3628	3823	3674	3692	3545	3309	3493	3312	3106	42742	123.70%
2022	3713	3254	3555	3409	3257	3206	3493	3608	3430	3422	3435	3288	41070	96.09%
2023	<b>3881</b>	<b>3481</b>	<b>3946</b>	<b>3655</b>	<b>3827</b>	<b>3602</b>	<b>3732</b>	<b>3928</b>					<b>30052</b>	<b>109.30%</b>
<b>Circulation - Hoopla</b>														
2021	158	228	206	199	211	191	190	211	211	211	218	188	2422	180.48%
2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
2023	<b>223</b>	<b>209</b>	<b>237</b>	<b>215</b>	<b>280</b>	<b>268</b>	<b>259</b>	<b>303</b>					<b>1994</b>	<b>117.85%</b>
<b>LSER (LIBRARY SERVICES EFFORT RATIO)</b>														
2023	<b>87.99%</b>	<b>89.36%</b>	<b>91.35%</b>	<b>91.52%</b>	<b>87.75%</b>	<b>90.87%</b>	<b>91.45%</b>	<b>91.99%</b>					<b>90.41%</b>	
<b>Library Visits</b>														
Monthly total 2022	6439	6788	8161	8402	7867	9797	9568	8824	7678	7754	8224	6163	95665	116.73%
Daily average 2022	268	295	302	336	315	377	383	327	307	298	343	280	319	117.20%
Monthly total 2023	<b>8020</b>	<b>7498</b>	<b>9025</b>	<b>7730</b>	<b>8554</b>	<b>11587</b>	<b>10672</b>	<b>9266</b>					<b>72352</b>	<b>109.88%</b>
Daily average 2023	<b>321</b>	<b>312</b>	<b>334</b>	<b>392</b>	<b>361</b>	<b>446</b>	<b>427</b>	<b>356</b>					<b>492</b>	<b>154.12%</b>
<b>Reference Transactions</b>														
2022	1118	1061	1259	1077	843	1306	1220	1227	1160	922	871	595	12659	76.94%
2023	<b>967</b>	<b>1106</b>	<b>1305</b>	<b>875</b>	<b>943</b>	<b>1833</b>	<b>1538</b>	<b>1067</b>					<b>9634</b>	<b>105.74%</b>
<b>Items from Other libraries</b>														
2022	3664	3234	3482	3507	3336	3553	3648	3477	3181	3047	3125	3009	40263	92.48%
2023	<b>3597</b>	<b>3257</b>	<b>3590</b>	<b>3279</b>	<b>3332</b>	<b>3666</b>	<b>3824</b>	<b>3858</b>					<b>28403</b>	<b>101.80%</b>
<b>Items to Other Libraries</b>														
2022	3010	2672	2775	2821	2763	2944	2966	2656	2531	2375	2519	2383	32415	89.96%
2023	<b>2943</b>	<b>2580</b>	<b>2811</b>	<b>2633</b>	<b>2530</b>	<b>2942</b>	<b>3062</b>	<b>3002</b>					<b>22503</b>	<b>99.54%</b>
<b>New Library Cards Issued</b>														
2022	67	72	90	77	62	210	121	119	88	81	63	56	1106	112.97%
2023	<b>87</b>	<b>95</b>	<b>125</b>	<b>76</b>	<b>86</b>	<b>242</b>	<b>149</b>	<b>141</b>					<b>1001</b>	<b>122.37%</b>
<b>Meetings Room Usage</b>														
2022	36	47	50	51	44	43	45	28	33	40	46	31	494	212.02%
2023	<b>46</b>	<b>37</b>	<b>45</b>	<b>54</b>	<b>42</b>	<b>35</b>	<b>53</b>	<b>29</b>					<b>341</b>	<b>99.13%</b>

## Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
<b>Study Room Usage</b>															
2022	80	112	102	122	99	121	117	125	105	128	131	105	1347	217.61%	
2023	134	138	121	116	155	154	126	127					1071	121.98%	
<b>Uses of Public Wireless Internet</b>															
2022	689	716	896	934	824	981	920	807	985	995	927	768	10442	258.08%	
2023	998	897	1062	932	1046	1268	1017	1025					8245	121.84%	
<b>Uses of Public Internet Computers</b>															
2022	370	378	455	468	455	419	295	422	441	410	372	318	4803	123.69%	
2023	366	342	437	358	381	419	379	417					3099	95.00%	
<b>Children's Programs (0-5)</b>															
# programs	2022	0	18	16	24	0	5	6	0	12	19	16	17	133	
Attendance	2022	0	299	291	504	0	288	225	0	264	387	318	296	2872	
# programs	2023	16	18	21	14	0	7	5	0					81	117.39%
Attendance	2023	402	387	557	285	0	266	179	0					2076	129.18%
<b>Children's Programs (6-11)</b>															
# programs	2022	3	2	4	5	5	7	14	1	0	9	14	10	74	
Attendance	2022	43	22	75	185	826	807	737	10	0	285	598	235	3823	
# programs	2023	12	6	7	7	7	11	17	0					67	163.41%
Attendance	2023	187	70	124	98	975	841	743	0					3038	112.31%
<b>Teen Programs (12-18)</b>															
# program	2022	2	2	2	2	2	1	0	1	1	3	2	1	19	158.33%
Attendance	2022	16	17	12	16	85	12	0	12	9	24	14	6	223	305.48%
# program	2023	3	1	2	2	3	1	2	0					14	116.67%
Attendance	2023	21	3	10	11	19	18	23	0					105	61.76%
<b>Adult Programs (19+)</b>															
# programs	2022	6	6	4	7	6	11	11	8	8	10	9	4	90	
Attendance	2022	74	55	47	87	98	149	149	150	125	336	137	74	1481	
# programs	2023	6	5	8	12	8	7	8	8					62	105.08%
Attendance	2023	105	97	204	215	178	165	199	130					1293	159.83%
<b>General Interest Program</b>															
# program	2022	0	4	4	0	0	4	3	1	0	1	0	0	17	23.29%
Attendance	2022	0	105	148	0	0	605	159	46	0	30	0	0	1093	64.98%
# programs	2023	0	0	0	0	0	1	1	0					2	12.50%
Attendance	2023	0	0	0	0	0	343	142	0					485	45.63%

## Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
<b>Children's Self-Directed Activities (0-5) (includes summer reading participation)</b>														
# programs 2022	1	4	2	1	1	1	5	3	2	0	1	2	23	74.19%
Attendance 2022	33	100	82	1	3	147	611	890	50	0	2	92	2011	141.82%
# programs 2023	0	0	0	1	0	0	0	0					1	5.56%
Attendance 2023	0	0	0	43	0	0	0	0					43	2.30%
<b>Children's Self-Directed Activities (6-11) (includes summer reading participation)</b>														
# programs 2022	1	4	2	1	1	1	5	3	2	0	1	2	23	74.19%
Attendance 2022	33	100	82	1	3	147	611	890	50	0	2	92	2011	141.82%
# programs 2023	0	4	6	5	2	5	2	1					25	138.89%
Attendance 2023	0	103	202	421	76	579	113	863					2357	126.25%
<b>Teen Self-Directed Activities (12-18) (includes summer reading participation)</b>														
# programs 2022	2	2	2	2	1	3	3	3	2	2	2	2	26	108.33%
Attendance 2022	35	25	31	35	11	60	63	190	32	32	14	28	556	141.48%
# programs 2023	2	2	3	2	2	2	2	2					17	94.44%
Attendance 2023	29	34	115	29	33	115	58	203					616	136.89%
<b>Adult Self-Directed Activities (18+) (includes summer reading participation)</b>														
# programs 2022													0	
Attendance 2022													0	
# program 2023	3	4	3	0	0	0	0	1					11	#DIV/0!
Attendance 2023	242	320	240	0	0	0	0	194					996	#DIV/0!
<b>Other Self-Directed Activities (All Ages) (includes summer reading participation)</b>														
# programs 2022	3	0	0	0	0	0	0	1	1	0	1		6	50.00%
Attendance 2022	122	0	0	0	0	0	0	183	41	0	13		359	95.99%
# program 2023	0	0	0	0	0	1	2	1					4	100.00%
Attendance 2023	0	0	0	0	0	212	296	97					605	198.36%

**Pewaukee Public Library**  
**Director's Report**  
**September 2023**

*Youth Services Department (from Peter Blenski, Youth Services Manager)*

Hello! I'm very excited to be joining Pewaukee as the new Youth Services Manager. I have over a decade of experience, around 7 years at Greenfield and around 4 years at Hartland. I'm known for my interactive storytimes and high-energy programs. I also have over 300 book reviews published in "Booklist" magazine and "School Library Journal." In 2021, I served on the Newbery Committee, which gave the highly prestigious Newbery Medal to sci-fi children's book "The Last Cuentista" by Donna Barba Higuera. My blog, [www.legolibrarian.com](http://www.legolibrarian.com), which has surpassed 700,000 views, has chronicled a lot of my library programming and has helped librarians and educators worldwide.

My focus so far has been getting used to the internal systems and processes of our library, but also getting used to my direct team. Everyone has been wonderful so far, and I feel it's going to be a great fit.

Storytime has started this week! I feel it will take some time for parents and kids to adapt to my style, which is focused more on movement and short activities, but reaction has been positive so far.

We have also committed to two special programs, outside of our normal offerings like Lego Club and Puppy Tales. Talk Like a Pirate Day will be September 19th, and will incorporate a scavenger hunt, obstacle course, and simple craft. This will be followed up by Trick or Treat in the Library on October 31st, our first night program which will have several stations throughout the library. Our priority of the two will be the Trick or Treat program, as it already has some high interest. I feel kids programs at night are a great way to engage ALL of our family patrons, as not everyone has the privilege to join in on the fun during working hours.

My other goals are to step up our social media and to increase our outreach with our school system. I feel our social media base has a solid foundation, but we can find more creative ways to engage with our patrons. Engagement often means that concurrent posts show up more frequently on feeds, so being more active on these platforms is a solid marketing strategy. Similarly, our relationship with the school system seems very solid. I am attempting to grow it further with monthly visits from Pewaukee Lake Elementary; children would walk down here for library lessons and check out time. I ran a very similar and successful program and found many benefits to this program, including increase circulation and brand awareness, a better understanding of the curriculum, and a deeper partnership between school and library. Initial email conversations with the principal have been positive, so it is something I will to continue to pursue.

*Library Services Department (from Madi Cooper, Library Services Manager)*

First, I want to thank you for letting me speak with you last month. It was great getting to officially meet all of you and discuss my ideas. Since we spoke, I have reached out to a few libraries regarding their temporary cards, and they had nothing but positive things to say about them. Fort Atkinson was especially proud of their temporary cards and all the positive interactions in brought to their library. I am hopeful this is something we will implement here.

This August, we noticed things slowing down slightly as people were getting ready to go back to school and finish up the summer. One of our pages went off to college, and we brought in a new page named Abby. She is catching onto things very quickly. I think she will be a great addition to our team.

Thanks for everything you do for the library!

*Administration (from Nan Champe, Library Director)*

- *Meetings/Events attended:*
  - August 1: Village of Pewaukee DH Meeting
  - August 10: Meeting with Emily Heller (new Public Communications Coordinator) for Bridges
  - August 16: Library Board Meeting
  - August 17: PPL Department Heads Meeting
  - August 25: Library Directors Retreat (continuing education event)
  
- *Staff Updates:*
  - Ryan Nguyen resigned as a Library Page. He is off to college. His last day of work was August 18, 2023.
  - Abby Hansen has been hired as a Library Page to replace Ryan. Abby is a student at Pewaukee High School. Her first day of work was August 24, 2023.
  
- *Trustee Appreciation Event: Thursday, September 28 6-8 Watertown Public Library.* I wanted to make sure that everyone has received an invite to this event. Please let me know if you are attending.
  
- *Syndetics Unbound.* At the Bridges Library System, we approved a new product called Syndetics Unbound instead of Novelist for recommendations in the Library's online catalog. The general opinion was this was a better product. As an added bonus, the annual subscription cost for Syndetics Unbound for the library system is about \$9,000.00 less per year the Novelist.
  
- *Discovery Layer.* This term refers to the public access catalog. The Library Directors have approved the process to purchase a new discovery layer. This topic has been controversial since we currently do not pay anything for our public catalog interface. There will be start up costs (paid for by Bridges) and then ongoing maintenance costs (to be paid for by the libraries in the Bridges system) with adding a new interface. It is my opinion that our public catalog does not work well; search results are not what I would expect, limiters do not work correctly and holds are messy. A new discovery layer will provide patrons with significant improvements for searching and holding an item. Since our main purpose is to circulate materials, it is important that we offer a decent interface so that patrons can find what they are looking for. When a product is chosen, I will provide you will a demo so that you can see the enhancements and improvements.
  
- *Statistics.* August proved to be another great month for circulation. Our circulation of materials was up 7.53% in compared to August 2022.
  
- *StoryCorps recording with Waukesha County Executive Paul Farrow.* We hosted a StoryCorps session with Paul Farrow. It was a great experience. Peter recently received training on serving as a facilitator so we do have the training to host future events. If you or know of anyone who would like to participate in a StoryCorps recording, please let me know.

- *Minutes from the July 19, 2023 (Regular Board Meeting).* (**AGENDA ITEM**) After the last board meeting, it was brought to my attention that the draft copy of this document had been missing from the board packet. Due to that omission, I have included the draft copy for your review and approval as part of the consent agenda.
- *Library of Things Collection Policy and Assumption of Risk and Waiver of Liability form.* (**AGENDA ITEM**). Included for your review and consideration is the final draft of the new Library of Things Collection Policy and a separate liability form. This policy has been reviewed by Attorney Wirkus. Since the scope of the collection varies from explore passes to equipment to games, the policy is intentionally vague in terms of checkout periods and restrictions so that we have the ability to set perimeters based on the items use and also to change those perimeters if it could result more efficient circulation or patron satisfaction. Also, Attorney Wirkus recommended and drafted a separate waiver of liability form. He is not confident that a blank waiver would hold up in court so he recommended that the signing of this form only be required for items that we have determined to have inherent risks. If a patron checks out one of the items listed on the form, they will also be required to sign the form for checkout.
- *Revisions to the Borrowing of Library Materials Policy* (**AGENDA ITEM**). I have made many changes to this revised policy. Here are the highlights:
  - Formatting/heading/language standardization to mirror the new Library of Things Collection Policy
  - Addition of information on settings already in place by the Pewaukee Library but not documented in the previous policy:
    1. Time frame which items are held for patrons.
    2. Overdue notice notification schedule.
    3. Defining a library card in good standing.
  - Requested policy changes:
    1. Establishment of a standard overdue fine of \$0.20/day. Currently we have a \$0.15/day fine for all materials except dvds which is \$1.00/day
    2. Adding YA print materials and books on CD to the items that are not charged overdue fines by the Pewaukee Library.
    3. Eliminating the refund for items that have been lost and have been paid for.
    4. Assessing overdue fines for lost items that have been returned (but not paid for).

I would ask the Library Board to review and consider the approval of these changes.

- *Revisions to the Library Card Policy* (**AGENDA ITEM**). As Madi indicated during her presentation, she has had several instances where a temporary library card would be helpful. For your review and consideration, I have added language to this policy for a Temporary card.
- *Special Library Card Policy* (**AGENDA ITEM**). In looking at our list of policies, there is this old policy that I found which was last updated in 2009. I would ask the Library Board to retire this policy. This policy sets up several special library cards. Many years ago these were common special library cards but we have not issued them now for many years.

- *Grade Assignments and Salary Ranges for Library Employees (AGENDA ITEM)*. A report was recently commissioned called the *Wisconsin Public Library Staff Compensation and Survey Report*. I have included a copy of this new report for your information. As well, the City and the Village are in the process of upgrading their scales for all of their employees. In 2022, the Library updated their pay scales. Wages have changed significantly within the past two years, so I wanted to give all of this information to the Library Board to ask if you would like to review the pay ranges and rankings for Library employees as well.

**PEWAUKEE PUBLIC LIBRARY'S  
ASSUMPTION OF RISK AND WAIVER OF LIABILITY FOR USE OF  
TOOLS AND EQUIPMENT**

I \_\_\_\_\_, desire to voluntarily borrow and operate tools and/or equipment from The Pewaukee Public Library [Lessor]. Tools and equipment which may be operated may include but are not limited to: air compressor, handheld fabric steamer, laminator, paper shredder, pressure washer, cricut and sewing machine. Operation may include bending, lifting, repetitive motion, exposure to heat and humidity, cutting, drilling, sanding, and/or smelling or inhaling unpurified air or fumes, and/or operating tools or equipment (collectively referred to as the "Activities").

I am fully informed, understand, and acknowledge that:

- the Activities have inherent risks, dangers, and hazards, including but not limited to exposure to dirt, dust, chemicals, shavings, uneven ground, obstructions, heat, insect or animal stings or bites, and/or use of sharp objects, and that such risks and dangers will exist in my participation of the Activities, regardless of the care taken to avoid such risks and dangers;
- my participation in such Activities may result in injury or illness including, but not limited to, bodily harm, disease, tripping, falling, heat stroke, scrapes, cuts, severed limbs, strains, sprains, fractures, partial and/or total paralysis, heart attack, bee stings, asthma attacks, allergic reactions, or even death (collectively "Injuries");
- these risks and dangers may be caused by the negligence of Lessor, negligence of myself or others, accidents, medical condition(s), or pre-existing condition(s).

By signing this Waiver, I hereby affirm and attest that i) I am physically fit to engage in the Activities; ii) I am knowledgeable regarding the proper and safe use of the borrowed tool(s) and equipment or will otherwise fully educate myself on proper and safe use before operation; iii) I will diligently inspect the tool(s) or equipment before use for signs damage, malfunction, or unsafe condition; and: i) will operate the tool(s) or equipment for its intended use in a safe manner. I acknowledge the Lessor has provided to me resources at the time of borrowing from which I can educate myself on the basics of proper use and safety of the tool(s) or equipment. I also acknowledge and agree that I am fully responsible for providing my own safety equipment for use of the tool(s) or equipment including but not limited to safety glasses, footwear, earplugs, gloves, masks/respirators, and grounded and/or GFCI protected outlets,

Except for conduct on the part of Lessor that is reckless or intentional, I, on behalf of myself, my personal representatives, and my heirs, in consideration for the right to borrow tools(s) or equipment from Lessor and participate in the Activities, hereby voluntarily agree to release and discharge the Lessor and its agents, employees, and representatives from any and all claims, actions or losses for Injuries, property damage, wrongful death, loss of services, loss of consortium, lost wages/loss of earnings, emotional distress, pain and suffering, punitive damages, attorney's fees, and costs which arise or are related to the above-referenced Activities and which are the result of Lessor's negligence, my negligence, or the negligence of a third party.

**Severability:** The unenforceability of any particular provision of this Waiver shall not affect the other provisions and shall be construed as if such unenforceable provision(s) were omitted.

**Venue and Mediation:** I agree that the exclusive venue for any dispute, claim, or legal proceeding between Lessor and me arising out of this Waiver or the Activities shall be the Circuit Court in Waukesha County, Wisconsin, regardless of conflict of law principles. Further, before filing any such legal proceeding in court, the parties shall be required to mediate any dispute before a third-party mediator, the mediator mutually selected by the parties, and the mediator's fees/costs equally split between the parties. I further acknowledge and agree that this Waiver shall be effective for a period of one (1) year after execution, shall auto-renew for successive one (1) year periods thereafter on the yearly anniversary date of signing unless sooner terminated by me or Lessor in writing, and that this Waiver shall apply to all borrowing of tools or equipment from Lessor while this Waiver is in effect.

I understand that I have had an opportunity to negotiate or bargain the terms of this Waiver with the Lessor and, if we have agreed to any changes in the terms of this Waiver, they are listed below:

\_\_\_\_\_ (Continued on back if additional space is needed).

**I HAVE READ THIS WAIVER, UNDERSTAND IT, AND ACKNOWLEDGE THAT I AM GIVING UP CERTAIN RIGHTS I MAY HAVE AGAINST THE LESSOR FOR POTENTIAL FUTURE NEGLIGENCE. NONETHELESS, I AGREE TO BE BOUND BY THIS WAIVER AND AM SIGNING IT VOLUNTARILY.**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

# LIBRARY OF THINGS COLLECTION POLICY

## **PURPOSE**

Library of Things [LoTs] collection items are non-traditional items that are available for circulation to patrons which complement the Pewaukee Public Library's [Library] mission. The LoTs collection may include, but is not limited to:

- Puzzles and games
- Explore Passes to local zoos, museums, or attractions
- STEM/STEAM equipment and kits
- Technology
- Tools and other home materials
- Audiovisual equipment

Patrons who borrow an item from the LoTs collection agree to the terms established in this policy.

## **GUIDELINES FOR BORROWING**

A valid CAFÉ library card in good-standing is required to borrow an item. A library card is considered in good standing if it is an unexpired card and has less than \$10.00 in fines and/or fees.

Some items must be checked out on an adult library card.

Due to the nature of the items contained in the LoTs collection, all items must be checked out from and returned directly to the Library. Items will not be shared via delivery with other libraries in the Bridges Library System.

Items must be checked out at the Library's Circulation Desk. Only Explore Passes may be returned in the Library's book drop. All other items must be returned to the Library's Circulation Desk. A \$5.00 fine/fee (per item) will be charged to the borrower's account if an item is returned in the book drop (with the exception of an Explore Pass) or to another library in the Bridges Library System.

## **HOLDS/RESERVATIONS**

While items in the LoTs collection cannot be held through the Library's online catalog, the Library has purchased a supplemental software product which enables items to be reserved for a specific check out period in the future. Library staff will determine which items from the LoTs collection will be suited for this program. Items not included in this program will be available on a first come, first served basis.

## **LOAN PERIODS, FINES & RENEWALS**

Loan periods for items in this collection and fines will vary. Items may not be renewed.

If an item is reservable and not returned by the due date, the patron will be notified via email, text message or telephone call on the first (1) day that the item is overdue.

If an item is available on a first come, first served basis and is not returned by the due date, the patron will be notified via email, text message or telephone call on the following schedule, 1<sup>st</sup> notice: three (3) days, 2<sup>nd</sup> notice: fourteen (14) days, 3<sup>rd</sup> and final notice: twenty-one (21) days. Overdue notification is a courtesy and the Library cannot be responsible for emails, texts or

phone calls not received due to invalid information provided or other issues outside the control of the Library.

### **LOST OR DAMAGED ITEMS**

Patrons will be financially responsible for loss of or damage to an item while borrowed. LoTs items will be considered lost and a replacement fee assessed to their library account if the item remains unreturned 30 days after its due date. Replacement costs will be based on the retail price of the item at time of purchase or, in the case of an Explore Pass, the replacement fee assessed by the issuing organization or \$200, whichever is greater

Library staff will inspect all items upon return to determine if the item is damaged or pieces are missing. If an item is damaged, the Library will assess and charge fees on a case-by-case basis. Damage fees will not exceed the replacement cost of the item.

The following applies to lost and damaged materials:

- If a patron pays for the lost or damaged item, overdue fines will not be assessed.
- If a patron returns the lost item before it has been paid for, the lost material charge will be forgiven. The patron will be responsible for all overdue fines.
- Refunds will not be given for lost items that have been paid for and later found and returned.
- Library staff will determine if a lost or damaged item will be replaced with the same or a similar item. All replacements will be procured by the Library.

Exceptions to the foregoing fines and assessments may only be made on a case-by-case basis in the sole discretion of and upon the approval by the Library Director.

### **PAYMENT OF FINES AND FEES**

Payment may be made in cash or by check at the circulation desk, or online via electronic payment. Checks returned for insufficient funds will not be re-deposited and a \$25.00 NSF fee will be assessed and placed on the patron's account. The patron's account will remain blocked until the full amount of fines and fees is paid by cash, money order, or cashier's check.

### **RESPONSIBILITY FOR MINOR'S (17 YEARS OF AGE AND YOUNGER) ACCESS TO LIBRARY MATERIALS**

Library staff does not restrict access to any material by age, and leaves the responsibility for a minor's use of its materials to each minor's parent or guardian. Parents and guardians are strongly encouraged to monitor their own child's reading, viewing and listening, and to be aware of what they check out. The foregoing notwithstanding, the Library respects caregiver and parental autonomy over the welfare of children under their care. Accordingly, if a caregiver or parent desires to restrict their child's access to certain categories of the Library collection or to Internet access, they may contact the Library administration, which will make reasonable efforts to accommodate their opt-out request(s).

State law and the [Library's Privacy of Library Records and Use Policy](#) govern the information about a minor's library records that may be given to a parent or guardian.

### **USER AGREEMENT/LIABILITY WAIVER**

A borrower shall be required to have on file with the Library a signed copy of the Pewaukee Public Library's [Assumption of Risk and Waiver of Liability for Use of Tools and Equipment](#) form,

for all items which the Library has determined, in its reasonable discretion, may require special skill and knowledge for proper operation and/or which may present an increased risk of injury, even when used properly.

---

Adopted by the Board of Trustees:

# **BORROWING LIBRARY MATERIALS**

Any holder of a CAFÉ library card which is not expired or has less than \$10.00 in fines and/or fees may check out materials. The cardholder is responsible for all materials checked out on their card. The total item checkout limit is 250.

## **Loan Periods and Renewal**

All materials circulate for three weeks with the exception of the following:

- New Adult Fiction and Browsing Collection circulate for fourteen days
- DVDs/Blu-Rays circulate for seven days
- DVD Series & Sets circulate for fourteen days
- Newspapers & Magazines circulate for seven days
- Zoo/Museum Passes circulate for three days

Rare Book Collection, Reference Collection and Local History Collection materials do not circulate and may only be viewed in the Library.

Materials may be renewed three times unless item is on hold for another patron. Items in the Browsing Collection and items borrowed from outside the Bridges System may not be renewed.

## **Returning Materials**

Materials may be returned to any library within the CAFÉ Library System. The Pewaukee Public Library has an external book drops where material may be returned 24 hours a day, 7 days a week.

## **Holds**

CAFÉ cardholders may place a hold on most circulating items. The maximum hold limit is 100.

## **Overdue Materials and Fines**

Fines will be assessed for overdue items according to the schedule below. The maximum fine for an item is \$10.00 (except for Zoo/Museum passes). Overdue notification settings are set at time of registration and may be changed online, in-person, or by phone. Overdue notification is a courtesy and the library cannot be responsible for emails or phone calls not received due to invalid information provided or other issues outside the control of the Library. The overdue fine is \$0.15 per day on all items except:

- DVDs and Blu-rays (including DVD Series & Sets) - \$1.00 per day.
- ILL materials - \$1.00 per day.
- Zoo/Museum passes - \$50.00 per day.

No fines will be assessed on Children's materials except DVD's and Blu-rays.

## **Lost and Damaged Materials**

Borrowers are responsible for loss of and damage to materials they borrow. Replacement costs are assessed according to the Replacement Costs for Lost or Damaged Materials Policy.

- The Library will not accept a replacement copy in lieu of payment.
- If a patron is billed for the cost of the item (either the item is long overdue, damaged or lost), overdue fines will not be assessed.
- If a lost item is returned within 30 days of the date of payment, a refund will be provided at the discretion of the Library Director, and overdue fines reapplied.

## **Payment of Fines and Fees**

Payment may be made in cash or by check at the circulation desk, or online via electronic payment. Checks returned for insufficient funds will not be re-deposited and a \$25.00 NSF fee will be assessed and placed on the patron's account. The patron's account will remain blocked until the full amount of fines and fees is paid by cash, money order, or cashier's check.

## **Restriction of Borrowing Privileges**

Library card holders with over \$10.00 in fines and/or fees will be restricted from borrowing materials.

## **Responsibility for Minor's (17 years of age and younger) Access to Library Materials**

Library staff does not restrict access to any material by age, and leaves the responsibility for a minor's use of its materials to each minor's parent or guardian. Parents and guardians are strongly encouraged to monitor their own child's reading, viewing and listening, and to be aware of what they check out. The foregoing notwithstanding, the Library respects caregiver and parental autonomy over the welfare of children under their care. Accordingly, if a caregiver or parent desires to restrict their child's access to certain categories of the Library collection or to Internet access, they may contact the Library administration, which will make reasonable efforts to accommodate their opt-out request(s).

State law and the Library's Privacy of Library Records and Use Policy govern the information about a minor's library records that may be given to a parent or guardian.

# BORROWING LIBRARY MATERIALS

## PURPOSE

The Pewaukee Public Library [Library] offers a variety of items that are available for circulation to patrons which complement the Library's mission. This collection may include, but is not limited to:

- Books
- DVDs
- Books on CD
- Music CDs
- Digital materials

Patrons who borrow an item from the Library's collection agree to the terms established in this policy.

Borrowing policies for items from the Library's Library of Things [LoTs] collection are subject to the [Library of Things Collection Policy](#).

## GUIDELINES FOR BORROWING

A CAFÉ library card in good-standing is required to borrow an item. A library card is considered in good standing if it is an unexpired card and has less than \$10.00 in fines and/or fees.

The total item checkout limit per library card is 250 items.

Materials may be returned to any library within the Bridges Library System. The Pewaukee Public Library has an external book drop where material may be returned 24 hours a day, 7 days a week.

## HOLDS

CAFÉ cardholders may place a hold on circulating items, except for items in the browsing collection. The maximum hold limit is 100. Held items will be shared via delivery with other libraries in the Bridges Library System.

Holds may be placed by patrons in person, over the phone or online. Patrons will be notified when the materials are available and the item will be held for seven (7) days. If the item is not picked up after seven (7) days, the hold will be automatically cancelled.

## LOAN PERIODS, FINES & RENEWALS

The cardholder is responsible for ensuring that all materials checked out on their library card are returned in a timely manner. All materials circulate for three weeks with the exception of the following:

- New Adult Fiction and Browsing Collection circulate for fourteen days
- DVDs/Blu-Rays circulate for seven days
- DVD Series & Sets circulate for fourteen days
- Newspapers & Magazines circulate for seven days
- Digital materials vary based on type of materials and vendor settings.

Materials classified as rare books, reference, and professional titles and newspapers do not circulate and may only be viewed in the Library.

Checked out items may be renewed three times unless an item is on hold for another patron. Items in the Browsing Collection, digital materials and items borrowed from outside the Bridges System may not be renewed.

If an item is not returned by the due date, the patron will be notified via email, text message or telephone call on the following schedule, 1<sup>st</sup> notice: three (3) days, 2<sup>nd</sup> notice: fourteen (14) days, 3<sup>rd</sup> and final notice: twenty-one (21) days. Overdue notification is a courtesy and the Library cannot be responsible for emails, texts or phone calls not received due to invalid information provided or other issues outside the control of the Library.

The overdue fine is \$0.20 per day on all items. The maximum fine for an item is \$10.00.

No fines will be assessed on children's books and books on CD, young adult books and books on CD and digital materials.

### **LOST AND DAMAGED MATERIALS**

Patrons will be financially responsible for loss of and damage to an item while borrowed. Items will be considered lost and a replacement fee assessed to their library account if an item remains unreturned 30 days after its due date. Replacement costs are assessed according to the Replacement Costs for Lost or Damaged Materials Policy

Library staff will inspect all items upon return to determine if the item is damaged or pieces are missing. Regular wear and tear of materials is expected and is not considered the fault of the patron. If an item is found to be damaged and is no longer suitable for circulation, the patron will be charged the approved fee. Damage fees will not exceed the replacement cost of the item.

The following applies to lost and damaged materials:

- If a patron pays for the lost or damaged item, overdue fines will not be assessed.
- If a patron returns the lost item before it has been paid for, the lost material charge will be forgiven. The patron will be responsible for all overdue fines.
- Refunds will not be given for lost items that have been paid for and later found and returned.
- Library staff will determine if a lost or damaged item will be replaced with the same or a similar item. All replacements will be procured by the Library.

Exceptions to the foregoing fines and assessments may only be made on a case-by-case basis in the sole discretion of and upon the approval by the Library Director.

### **PAYMENT OF FINES AND FEES**

Payment may be made in cash or by check at the circulation desk, or online via electronic payment. Checks returned for insufficient funds will not be re-deposited and a \$25.00 NSF fee will be assessed and placed on the patron's account. The patron's account will remain blocked until the full amount of fines and fees is paid by cash, money order, or cashier's check.

### **RESPONSIBILITY FOR MINOR'S (17 YEARS OF AGE AND YOUNGER) ACCESS TO LIBRARY MATERIALS**

Library staff does not restrict access to any material by age, and leaves the responsibility for a minor's use of its materials to each minor's parent or guardian. Parents and guardians are strongly encouraged to monitor their own child's reading, viewing and listening, and to be aware of what they check out. The foregoing notwithstanding, the Library respects caregiver and parental autonomy over the welfare of children under their care. Accordingly, if a caregiver

or parent desires to restrict their child's access to certain categories of the Library collection or to Internet access, they may contact the Library administration, which will make reasonable efforts to accommodate their opt-out request(s).

State law and the Library's Privacy of Library Records and Use Policy govern the information about a minor's library records that may be given to a parent or guardian.

## LIBRARY CARD POLICY

### PURPOSE

The Pewaukee Public Library primarily serves the residents of the Village and City of Pewaukee. As a member of the Bridges Library System, the Pewaukee Public Library also provides services to the residents of Waukesha and Jefferson County. The Bridges Library System is comprised of 24-member libraries and all member libraries issue the CAFÉ library card.

### ELIGIBILITY

Any resident of the State of Wisconsin (except for Milwaukee County residents) who currently does not have a CAFÉ library card may apply for a free library card at the Pewaukee Public Library. Children must be age 4 to obtain a card. The Pewaukee Public Library will honor all CAFÉ library cards.

### REGISTRATION

#### *Adult (age 18+)*

In person registration is required to receive a library card. To register, the applicant must show proof of current address along with a photo ID. A Wisconsin ID/DL fulfills both the photo ID and proof of current address requirement. If an applicant's Wisconsin ID/DL does not have the current address or if the applicant does not have a Wisconsin ID/DL, he/she may use a school or government issued photo ID along with one of the following items bearing his/her current address in print or electronic format:

- Property tax bill
- Rental lease agreement
- Utility bill dated within the last 30 days
- Financial account statement dated within the last 30 days
- Mail post marked within the last 30 days that is not "junk mail" and is not a window envelope
- Checkbook with preprinted personal checks
- Vehicle registration from the current year
- Current insurance card
- Current report card or class schedule

#### *Minor (Age 4 - 17)*

The guardian and the minor must be present at the library for a minor to receive a library card. Because the guardian is responsible for the items checked out on the minor's library card, the guardian must obtain or hold a CAFÉ library card before a library card will be issued to the minor. If a guardian's card is blocked because of outstanding unreturned material, the material must be returned or the replacement cost paid before the minor is issued a card. Once the guardian's card is verified, a library card will be issued to the minor. The minor's card will be linked to the guardian's card.

## TEMPORARY ONLINE REGISTRATION

Formatted: Font color: Red, Strikethrough

Applicants may also apply for a temporary online card. Applicants 13 or older can fill out an online application and obtain a temporary barcode which will allow a patron to:

- Checkout up to 10 OverDrive items (e-resources).
- Checkout up to 4 Hoopla items (e-resources).
- Place a hold on up to 10 OverDrive items.
- Place a hold on up to two library items.

~~The temporary card~~ ~~The temporary Online registration card~~ is valid for 30 days. In person registration must be completed to convert an ~~temporary online registration card~~ to a permanent regular library card.

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

## CHANGE OF ADDRESS

It is the cardholder/guardian's responsibility to let the library know when their mailing address, telephone number or email address has changed. If a cardholder/guardian does not receive a library notice because they have not notified the library of the change in contact information, they will be held responsible for any resulting fines or bills.

## LIABILITY

The library card must be signed by the adult cardholder or guardian. By signing the library card, the cardholder or guardian agrees to comply with all policies and procedures authorized by the Boards of Trustees of CAFÉ member libraries. The cardholder or guardian agrees to pay fines for items returned overdue and to pay replacement charges for materials lost, damaged or stolen. This card remains the property of the issuing library and a replacement fee for lost cards will be charged. In case this card is lost or stolen, notify the issuing library immediately, otherwise cardholder or guardian is responsible for any unauthorized use.

## CHECK OUT

Cardholders are required to have their library card in print or digital format (the barcode must be scannable) when checking out materials. Staff will allow the use of a photo ID (such as a Driver's License) in lieu of the actual library card one time per year per patron.

## EXPIRATION AND RENEWAL

CAFÉ cards expire 18 months from date of issue. Library cards may be renewed in person or over the telephone. The cardholder will be required to verbally provide his/her registration information for verification.

Upon a minor reaching the age of 18, the minor's card will automatically expire. All fines and/or fees due and owed at the time of expiration will be transferred to the guardian's account.

## INACTIVE CARDS

To ensure the accuracy and integrity of the database, the Pewaukee Public Library is responsible for managing the library card registrations for residents of the Village and City of Pewaukee and any True Non-Resident (TNR) cards that are issued at the Pewaukee Public

Library. Library cards for these cardholders that have been expired for three years and have under \$20 in fines only will be deleted from the database.

TEMPORARY LIBRARY CARD

Temporary cards may be issued to individuals 18 years of age or older who reside out of state and are temporarily living in the Pewaukee area or new residents that have not obtained local proof of address. The individual will be required to show a valid picture ID with an out of state address and they will be required to provide their temporary/new local address. Individuals will be allowed to have three (3) items checked out at any time from the Pewaukee Public Library only and will have no access to online databases. The card will be good for three months and is eligible for renewal or upgrade to a regular library card.

Formatted: Underline, Font color: Red

Formatted: Font: (Default) Arial, 11 pt, Font color: Red

Formatted: Font: (Default) Arial, 11 pt, Font color: Red

Formatted: Font: (Default) Arial, 11 pt, Font color: Red

Formatted: Font: (Default) Arial, 11 pt, Font color: Red

Formatted: Font color: Red

---

Adopted by the Pewaukee Public Library Board of Trustees: April 15, 2020; Leslie Miller, Library Board President

*[\(This policy supersedes Library Card Registration Policy revised July 18, 2018\)](#)*

Formatted: Font: Italic

# SPECIAL LIBRARY CARDS POLICY

## Visitors

A special library card may be issued to individuals 18 years of age or older whose permanent residence is outside of Waukesha County and who are visiting the Pewaukee area for at least a three week period.

Visitors under the age of 18 may also receive a special library card but will need to have a parent or custodial guardian with them who has a valid Waukesha County Library or CAFÉ card. All items checked out on a minor's special library card will be the responsibility of the parent/custodial guardian.

A postcard will be mailed to the applicant to verify temporary residence. The applicant should bring the postcard to the library to receive his/her special library card. Adult applicants must have a valid driver's license with current address listed.

Visitors with special library cards will be allowed to have five (5) items checked out at any one time. The expiration date for the card will be set to three days following the visitor's planned departure date. Circulation periods, replacement costs, and fines will be the same as for a regular library card holder.

## Teachers

Teachers who reside outside of Waukesha County and are employed by any school in the City or Village of Pewaukee, which is primarily serving children of City and Village of Pewaukee taxpayers, are eligible for a special library card. A letter requesting a library card and stating that the teacher is currently employed must be provided by the teacher's school principal on business letterhead.

Special library cards issued to Pewaukee teachers who are non-Waukesha County residents are valid through the end of the current school year. Cards may be renewed by providing a new letter from the school principal at the beginning of the school year. Circulation periods, replacement costs and fines will be the same as for a regular library card holder.

## College Students

College students who are residing temporarily in Waukesha County are eligible for a special library card. Students will need to have with them their current school ID card and a piece of mail dated within the last week with their local address. If a student applicant does not have a piece of mail with their local address a postcard can be mailed to them to verify their address. Special library cards issued to students are valid for one year. Circulation periods, replacement costs and fines will be the same as for a regular library card holder. Students residing at a permanent address outside Waukesha County do not qualify for a card based on attendance at a local college.

### Business Owners

Business owners who reside outside of Waukesha County and own or rent space within the City or Village of Pewaukee are eligible for a special library card.

A valid driver's license with current address and a business card or piece of mail addressed to the applicant are required at the time of registration.

Library cards issued to Pewaukee Business owners residing outside of Waukesha County are valid for one year and are renewable. Circulation periods, replacement costs and fines will be the same as for a regular library card holder.

### Nursing Homes

Nursing homes located in the City or Village of Pewaukee may apply for a group library card, which will be retained at the Library. The owner or Administrator of the nursing home will provide a list of authorized personnel from the nursing home who are eligible to check out materials. This list should be on business letterhead. All materials checked out on the nursing home's library card are the responsibility of the nursing home.

A group card issued to nursing homes is valid for one year. A group library card may be renewed by providing an updated list of personnel from the nursing home.

It is the responsibility of the nursing home to notify the library as soon as possible if an employee is no longer authorized to check out materials on the nursing home's library card.

Circulation periods, replacement costs and fines will be the same as for a regular library card holder.

### Day Care Centers

Day care facilities located in the City or Village of Pewaukee may apply for a group library card, which will be retained at the Library. The owner or Administrator of the day care facility will provide a list of authorized personnel from the day care center who are eligible to check out materials. This list should be on business letterhead. All materials checked out on the day care facility's library card are the responsibility of the day care facility.

A group card issued to a day care center is valid for one year. A group library card may be renewed by providing an updated list of personnel from the day care facility.

It is the responsibility of the day care facility to notify the library as soon as possible if an employee is no longer authorized to check out materials on the day care facility's library card.

Circulation periods, replacement costs and fines will be the same as for a regular library card holder.

---

Adopted by the Pewaukee Public Library Board of Trustees: August 19, 2009, Dawn Jones, Library Board President

# Wisconsin Public Library Staff Compensation Survey Report

---

July 2023

Produced By:



in Partnership with:



# Table of Contents

About Carlson Dettmann Consulting and Cottingham & Butler .....	3
Survey Methodology and Accreditation.....	4
Key Findings.....	6
Participants and Demographic Information .....	8
Benefit Offerings .....	19
Survey Definitions.....	22
Salary Summary Detail – Alphabetical List	
Accountant.....	23
Associate Librarian (non-MLS) .....	24
Bookkeeper .....	25
Branch Manager.....	26
Building Maintenance Worker .....	27
Cataloger .....	28
Clerk - Accounting (Payables).....	29
Clerk - Public Services .....	30
Clerk - Technical Services.....	31
Collection Development Specialist .....	32
Community Outreach/Engagement Specialist.....	33
Copy Cataloger .....	34
Department Head/Coordinator/Senior Manager .....	35

Deputy/Associate/Assistant Library Director.....	36
Executive Assistant.....	37
Facility Engineering Manager (Maintenance).....	38
Graphic Artist/Designer .....	39
Human Resources Manager.....	40
Information Technology Manager .....	41
Inter-Library Loan Assistant .....	42
Janitorial Cleaner .....	43
Librarian (MLS).....	44
Library Assistant - Public Services.....	45
Library Assistant - Technical Services.....	46
Library Director/Chief Officer .....	47
Manager/Supervisor of Support Staff.....	48
Marketing Specialist.....	49
Office Manager .....	50
Office Support (Entry) .....	51
Office Support (Intermediate).....	52
Office Support (Top).....	53
Page/Shelver .....	54
Public Relations Officer.....	55
Security (Discipline Monitor) .....	56
Technical Support/Computer Technician .....	57
Web Content Administrator .....	58

## About Carlson Dettmann Consulting

Carlson Dettmann Consulting, a Cottingham & Butler Company, has extensive experience in public, private, and not-for-profit organizations. We are grounded in the Midwest economy, however, we have clients in over eighteen states. The consulting group has ten staff members distributed throughout Wisconsin, including Madison, Milwaukee, Central Wisconsin, and the Fox Valley. We tailor the compensation plans that we develop to the specific requirements, culture, and capacity of each client. We have the broad range of experience in a wide variety of settings that affords us the perspective to serve our clients effectively. Our approach to compensation and total rewards gives organizations the tools it needs to have a fully effective total rewards strategy.

## About Cottingham & Butler

Cottingham & Butler is a privately held insurance broker that specializes in providing innovative property & casualty and employee benefit insurance solutions. Headquartered in Dubuque, IA, the firm has more than 1,000 employees and 16 additional office locations across the U.S, with products and services offered through our major business divisions of employee benefit consulting, health care services, transportation risk solutions, risk management consulting, claims administration, loss control, HR and compliance consulting and personal insurance. Our drive to be Better Every Day has made Cottingham & Butler one of the largest and most well respected insurance brokers in the nation. Our mission is to PARTNER with our clients to PROTECT their most valuable assets, and our core values include understanding and serving our clients' long-term interests as if they were our own. With these priorities in mind, our service philosophy is built on delivering personalized solutions and services to meet each client's specific needs.

## Contact Us

For questions related to this survey, please contact Alyssa Woltring at [alyssa.woltring@carlsondettmann.com](mailto:alyssa.woltring@carlsondettmann.com).

Web: <http://www.carlsondettmann.com>

LinkedIn: <https://www.linkedin.com/company/carlson-dettmann-consulting>

## Survey Methodology and Accreditation

This custom survey was made possible through the Institute of Museum and Library Services (IMLS) LSTA funds and a partnership between Wisconsin Department of Public Instruction (DPI), System and Resource Library Administrators Association of Wisconsin (SRLAAW), and Southwest Wisconsin Library System (SWLS). The System and Resource Library Administrators Associations of Wisconsin (SRLAAW) had contacted Carlson Dettmann Consulting to conduct a compensation survey for library positions in Wisconsin. In February of 2023, 381 public libraries in the state of Wisconsin were solicited to participate in the custom survey. A total of 305 organizations provided data for the survey (for a response rate of 80%). The survey instrument was a secure Qualtrics website, through email, that asked participants to review a list of 46 survey job titles and descriptions, and to provide their pay range minimums and maximums, annual work hours, benefit eligibility, paid leave eligibility, and MLS requirements.

A listing of participants and their municipal/resident population, and Wisconsin regional category is found on page 5. Pay range summaries are presented in alphabetical order and a listing of jobs is shown in the table of contents on pages 1 and 2.

Pay data is presented in hourly format regardless of if the position is classified as exempt or non-exempt. Pay data is presented statewide as “All Responses” and is summarized further by geographic region and municipal/residential population size. The survey tool asked participants to enter their hourly structure rate for each position at their organization. For organizations that provided a single pay rate for a position, that rate was applied as the minimum, midpoint, and maximum rate for reporting purposes.

Please note, Carlson Dettmann Consulting produces custom compensation surveys for public sector and private sector employers and employer groups. Typically, following Sherman Anti-Trust Act best practices for compensation surveys, data with less than 5 respondents would not be reported for that job or data scope category by Carlson Dettmann Consulting. Due to the fact that data collected is publicly available, it was requested by the survey sponsors that all data be reported, even when responses do not meet the typical criteria. The survey sponsors hold harmless and indemnify Carlson Dettmann Consulting from any claims arising from the misuse or misrepresentation of the data reported.

### Use & Abuse of Salary Survey Data

The accuracy and precision of market data, and how that is gathered and interpreted, is extremely important. Experience suggests companies that without professional HR support may fall prey to five common survey and market pricing errors:

1. **No market pricing strategy and rewards philosophy:** Without guidance from a stated compensation philosophy and market pricing strategy, such as desired competitive pay levels and areas with whom the company perceives it competes for talent, it is likely market pricing will miss the target.

2. **Using incorrect survey scopes:** Surveys provide data “cut” in a number of different ways: all respondents, geographically, size of organization, size of population served., etc. Organizations should provide consistent rationale for the comparisons utilized: an example being if one of the ten largest libraries in the state decided to only use the “All Respondents” data cut to compare compensation for the top job, when that average reported is likely swayed by the 260 smaller libraries, a more appropriate scope would be a comparison by size for the top job. Or an organization using the statewide average reported for a janitorial position it likely would recruit from only a 30-mile radius of the work location, when a geographic scope would be more appropriate.
3. **Only matching to job titles rather than job summaries and functions:** Even with very custom survey, there will be unique jobs at every organization and jobs may have duties that make the job bigger or smaller than the survey job. Do not rely on the survey title; the survey job match should align with the essence of the role, and be at least a 70% job match. Consider the survey job summary description when making your job match and other possible job matches within the job family included in the survey.
4. **Limited sample:** When there are less than five respondents for a survey scope, use the survey data with careful consideration. Average statistics reported can be swayed heavily by outliers and become less reliable. Although it may be interesting to consider data with 2-3 respondents, it may not be useful to build a business case around. The greater the sample size, the greater the reliability of the data.
5. **Not aging the data forward:** The data reported in all surveys are current as the date when asked to be reported. By the time a survey report is published, or organizations utilize the data for budget planning, it is already old. Survey data should be aged forward, consistent with market wage growth (recently 3-5% annually) to the middle of the budget year (lead/lag), beginning of the budget year (lag), or end of the budget year (lead) to help plan future wage changes and forecasting.

We know the labor force is impacted by a number of competitive and economic forces, and we have seen unprecedented wage growth since 2021. Custom compensation surveys with exclusive participation are the best view of a comparable market. We look forward to future editions of the survey and continual improvements to the data set and published survey.

Thank you very much for participating in this survey.

Sincerely,  
Carlson Dettmann Consulting

# Key Findings

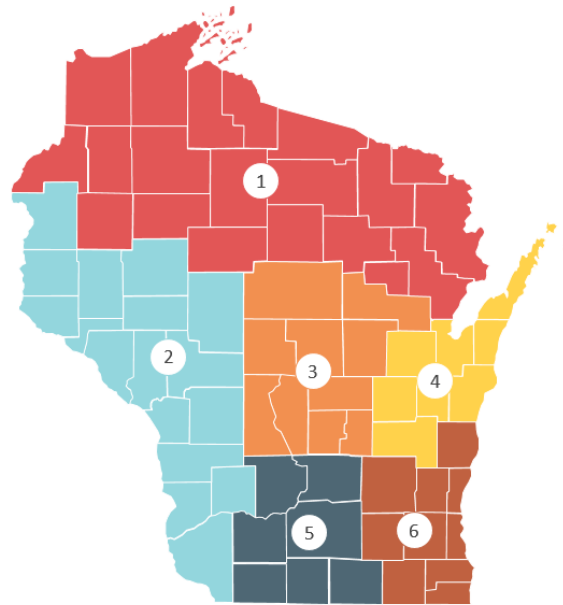
This custom survey is a superb resource for Wisconsin libraries to utilize to assess compensation and total rewards practices. With a total of 305 organizations providing data for the survey, the results provide a comprehensive look at compensation practices across the state. Some key findings and takeaway are as follows:

- Participation
  - The Western region has the most participation with 90 organizations supplying data.
  - The Southeast and Northern regions provided the second and third most participation.
  
- Total Rewards
  - The most prevalent benefits offered included:
    - Participation in Wisconsin Retirement System (WRS)
    - Health Insurance
    - Bereavement/Funeral Leave
    - Dental Insurance
  - Less than a quarter of participants provide Education Assistance, Paid Maternity/Paternity Leave beyond FMLA requirements, and Wellness/Gym Membership Reimbursement.
  - Over one-third of respondents offer zero PTO or Vacation upon hire, while on the other end of the spectrum 5% of respondents provide over 20 days annually upon hire.
  
- Compensation
  - Library Director – We found the average salary range was \$27.56-\$31.37 across all the respondents. We found the most highly paid employees in that role in the Fox Valley Northeast and Southeast. However, we find compensation is positively correlated with population size; and municipalities grow in size, so does the compensation for leadership staff. Respondents with populations >50,000 residents had the highest compensation levels ranging from \$49.73-\$66.73.
  - Librarian – The average salary range was \$24.93-\$30.87 across the state. Generally, we found consistent midpoint levels no matter the geography, although Fox Valley Northeast region was an exception on the high end. Population again did correlate to compensation as pay tends to be higher for larger municipalities.

- Clerk – Public Services – This role had the second most respondents, to the Library Director. Central region reported the lowest average salary range (\$11.90-\$13.90), with South Central region paying the most (\$14.51-\$17.37). Smaller, rural communities tend to pay less for the clerk position, while more populous urban centers are leading the way with compensation.

**We recommend all organizations determine what it considers as an applicable “market” for talent and utilize the appropriate data scope when assessing and analyzing compensation. A best practice in compensation design is to provide consistent rationale for market comparisons across the organization.**

# Participants and Demographic Information



## Responses by Region

Region 1: Northern	54
Region 2: Western	90
Region 3: Central	34
Region 4: Fox Valley-Northeast	28
Region 5: South Central	33
Region 6: Southeast	66

<b>Participating Library Name</b>	<b>Wisconsin Region</b>	<b>Municipal/Resident Population</b> <i>(Based on DPI 2021 Preliminary data set)</i>
<b>Abbotsford Public Library</b>	Western	2,502
<b>Adams County Library</b>	Central	17,796
<b>Algoma Public Library</b>	Fox Valley Northeast	3,104
<b>Allen-Dietzman Public Library</b>	Western	655
<b>Alma Public Library</b>	Western	777
<b>Altoona Public Library</b>	Western	8,651
<b>Amery Public Library</b>	Western	2,858
<b>Appleton Public Library</b>	Fox Valley Northeast	74,499
<b>Aram Public Library</b>	Southeast	8,507
<b>Arcadia Free Public Library</b>	Western	3,078
<b>Argyle Public Library</b>	South Central	839
<b>Augusta Memorial Public Library</b>	Western	1,517
<b>Baldwin Public Library</b>	Western	4,059
<b>Balsam Lake Public Library</b>	Western	994
<b>Barneveld Public Library</b>	South Central	1,279
<b>Barrett Memorial Library</b>	Southeast	2,654
<b>Barron Public Library</b>	Northern	3,313
<b>Bayfield Carnegie Public Library</b>	Northern	487
<b>Beaver Dam Community Library</b>	Southeast	17,038
<b>Bekkum Memorial Public Library</b>	Western	2,231
<b>Belleville Public Library</b>	South Central	2,585
<b>Ben Guthrie--Lac du Flambeau Public Library</b>	Northern	3,507
<b>Benton Public Library</b>	South Central	979
<b>Berlin Public Library</b>	Central	5,560
<b>Big Bend Village Library</b>	Southeast	1,513
<b>Black Creek Village Library</b>	Fox Valley Northeast	1,302
<b>Black Earth Public Library</b>	South Central	1,453
<b>Black River Falls Public Library</b>	Western	3,561
<b>Blair-Preston Public Library</b>	Western	1,331
<b>Blanchardville Public Library</b>	South Central	821

<b>Bloomington Public Library</b>	Western	730
<b>Boulder Junction Public Library</b>	Northern	962
<b>Boyceville Public Library</b>	Western	1,086
<b>Brandon Public Library</b>	Fox Valley Northeast	869
<b>Brewer Public Library</b>	Western	5,071
<b>Brickl Memorial Library</b>	Western	1,069
<b>Brillion Public Library</b>	Fox Valley Northeast	3,385
<b>Brookfield Public Library</b>	Southeast	40,276
<b>Brown County Library</b>	Fox Valley Northeast	265,809
<b>Brownsville Public Library</b>	Southeast	618
<b>Bruce Area Library</b>	Northern	1,933
<b>Burlington Public Library</b>	Southeast	11,052
<b>Butler Public Library</b>	Southeast	1,810
<b>Cadott Community Library</b>	Western	1,449
<b>Caestecker Public Library</b>	Central	2,884
<b>Calhoun Memorial Library</b>	Northern	2,151
<b>Cambridge Community Library</b>	South Central	1,616
<b>Cameron Public Library</b>	Northern	1,876
<b>Campbellsport Public Library</b>	Fox Valley Northeast	1,841
<b>Carleton A. Friday Memorial Library</b>	Western	10,075
<b>Carnegie-Schadde Memorial Public Library</b>	South Central	12,019
<b>Carter Memorial Library</b>	Fox Valley Northeast	3,613
<b>Cashton Memorial Library</b>	Western	1,116
<b>Cedar Grove Public Library</b>	Southeast	2,140
<b>Cedarburg Public Library</b>	Southeast	12,503
<b>Centuria Public Library</b>	Western	952
<b>Charles &amp; JoAnn Lester Library</b>	Central	2,532
<b>Chippewa Falls Public Library</b>	Western	14,366
<b>Clarella Hackett Johnson Public Library</b>	Western	582
<b>Clear Lake Public Library</b>	Western	1,103
<b>Clintonville Public Library</b>	Central	4,591
<b>Cobb Public Library</b>	South Central	471
<b>Colby Community Library</b>	Western	1,857

<b>Colfax Public Library</b>	Western	1,102
<b>Coloma Public Library</b>	Central	460
<b>Columbus Public Library</b>	South Central	5,193
<b>Community Library</b>	Southeast	27,440
<b>Cornell Public Library</b>	Western	1,453
<b>Cudahy Family Library</b>	Southeast	18,093
<b>D.R. Moon Memorial Library</b>	Western	3,476
<b>De Soto Public Library</b>	Western	284
<b>Deer Park Public Library</b>	Western	210
<b>DeForest Area Public Library</b>	South Central	10,835
<b>Dodgeville Public Library</b>	South Central	4,714
<b>Door County Library</b>	Fox Valley Northeast	29,090
<b>Drummond Public Library</b>	Northern	436
<b>Durand Community Library</b>	Western	1,847
<b>Dwight T. Parker Public Library</b>	Western	2,503
<b>E.D. Locke Public Library</b>	South Central	9,331
<b>Eager Free Public Library</b>	South Central	5,589
<b>East Troy Lions Public Library</b>	Southeast	4,511
<b>Eckstein Memorial Library</b>	Western	927
<b>Edward U. Demmer Memorial Library</b>	Northern	2,174
<b>Eleanor Ellis Public Library</b>	Northern	1,235
<b>Elisha D. Smith Public Library</b>	Fox Valley Northeast	17,741
<b>Elkhart Lake Public Library</b>	Southeast	1,030
<b>Ellsworth Public Library</b>	Western	3,358
<b>Elm Grove Public Library</b>	Southeast	6,035
<b>Elmwood Public Library</b>	Western	790
<b>Elroy Public Library</b>	Central	1,336
<b>Ethel Everhard Memorial Library</b>	Central	1,234
<b>Ettrick Public Library</b>	Western	523
<b>Evelyn Goldberg Briggs Memorial Library</b>	Northern	1,173
<b>Everett Roehl Marshfield Public Library</b>	Central	21,751
<b>Fairchild Public Library</b>	Western	904
<b>Fall Creek Public Library</b>	Western	1,275

<b>Farnsworth Public Library</b>	Northern	4,613
<b>Florence County Library</b>	Northern	4,504
<b>Fond du Lac Public Library</b>	Fox Valley Northeast	44,349
<b>Fontana Public Library</b>	Southeast	1,717
<b>Forest Lodge Library</b>	Northern	1,084
<b>Frances L. Simek Memorial Library Medford</b>	Northern	4,319
<b>Frank B. Koller Memorial Library</b>	Northern	624
<b>Frank L. Weyenberg Library</b>	Southeast	28,234
<b>Franklin Public Library</b>	Southeast	36,646
<b>Frederic Public Library</b>	Western	1,117
<b>G.E. Bleskacek Family Memorial Library</b>	Western	3,615
<b>Galesville Public Library</b>	Western	1,575
<b>Gays Mills Public Library</b>	Western	498
<b>Genoa City Public Library</b>	Southeast	3,025
<b>Geraldine E. Anderson Village Library</b>	Western	913
<b>Germantown Community Library</b>	Southeast	20,934
<b>Gillett Public Library</b>	Northern	1,329
<b>Glenwood City Public Library</b>	Western	1,210
<b>Graham Public Library</b>	Southeast	5,399
<b>Granton Community Library</b>	Western	351
<b>Grantsburg Public Library</b>	Northern	1,304
<b>Greendale Public Library</b>	Southeast	14,393
<b>Greenwood Public Library</b>	Western	1,016
<b>Hales Corners Public Library</b>	Southeast	7,546
<b>Hammond Community Library</b>	Western	1,868
<b>Hancock Public Library</b>	Central	413
<b>Hartland Public Library</b>	Southeast	9,434
<b>Hatch Public Library</b>	Central	4,461
<b>Hawkins Area Library</b>	Northern	605
<b>Hazel Green Public Library</b>	Western	1,262
<b>Hazel Mackin Community Library</b>	Western	1,951
<b>Hedberg Public Library</b>	South Central	64,198
<b>Hildebrand Memorial Library</b>	Western	3,203

<b>Hillsboro Public Library</b>	Western	1,417
<b>Horicon Public Library</b>	Southeast	3,824
<b>Hortonville Public Library</b>	Fox Valley Northeast	2,976
<b>Hudson Area Joint Library</b>	Western	31,472
<b>Hurley Public Library</b>	Northern	1,477
<b>Hustisford Community Library</b>	Southeast	2,500
<b>Independence Public Library</b>	Western	1,352
<b>Iola Village Library</b>	Central	1,236
<b>Iron Ridge Public Library</b>	Southeast	922
<b>Irvin L. Young Memorial Library</b>	Southeast	14,133
<b>Jack Russell Memorial Library</b>	Southeast	16,083
<b>Jane Morgan Memorial Library</b>	South Central	761
<b>Jefferson Public Library</b>	Southeast	7,932
<b>John Turgeson Public Library</b>	South Central	1,007
<b>Johnson Creek Public Library</b>	Southeast	3,109
<b>Juneau Public Library</b>	Southeast	2,601
<b>Karl Junginger Memorial Library</b>	Southeast	3,379
<b>Kaukauna Public Library</b>	Fox Valley Northeast	16,634
<b>Kendall Public Library</b>	Western	456
<b>Kenosha Public Library</b>	Southeast	98,998
<b>Kewaskum Public Library</b>	Southeast	4,244
<b>Kewaunee Public Library</b>	Fox Valley Northeast	2,879
<b>Kiel Public Library</b>	Fox Valley Northeast	3,973
<b>Kimberly Public Library</b>	Fox Valley Northeast	7,422
<b>Knutson Memorial Library</b>	Western	744
<b>Kohler Public Library</b>	Southeast	2,095
<b>Kraemer Library &amp; Community Center</b>	South Central	759
<b>L.D. Fargo Public Library</b>	Southeast	6,276
<b>L.E. Phillips Memorial Public Library</b>	Western	68,912
<b>La Crosse County Library</b>	Western	69,462
<b>La Crosse Public Library</b>	Western	50,869
<b>La Valle Public Library</b>	South Central	353
<b>Lac Courte Oreilles Ojibwa College Community Library</b>	Northern	2,145

<b>Lake Geneva Public Library</b>	Southeast	8,413
<b>Lakes Country Public Library</b>	Northern	2,817
<b>Lakeview Community Library</b>	Southeast	5,460
<b>Land O' Lakes Public Library</b>	Northern	889
<b>Larsen Family Public Library</b>	Northern	648
<b>Lawton Memorial Library</b>	Western	707
<b>Lena Public Library</b>	Northern	1,276
<b>Leon-Saxeville Township Library</b>	Central	2,443
<b>Lester Public Library</b>	Fox Valley Northeast	11,411
<b>Lester Public Library of Arpin</b>	Central	973
<b>Lester Public Library of Vesper</b>	Central	575
<b>Little Chute Public Library</b>	Fox Valley Northeast	12,525
<b>Loyal Public Library</b>	Western	1,242
<b>Luck Public Library</b>	Western	1,095
<b>Madison Public Library</b>	South Central	259,233
<b>Manitowoc Public Library</b>	Fox Valley Northeast	33,687
<b>Marathon County Public Library</b>	Central	134,402
<b>Marinette County Consolidated Public Library Service</b>	Northern	41,502
<b>Markesan Public Library</b>	Central	1,416
<b>Marshall Community Library</b>	South Central	3,964
<b>Mayville Public Library</b>	Southeast	5,112
<b>McCoy Public Library</b>	South Central	1,202
<b>McIntosh Memorial Library</b>	Western	4,487
<b>Menomonee Falls Public Library</b>	Southeast	39,379
<b>Menomonie Public Library</b>	Western	15,582
<b>Mercer Public Library</b>	Northern	1,461
<b>Middleton Public Library</b>	South Central	21,964
<b>Mill Pond Public Library</b>	Central	327
<b>Milltown Public Library</b>	Western	915
<b>Milton Public Library</b>	South Central	5,633
<b>Milwaukee Public Library</b>	Southeast	587,976
<b>Mineral Point Public Library</b>	South Central	2,503
<b>Minocqua Public Library</b>	Northern	4,512

<b>Mondovi Public Library</b>	Western	2,759
<b>Monroe Public Library</b>	South Central	15,645
<b>Montello Public Library</b>	Central	1,432
<b>Montfort Public Library</b>	Western	724
<b>Muehl Public Library</b>	Fox Valley Northeast	3,427
<b>Mukwonago Community Library</b>	Southeast	8,190
<b>Muskego Public Library</b>	Southeast	25,704
<b>Neenah Public Library</b>	Fox Valley Northeast	26,961
<b>Neillsville Public Library</b>	Western	2,344
<b>Neuschafer Community Library</b>	Central	682
<b>New Berlin Public Library</b>	Southeast	40,821
<b>New Glarus Public Library</b>	South Central	2,244
<b>New Holstein Public Library</b>	Fox Valley Northeast	3,214
<b>New Lisbon Memorial Library</b>	Central	2,544
<b>Norwalk Public Library</b>	Western	632
<b>Oak Creek Public Library</b>	Southeast	37,608
<b>Oakfield Public Library</b>	Fox Valley Northeast	1,113
<b>Oconomowoc Public Library</b>	Southeast	17,808
<b>Oconto Falls Community Library</b>	Northern	2,834
<b>Ogema Public Library</b>	Northern	732
<b>Oneida Community Library</b>	Fox Valley Northeast	4,555
<b>Ontario Public Library</b>	Western	542
<b>Oostburg Public Library</b>	Southeast	3,110
<b>Oscar Grady Public Library</b>	Southeast	4,424
<b>Oshkosh Public Library</b>	Fox Valley Northeast	65,840
<b>Packwaukee Public Library</b>	Central	1,411
<b>Park Falls Public Library</b>	Northern	2,465
<b>Patterson Memorial Library</b>	Central	682
<b>Pauline Haass Public Library</b>	Southeast	11,587
<b>Pepin Public Library</b>	Western	799
<b>Pewaukee Public Library</b>	Southeast	22,881
<b>Phillips Public Library</b>	Northern	1,430
<b>Plainfield Public Library</b>	Central	851

<b>Platteville Public Library</b>	Western	11,446
<b>Plum City Public Library</b>	Western	600
<b>Plum Lake Public Library</b>	Northern	507
<b>Plymouth Public Library</b>	Southeast	8,837
<b>Portage Public Library</b>	South Central	10,053
<b>Poy Sippi Public Library</b>	Central	917
<b>Prairie du Chien Memorial Library</b>	Western	5,829
<b>Prescott Public Library</b>	Western	4,260
<b>Presque Isle Community Library</b>	Northern	640
<b>Princeton Public Library</b>	Central	1,185
<b>Racine Public Library</b>	Southeast	76,887
<b>Readstown Public Library</b>	Western	412
<b>Redgranite Public Library</b>	Central	2,062
<b>Reeseville Public Library</b>	Southeast	722
<b>Rhineland District Library</b>	Northern	18,275
<b>Rib Lake Public Library</b>	Northern	867
<b>Rice Lake Public Library</b>	Northern	8,884
<b>Rio Community Library</b>	South Central	1,096
<b>River Falls Public Library</b>	Western	15,689
<b>Rusk County Community Library</b>	Northern	12,433
<b>Ruth Culver Community Library</b>	South Central	4,234
<b>S. Verna Fowler Academic Library / Menominee Public Library</b>	Northern	4,306
<b>Scandinavia Public Library</b>	Central	366
<b>Schreiner Memorial Library</b>	Western	3,765
<b>Shawano County Library</b>	Central	41,931
<b>Shell Lake Public Library</b>	Northern	1,339
<b>Sherman &amp; Ruth Weiss Community Library</b>	Northern	2,384
<b>Shiocton Public Library</b>	Fox Valley Northeast	924
<b>Shirley M. Wright Memorial Library</b>	Western	1,981
<b>Slinger Community Library</b>	Southeast	6,106
<b>Soldiers Grove Public Library</b>	Western	571
<b>Somerset Public Library</b>	Western	3,015
<b>South Milwaukee Public Library</b>	Southeast	20,743

<b>Sparta Free Library</b>	Western	10,111
<b>Spillman Public Library</b>	Fox Valley Northeast	5,226
<b>Spring Green Community Library</b>	South Central	1,638
<b>Spring Valley Public Library</b>	Western	1,367
<b>St. Croix Falls Public Library</b>	Western	2,143
<b>Strum Public Library</b>	Western	1,089
<b>Sturm Memorial Library</b>	Central	1,316
<b>Sun Prairie Public Library</b>	South Central	36,394
<b>Superior Public Library</b>	Northern	26,950
<b>Suring Area Public Library</b>	Northern	2,782
<b>T.B. Scott Free Library</b>	Northern	9,613
<b>Taylor Memorial Library</b>	Western	486
<b>Theresa Public Library</b>	Southeast	2,355
<b>Thomas St. Angelo Public Library</b>	Northern	2,182
<b>Tomah Public Library</b>	Western	9,493
<b>Tomahawk Public Library</b>	Northern	3,294
<b>Town Hall Library</b>	Southeast	8,537
<b>Turtle Lake Public Library</b>	Northern	1,040
<b>U.S.S. Liberty Memorial Public Library</b>	Southeast	16,423
<b>Vaughn Public Library</b>	Northern	7,951
<b>Verona Public Library</b>	South Central	13,124
<b>Viola Public Library</b>	Western	685
<b>W.J. Niederkorn Library</b>	Southeast	12,307
<b>Wabeno Public Library</b>	Northern	1,160
<b>Walter E. Olson Memorial Library</b>	Northern	9,841
<b>Watertown Public Library</b>	Southeast	24,091
<b>Waukesha Public Library</b>	Southeast	71,856
<b>Waupaca Area Public Library</b>	Central	6,125
<b>Waupun Public Library</b>	Southeast	11,154
<b>Wautoma Public Library</b>	Central	2,137
<b>Wauwatosa Public Library</b>	Southeast	48,604
<b>West Bend Community Memorial Library</b>	Southeast	32,269
<b>Westboro Public Library</b>	Northern	708

<b>Western Taylor County Public Library</b>	Northern	376
<b>Weyauwega Public Library</b>	Central	1,901
<b>Whitefish Bay Public Library</b>	Southeast	14,081
<b>Whitehall Public Library</b>	Western	1,558
<b>Wilberg Memorial Public Library</b>	Western	2,739
<b>Wilton Public Library</b>	Western	489
<b>Winchester Public Library</b>	Northern	528
<b>Winneconne Public Library</b>	Fox Valley Northeast	2,502
<b>Winter Public Library</b>	Northern	2,688
<b>Wonewoc Public Library</b>	Central	797
<b>Woodville Community Library</b>	Western	1,356

## Benefit Related Questions

This section of the summary report focuses on the benefit offerings available to benefit eligible library employees. It provides a high-level overview of the benefits package provided to staff members within the library system. The following questions were asked in the survey:

### What Benefits does your library offer to its employees? (Percentage of Responses; Multiple selections allowed per organization)

Wisconsin Retirement System (WRS)	92%
Health Insurance	83%
Bereavement/Funeral Leave	75%
Dental Insurance	67%
Life Insurance	67%
Flexible Spending Account (FSA) or Health Savings Account (HSA)	57%
Vision Insurance	52%
Short Term Disability Insurance	45%
Deferred Compensation	42%
Long Term Disability Insurance	39%
Employee Assistance Program (EAP)	38%
Education Assistance	20%
Paid Maternity/Paternity Leave (Beyond FMLA)	16%
Wellness/Gym Membership Reimbursement	12%
Income Continuation Services	12%

**How many days of annual Paid Time Off and/or Vacation do you offer upon hire? (Percentage of Responses; 283 responses)**

0 Days	36%
1 - 5 Days	22%
6 - 10 Days	23%
11 - 15 Days	9%
16 - 20 Days	5%
Over 20 Days	5%

**What is the maximum number of days of Paid Time Off and/or Vacation an employee can receive in a given year? (Percentage of Responses; 274 responses)**

0 Days	10%
1 - 10 Days	12%
11 - 20 Days	19%
21 - 30 Days	41%
Over 30 Days	18%

**Which paid holiday does your library observe?** (Percentage of Responses; Multiple selections allowed per organization)

Christmas Day	95%
Thanksgiving Day	95%
Independence Day	93%
Memorial Day	92%
Labor Day	92%
New Year's Day	89%
Christmas Eve	76% (full day); 12% (half day)
Day After Thanksgiving	56%
Good Friday	33% (full day); 18% (half day)
New Year's Eve	72% (full day); 22% (half day)
Veterans Day	12%
Martin Luther King Jr. Day	10%
Washington's Birthday/Presidents Day	3%
Juneteenth	3%
Columbus Day/Indigenous Peoples Day	2%

# Survey Definitions

Pay data is effective January 2023.

**# of Orgs** - # of respondents that reported either a minimum, midpoint or maximum for the data category.

**Average Salary Range:** Participants were instructed to enter the hourly pay structure rates for each position they have at their organization.

**Min** – (organization weighted) the average pay range minimum reported among libraries with an established pay range.

**Mid** – (organization weighted) the average pay range midpoint reported among libraries with an established pay range; typically, this is the half-way point between the minimum and maximum in merit plans. If a min and max rate were provided but midpoint was left blank, the average of the min and max rate was used.

**Max** – (organization weighted) the average pay range maximum reported among libraries with an established pay range.

**Benefit Eligibility** – number of libraries reporting if the position is eligible to receive benefits.

**Paid Leave Eligibility** – number of libraries reporting if the position is eligible to receive paid leave benefits (PTO, Vacation, Sick, Holiday, etc.).

**MLS Requirement** – number of libraries reporting if the position requires an MLS degree.

**An asterisk (\*) indicates an insignificant sample size.**

# Accountant

Oversees clerical activities in connection with payables, debits, or credits. Prepares worksheets, analyzes to verify accuracy, prepares monthly journal entries, statements, monthly balance sheet, monthly statements, profit and loss, subsidiary, and other analyses and statements, following prescribed procedures. Qualifications generally include a bachelor’s degree in accounting or an associate degree with experience. *(Alternate Job Title: Budget Specialist)*

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>6</b>	<b>\$31.16</b>	<b>\$35.18</b>	<b>\$39.32</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>Region</b>							
Fox Valley Northeast	1	\$27.25	\$32.98	\$38.70	0	1	1
South Central	1	\$32.52	\$37.00	\$42.04	0	1	1
Southeast	4	\$31.80	\$35.27	\$38.80	0	4	4
<b>Municipal/Resident Population</b>							
20,001 – 30,000	1	\$24.40	\$26.94	\$29.74	0	1	1
50,001 – 100,000	2	\$28.24	\$32.28	\$36.31	0	2	2
Over 100,000	3	\$35.36	\$39.86	\$44.53	0	3	3

## Associate Librarian (non-MLS)

Provides specialized library services and programs, such as work in reference, youth services, teen services, or local history/special collections. Provide leadership and training on available resources to customers. Conducts outreach to promote library services. Selects and weeds materials. Serves as subject experts in area of work.

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>111</b>	<b>\$18.55</b>	<b>\$19.98</b>	<b>\$21.48</b>	<b>0</b>	<b>72</b>	<b>81</b>
<b>Region</b>							
Central	7	\$18.30	\$20.64	\$23.17	0	6	7
Fox Valley Northeast	11	\$22.34	\$24.87	\$27.91	0	8	9
Northern	14	\$19.00	\$19.61	\$20.17	0	13	13
South Central	14	\$18.70	\$19.81	\$20.93	0	8	10
Southeast	35	\$18.64	\$20.29	\$22.14	0	19	24
Western	30	\$16.82	\$17.92	\$18.81	0	18	18
<b>Municipal/Resident Population</b>							
Less than 1,000	9	\$15.50	\$15.50	\$15.50	0	2	2
1,000 – 3,000	25	\$16.10	\$16.52	\$16.85	0	14	15
3,001 – 5,000	20	\$16.81	\$17.87	\$18.74	0	16	18
5,001 – 10,000	16	\$20.14	\$21.64	\$23.59	0	13	13
10,001 – 20,000	21	\$20.62	\$22.78	\$25.13	0	14	15
20,001 – 30,000	6	\$19.37	\$22.28	\$25.05	0	3	6
30,001 – 40,000	5	\$21.80	\$24.08	\$26.36	0	4	5
50,001 – 100,000	5	\$23.35	\$26.97	\$30.69	0	4	5
Over 100,000	3	\$22.57	\$25.31	\$29.11	0	3	3

## Bookkeeper

Performs diversified duties in maintaining accounting records. Verifies credits and deductions. Checks allocation of charges on bills payable. Maintains and balances petty cash account. Pays minor expenses, prepares daily cash balance figures, and weekly transaction reports. Checks employee expense accounts. Prepares monthly receipts and disbursement summaries, takes trial balances, locates discrepancies, and reconciles bank statements. Compiles special reports. Analyzes facts to determine the action to be taken, within the limits of standard practice.

### Average Salary Range

	# of Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>8</b>	<b>\$23.75</b>	<b>\$26.00</b>	<b>\$28.25</b>	<b>0</b>	<b>5</b>	<b>6</b>
<b>Region</b>							
Northern	2	\$23.73	\$24.69	\$25.64	0	1	1
South Central	1	\$18.00	\$22.95	\$27.90	0	0	1
Southeast	3	\$27.16	\$30.37	\$33.57	0	2	2
Western	2	\$21.54	\$22.29	\$23.04	0	2	2
<b>Municipal/Resident Population</b>							
1,000 – 3,000	1	\$19.00	\$19.00	\$19.00	0	0	0
5,001 – 10,000	2	\$23.73	\$24.69	\$25.64	0	1	1
10,001 – 20,000	2	\$21.54	\$22.29	\$23.04	0	2	2
50,001 – 100,000	2	\$23.10	\$28.04	\$32.98	0	1	2
Over 100,000	1	\$34.30	\$38.98	\$43.65	0	1	1

## Branch Manager

Manages an organizational unit of the main library or a branch that is physically separated from the main library. Plans and administers program of library services. Analyzes and coordinates departmental budget estimates and controls expenditures to administer approved budget. Reviews and evaluates orders for books and audiovisual materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Administers personnel regulations, interviews and appoints job applicants, rates staff performance, and promotes and discharges employees. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems. Delivers book reviews and lectures to publicize library activities and services. Provides library public relations services. May examine and select materials to be discarded, repaired, or replaced.

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>11</b>	<b>\$26.65</b>	<b>\$30.37</b>	<b>\$34.54</b>	<b>5</b>	<b>10</b>	<b>11</b>
<b>Region</b>							
Central	2	\$20.16	\$22.76	\$27.33	0	2	2
Fox Valley Northeast	2	\$25.46	\$29.08	\$32.67	0	2	2
South Central	2	\$29.64	\$35.74	\$42.28	1	2	2
Southeast	4	\$28.97	\$32.08	\$35.26	3	3	4
Western	1	\$26.74	\$30.56	\$34.38	1	1	1
<b>Municipal/Resident Population</b>							
Less than 1,000	1	\$16.00	\$16.00	\$16.00	0	0	1
20,001 – 30,000	2	\$25.31	\$27.59	\$30.01	1	2	2
40,001 – 50,000	1	\$15.66	\$17.90	\$20.14	0	1	1
50,001 – 100,000	3	\$29.50	\$35.00	\$40.50	2	3	3
Over 100,000	4	\$30.59	\$34.99	\$40.58	2	4	4

## Building Maintenance Worker

Performs routine and preventive maintenance as directed. Performs various repairs requiring general knowledge of carpentry, plumbing, HVAC, and electrical and mechanical repair. Operates lawn-mowing and snow-blowing equipment. Arranges meeting rooms for special events. *(Alternate Job Title: Maintenance Person)*

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>35</b>	<b>\$21.74</b>	<b>\$23.62</b>	<b>\$25.55</b>	<b>0</b>	<b>19</b>	<b>27</b>
<b>Region</b>							
Central	2	\$30.00	\$30.00	\$30.00	0	0	1
Fox Valley Northeast	7	\$17.49	\$19.80	\$22.44	0	6	7
Northern	5	\$18.29	\$19.77	\$21.04	0	1	3
South Central	3	\$24.46	\$27.58	\$31.22	0	2	2
Southeast	14	\$22.32	\$24.38	\$26.32	0	8	11
Western	4	\$25.25	\$26.28	\$27.45	0	2	2
<b>Municipal/Resident Population</b>							
1,000 – 3,000	2	\$20.50	\$20.50	\$20.50	0	0	1
5,001 – 10,000	5	\$15.97	\$18.06	\$20.16	0	1	3
10,001 – 20,000	9	\$21.29	\$22.04	\$22.93	0	7	7
20,001 – 30,000	4	\$20.09	\$22.75	\$25.47	0	0	3
30,001 – 40,000	2	\$16.84	\$19.80	\$21.80	0	2	2
40,001 – 50,000	1	\$18.34	\$20.97	\$23.60	0	1	1
50,001 – 100,000	6	\$22.96	\$26.74	\$30.61	0	4	6
Over 100,000	3	\$30.24	\$32.48	\$35.27	0	3	3

## Cataloger

Performs original cataloging based on current standards, database maintenance, authority control, and provides training and inventory support for libraries. Resolves cataloging problems and aids in the maintenance of the online catalog. Typically has MLS and a higher level of duties than copy cataloger.

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# of Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>21</b>	<b>\$22.89</b>	<b>\$25.31</b>	<b>\$27.91</b>	<b>8</b>	<b>18</b>	<b>19</b>
<b>Region</b>							
Central	2	\$17.38	\$17.38	\$17.38	0	2	2
Fox Valley Northeast	3	\$28.43	\$31.51	\$34.56	2	3	3
Northern	2	\$20.00	\$24.22	\$26.64	0	2	2
South Central	2	\$24.15	\$26.69	\$29.54	2	2	2
Southeast	8	\$21.65	\$23.91	\$26.55	3	6	7
Western	3	\$24.98	\$27.50	\$31.12	1	3	3
<b>Municipal/Resident Population</b>							
1,000 – 3,000	4	\$16.08	\$16.08	\$16.08	0	2	2
3,001 – 5,000	1	\$23.07	\$23.07	\$23.07	0	1	1
5,001 – 10,000	3	\$18.08	\$19.43	\$20.79	1	3	3
10,001 – 20,000	4	\$24.87	\$29.04	\$33.11	2	4	4
20,001 – 30,000	3	\$24.29	\$26.02	\$27.93	1	3	3
40,001 – 50,000	2	\$28.12	\$32.14	\$37.38	2	1	2
50,001 – 100,000	1	\$23.69	\$27.14	\$31.09	0	1	1
Over 100,000	3	\$28.92	\$33.42	\$38.09	2	3	3

## Clerk – Accounting (Payables)

Processes vendor invoices and matches with purchase order. Processes materials for public use, including labeling and data entry into the ILS if required. Performs routine duties requiring the use of a variety of forms, reports, or procedures. Performs miscellaneous duties such as filing, typing, sorting, or photocopying.

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid				Max
<b>All Responses</b>	<b>10</b>	<b>\$19.10</b>	<b>\$20.35</b>	<b>\$21.66</b>	<b>0</b>	<b>8</b>	<b>8</b>
<b>Region</b>							
Central	1	\$10.25	\$12.00	\$14.00	0	0	0
Fox Valley Northeast	2	\$20.56	\$22.03	\$23.49	0	2	2
South Central	1	\$27.78	\$30.79	\$34.02	0	1	1
Southeast	3	\$19.71	\$20.76	\$21.80	0	2	2
Western	3	\$17.58	\$18.13	\$18.73	0	3	3
<b>Municipal/Resident Population</b>							
1,000 – 3,000	3	\$14.71	\$15.29	\$15.96	0	1	1
10,001 – 20,000	1	\$20.14	\$20.14	\$20.14	0	1	1
20,001 – 30,000	2	\$18.26	\$19.66	\$21.05	0	1	1
30,001 – 40,000	1	\$20.52	\$23.45	\$26.38	0	1	1
50,001 – 100,000	1	\$17.74	\$19.37	\$21.17	0	1	1
Over 100,000	2	\$26.00	\$27.68	\$29.46	0	2	2

## Clerk – Public Services

Performs duties in Circulation, Interlibrary Loan or Reserve departments. Checks in and out materials; inspects materials for damage, verifies due dates; assists patrons with basic informational questions; sorts materials and prepares for reshelving. Provides basic patron assistance, locates materials, and provides information. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying. *(Alternate Job Titles: Circulation Clerk, Desk Assistant, Desk Clerk, Bookmobile Clerk, Storyteller, Programmer, Trainer)*

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>176</b>	<b>\$13.68</b>	<b>\$14.72</b>	<b>\$15.83</b>	<b>0</b>	<b>38</b>	<b>67</b>
<b>Region</b>							
Central	19	\$11.90	\$12.76	\$13.90	0	4	7
Fox Valley Northeast	19	\$13.44	\$14.51	\$15.69	0	6	10
Northern	29	\$14.16	\$14.60	\$15.03	0	3	7
South Central	16	\$14.51	\$15.88	\$17.37	0	5	9
Southeast	52	\$14.15	\$15.51	\$17.03	0	10	23
Western	41	\$13.37	\$14.36	\$15.23	0	10	11
<b>Municipal/Resident Population</b>							
Less than 1,000	18	\$12.33	\$12.68	\$13.04	0	3	3
1,000 – 3,000	54	\$12.55	\$13.06	\$13.49	0	6	12
3,001 – 5,000	24	\$12.99	\$13.83	\$14.71	0	3	4
5,001 – 10,000	24	\$14.10	\$15.20	\$16.63	0	6	10
10,001 – 20,000	24	\$14.05	\$15.33	\$16.80	0	6	12
20,001 – 30,000	8	\$15.08	\$17.44	\$19.68	0	2	6
30,001 – 40,000	7	\$15.36	\$17.13	\$18.64	0	2	6
40,001 – 50,000	5	\$16.36	\$18.51	\$20.98	0	2	4
50,001 – 100,000	8	\$17.49	\$20.33	\$23.19	0	6	8
Over 100,000	4	\$17.85	\$19.63	\$22.16	0	4	4

## Clerk – Technical Services

Acquires, organizes (bibliographic control), physically processes and maintains library collections. Provides assistance to patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. Provides basic patron assistance locates materials, and provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying. *(Alternate Job Titles: Acquisitions Clerk, Government Documents Clerk, Processing Assistant)*

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>46</b>	<b>\$15.70</b>	<b>\$16.84</b>	<b>\$18.06</b>	<b>0</b>	<b>18</b>	<b>25</b>
<b>Region</b>							
Central	3	\$13.24	\$13.24	\$13.24	0	1	1
Fox Valley Northeast	9	\$17.10	\$19.26	\$21.61	0	4	6
Northern	6	\$15.77	\$16.11	\$16.47	0	3	3
South Central	4	\$17.61	\$19.84	\$22.23	0	2	3
Southeast	15	\$14.68	\$15.64	\$16.68	0	4	8
Western	9	\$15.96	\$16.80	\$17.64	0	4	4
<b>Municipal/Resident Population</b>							
Less than 1,000	3	\$13.18	\$13.18	\$13.18	0	0	0
1,000 – 3,000	11	\$13.78	\$13.78	\$13.78	0	2	2
3,001 – 5,000	5	\$14.57	\$14.97	\$15.37	0	2	3
5,001 – 10,000	4	\$15.62	\$16.25	\$17.25	0	2	3
10,001 – 20,000	8	\$17.08	\$18.40	\$19.75	0	4	5
20,001 – 30,000	3	\$17.27	\$19.23	\$21.19	0	1	1
30,001 – 40,000	1	\$20.52	\$23.45	\$26.38	0	1	1
40,001 – 50,000	4	\$15.92	\$17.83	\$20.09	0	1	3
50,001 – 100,000	5	\$17.28	\$20.68	\$24.07	0	3	5
Over 100,000	2	\$18.44	\$20.41	\$22.64	0	2	2

## Collection Development Specialist

Analyzes community and library data to determine areas of the collection which need updating. Selects materials to update the collection. Performs related work as required. *(Alternate Job Title: Acquisitions Specialist)*

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid				Max
<b>All Responses</b>	<b>15</b>	<b>\$26.46</b>	<b>\$29.50</b>	<b>\$32.67</b>	<b>9</b>	<b>11</b>	<b>12</b>
<b>Region</b>							
Fox Valley Northeast	2	\$31.16	\$35.53	\$39.39	1	2	2
South Central	5	\$29.73	\$33.69	\$37.79	4	4	4
Southeast	4	\$21.85	\$23.58	\$25.30	2	2	2
Western	4	\$24.64	\$27.19	\$30.29	2	3	3
<b>Municipal/Resident Population</b>							
1,000 – 3,000	2	\$18.27	\$18.77	\$18.77	0	1	2
3,001 – 5,000	2	\$17.69	\$19.27	\$20.85	0	0	0
10,001 – 20,000	2	\$26.73	\$30.24	\$35.24	2	2	2
20,001 – 30,000	1	\$32.25	\$37.40	\$42.28	1	1	1
30,001 – 40,000	2	\$30.15	\$33.21	\$36.27	2	2	2
50,001 – 100,000	2	\$33.68	\$37.53	\$41.22	2	2	2
Over 100,000	3	\$31.13	\$36.12	\$41.43	2	3	3

## Community Outreach/Engagement Specialist

Works with external partners and identifies community needs related to library services and resources. Directs outreach activities. Builds partnerships and collaborations with diverse community organizations.

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid				Max
<b>All Responses</b>	<b>22</b>	<b>\$20.71</b>	<b>\$22.99</b>	<b>\$25.32</b>	<b>4</b>	<b>15</b>	<b>18</b>
<b>Region</b>							
Fox Valley Northeast	4	\$24.58	\$27.30	\$30.03	1	3	4
Northern	1	\$13.75	\$13.75	\$13.75	0	0	1
South Central	3	\$28.12	\$32.91	\$38.14	1	2	3
Southeast	9	\$18.67	\$20.52	\$22.37	1	6	6
Western	5	\$18.22	\$19.86	\$21.49	1	4	4
<b>Municipal/Resident Population</b>							
1,000 – 3,000	4	\$17.75	\$17.75	\$17.75	0	1	2
3,001 – 5,000	2	\$13.00	\$14.50	\$16.00	1	1	1
5,001 – 10,000	2	\$16.73	\$18.57	\$20.42	0	1	1
10,001 – 20,000	4	\$22.17	\$24.50	\$26.90	2	4	4
20,001 – 30,000	1	\$15.69	\$15.69	\$15.69	0	1	1
30,001 – 40,000	2	\$21.00	\$24.11	\$27.22	0	1	1
50,001 – 100,000	5	\$22.64	\$25.95	\$29.26	1	4	5
Over 100,000	2	\$32.78	\$38.45	\$44.62	0	2	2

## Copy Cataloger

Assist with maintenance of the library materials collection by withdrawal and relocation of library materials. Performs copy cataloging for print and non-print materials using OCLC, AACRII, MARC, DDC and local consortium standards. Serves as a resource for other library personnel concerning cataloging rules and practices. *(Alternate Job Title: Cataloging Technician)*

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# of Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>41</b>	<b>\$18.64</b>	<b>\$20.01</b>	<b>\$21.47</b>	<b>0</b>	<b>28</b>	<b>30</b>
<b>Region</b>							
Central	4	\$15.90	\$19.53	\$22.10	0	3	3
Fox Valley Northeast	6	\$19.68	\$21.87	\$24.37	0	6	6
Northern	8	\$16.74	\$16.74	\$16.74	0	4	4
South Central	4	\$21.33	\$23.29	\$25.35	0	3	3
Southeast	13	\$18.67	\$19.87	\$21.46	0	8	10
Western	6	\$20.09	\$20.95	\$21.92	0	4	4
<b>Municipal/Resident Population</b>							
Less than 1,000	2	\$12.77	\$15.79	\$15.79	0	0	0
1,000 – 3,000	8	\$16.99	\$16.99	\$16.99	0	2	2
3,001 – 5,000	4	\$16.75	\$17.26	\$17.67	0	0	0
5,001 – 10,000	4	\$18.75	\$20.21	\$22.68	0	3	3
10,001 – 20,000	8	\$19.62	\$20.49	\$21.79	0	6	7
20,001 – 30,000	4	\$20.55	\$22.83	\$24.74	0	4	4
30,001 – 40,000	1	\$15.76	\$15.76	\$15.76	0	0	1
40,001 – 50,000	1	\$15.66	\$17.90	\$20.14	0	1	1
50,001 – 100,000	5	\$20.22	\$23.03	\$25.97	0	5	5
Over 100,000	4	\$22.22	\$24.72	\$28.12	0	4	4

## Department Head/Coordinator/Senior Manager

Persons who supervise one or more professional librarians. Plans and administers the operation of library services. Coordinates activities of branch or departmental libraries. Develops goals and objectives, policies, procedures, and programs. Presents recommendations on library policies and services to governing body, such as Board of Directors or Board of Trustees, and implements policy decisions. Supervises staff participating in cataloging, classifying, and indexing library acquisitions and keeping records of items checked out. *(Alternate Job Titles: Senior Librarian, Subject Specialist)*

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>48</b>	<b>\$29.17</b>	<b>\$32.97</b>	<b>\$37.10</b>	<b>33</b>	<b>48</b>	<b>48</b>
<b>Region</b>							
Central	4	\$23.44	\$26.82	\$31.17	2	4	4
Fox Valley Northeast	7	\$32.22	\$37.18	\$42.36	5	7	7
Northern	4	\$23.86	\$26.03	\$28.21	0	4	4
South Central	7	\$29.49	\$34.28	\$39.42	6	7	7
Southeast	17	\$30.93	\$34.96	\$39.29	14	17	17
Western	9	\$28.11	\$30.70	\$33.68	6	9	9
<b>Municipal/Resident Population</b>							
1,000 – 3,000	2	\$21.40	\$21.40	\$21.40	0	2	2
5,001 – 10,000	2	\$22.02	\$24.14	\$27.27	0	2	2
10,001 – 20,000	14	\$26.17	\$28.90	\$32.25	10	14	14
20,001 – 30,000	7	\$29.27	\$34.44	\$39.37	6	7	7
30,001 – 40,000	6	\$29.41	\$32.15	\$34.88	5	6	6
40,001 – 50,000	5	\$31.00	\$35.78	\$41.12	3	5	5
50,001 – 100,000	8	\$33.79	\$39.31	\$44.80	6	8	8
Over 100,000	4	\$34.99	\$39.81	\$45.83	3	4	4

## Deputy/Associate/Assistant Library Director

Assists Director with planning and administrating programs and major aspects of the library operation (e.g., technical services, public services, collection development, systems/automation). Second in command with commensurate duties.

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid				Max
<b>All Responses</b>	<b>53</b>	<b>\$28.05</b>	<b>\$31.15</b>	<b>\$34.19</b>	<b>27</b>	<b>48</b>	<b>46</b>
<b>Region</b>							
Central	4	\$21.87	\$24.39	\$26.24	1	3	3
Fox Valley Northeast	6	\$36.92	\$42.41	\$47.91	5	6	6
Northern	7	\$22.84	\$23.88	\$24.93	2	7	6
South Central	12	\$27.30	\$30.56	\$33.69	5	10	9
Southeast	17	\$30.31	\$33.58	\$36.84	12	16	16
Western	7	\$24.96	\$27.74	\$30.65	2	6	6
<b>Municipal/Resident Population</b>							
Less than 1,000	3	\$14.33	\$14.33	\$14.33	3	3	3
1,000 – 3,000	9	\$17.58	\$17.58	\$17.58	0	7	7
3,001 – 5,000	1	\$21.97	\$21.97	\$21.97	0	1	1
5,001 – 10,000	7	\$24.99	\$26.49	\$27.70	1	7	7
10,001 – 20,000	12	\$26.31	\$29.39	\$32.42	9	11	10
20,001 – 30,000	4	\$33.12	\$37.29	\$40.95	0	4	4
30,001 – 40,000	2	\$33.23	\$36.66	\$38.52	2	2	2
40,001 – 50,000	4	\$33.98	\$39.09	\$44.98	2	4	4
50,001 – 100,000	7	\$39.19	\$45.98	\$52.90	6	7	7
Over 100,000	3	\$43.43	\$50.51	\$57.98	3	3	3

## Executive Assistant

Performs Administrative Assistant duties for the chief executive official in the organization. Processes information of a highly confidential and important nature. Composes correspondence, notices, memos, etc. Organizes and maintains confidential personal files and records. Manages the chief executive's calendar. May independently compile and prepare special reports, selecting congruent data from various sources. Duties require an extensive knowledge of the organization's functional areas and their interdependencies with outside agencies and officials and an excellent working knowledge of organizational policies/procedures. Position typically staffed by individuals with advanced secretarial training, considerable work experience, and broad knowledge of organizational policies.

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>8</b>	<b>\$22.06</b>	<b>\$24.70</b>	<b>\$27.36</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>Region</b>							
Central	1	\$21.56	\$25.37	\$29.17	0	1	1
South Central	3	\$23.63	\$26.31	\$29.04	0	2	2
Southeast	3	\$21.52	\$24.62	\$27.72	0	3	3
Western	1	\$19.48	\$19.48	\$19.48	0	0	0
<b>Municipal/Resident Population</b>							
1,000 – 3,000	1	\$14.00	\$14.50	\$15.00	0	0	0
5,001 – 10,000	1	\$18.45	\$22.14	\$25.83	0	1	1
10,001 – 20,000	2	\$20.52	\$22.43	\$24.33	0	1	1
20,001 – 30,000	1	\$30.68	\$35.28	\$39.89	0	1	1
40,001 – 50,000	1	\$22.20	\$26.08	\$29.97	0	1	1
Over 100,000	2	\$25.06	\$27.39	\$29.79	0	2	2

## Facility Engineering Manager (Maintenance)

Responsible for grounds, buildings and building equipment. Supervises the installation, maintenance and repair of electrical, gas, air, and water installations; fire sprinklers; the operation of building equipment and facilities; janitorial services; and the maintenance of grounds. Works with outside contractors and architects on building construction as necessary. Plans, lays out and assigns work, involving diagnosing and remedying difficult problems. Reports defective equipment and recommends the replacement of obsolete or damaged equipment when estimates of repair costs are excessive. Expedites building repairs in construction to avoid production delays. Performs normal supervisory functions in a department with seldom more than 10 persons.

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>15</b>	<b>\$28.91</b>	<b>\$32.36</b>	<b>\$35.85</b>	<b>0</b>	<b>14</b>	<b>14</b>
<b>Region</b>							
Central	1	\$19.12	\$23.75	\$26.61	0	1	1
Fox Valley Northeast	4	\$26.80	\$30.95	\$35.10	0	4	4
Northern	2	\$30.52	\$32.48	\$34.44	0	2	2
South Central	2	\$28.40	\$34.02	\$40.44	0	2	2
Southeast		\$30.50	\$32.49	\$34.49	0	4	4
Western	1	\$36.98	\$42.35	\$48.50	0	1	1
<b>Municipal/Resident Population</b>							
1,000 – 3,000	1	\$19.00	\$19.00	\$19.00	0	0	0
5,001 – 10,000	1	\$36.06	\$39.99	\$43.91	0	1	1
10,001 – 20,000	2	\$29.35	\$29.35	\$29.35	0	1	1
20,001 – 30,000	2	\$21.97	\$26.92	\$30.98	0	2	2
30,001 – 40,000	1	\$28.81	\$32.92	\$37.04	0	1	1
50,001 – 100,000	5	\$28.50	\$32.92	\$37.48	0	5	5
Over 100,000	3	\$34.86	\$38.78	\$43.23	0	3	3

## Graphic Artist/Designer

Designs unique, original materials based on aesthetic trends. Plans layout and creates materials such as brochures, manuals, advertisements, reports, newsletters and forms using a variety of desktop publishing software. Researches and recommends the purchase of related software and hardware. Organizes and implements desktop publishing and operating methods and procedures.

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>10</b>	<b>\$20.74</b>	<b>\$22.38</b>	<b>\$24.01</b>	<b>0</b>	<b>5</b>	<b>8</b>
<b>Region</b>							
Fox Valley Northeast	1	\$26.30	\$27.81	\$29.31	0	1	1
South Central	2	\$17.73	\$20.66	\$23.59	0	0	2
Southeast	4	\$20.31	\$22.18	\$24.05	0	2	2
Western	3	\$21.47	\$21.97	\$22.47	0	2	3
<b>Municipal/Resident Population</b>							
Less than 1,000	1	\$24.60	\$24.60	\$24.60	0	1	1
1,000 – 3,000	1	\$18.27	\$18.27	\$18.27	0	1	1
5,001 – 10,000	1	\$16.00	\$16.50	\$17.00	0	0	1
10,001 – 20,000	1	\$19.00	\$20.50	\$22.00	0	0	1
50,001 – 100,000	4	\$23.25	\$26.84	\$30.42	0	3	4

## Human Resources Manager

General responsibility for all personnel activities, such as employment, training, wage and salary administration, safety and working conditions, employee counseling, and personnel records. Investigates, advises, and prepares policies affecting personnel, and consults and advises on interpretation and administration. Conducts union contract negotiations as required. Advises management on interpretation of policy.

### Average Salary Range

	# of Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>5</b>	<b>\$33.88</b>	<b>\$36.89</b>	<b>\$39.90</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Region</b>							
Southeast	4	\$34.85	\$38.62	\$42.38	1	3	3
Western	1	\$30.00	\$30.00	\$30.00	1	0	0
<b>Municipal/Resident Population</b>							
1,000 – 3,000	1	\$19.00	\$19.00	\$19.00	0	0	0
3,001 – 5,000	1	\$30.00	\$30.00	\$30.00	1	0	0
50,001 – 100,000	2	\$37.05	\$42.94	\$48.83	1	2	2
Over 100,000	1	\$46.31	\$49.58	\$52.85	0	1	1

## Information Technology Manager

Manages day-to-day IT operations including systems analysis, programming, and computer and auxiliary operations. Directs the development and maintenance of systems. Determines and recommends department budgets and analyzes controllable expenditures. May plan and coordinate the evaluation and effectiveness of existing data processing applications and the feasibility and potential value of new applications. May assist staff and patrons with troubleshooting equipment or software problems. *(Alternate Job Titles: Technical Services Lead Worker or Supervisor)*

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>18</b>	<b>\$29.43</b>	<b>\$33.93</b>	<b>\$38.57</b>	<b>3</b>	<b>17</b>	<b>17</b>
<b>Region</b>							
Central	1	\$27.70	\$34.41	\$38.56	0	1	1
Fox Valley Northeast	5	\$27.79	\$30.58	\$33.36	1	5	5
Northern	1	\$17.00	\$19.50	\$22.00	0	1	1
South Central	4	\$30.09	\$35.62	\$41.44	1	4	4
Southeast	3	\$32.12	\$37.85	\$43.57	0	3	3
Western	4	\$32.32	\$36.99	\$42.60	1	3	3
<b>Municipal/Resident Population</b>							
10,001 – 20,000	4	\$25.52	\$27.69	\$30.61	1	3	3
20,001 – 30,000	3	\$28.75	\$32.62	\$35.63	0	3	3
30,001 – 40,000	3	\$26.44	\$30.66	\$35.07	0	3	3
40,001 – 50,000	1	\$34.70	\$39.67	\$44.64	1	1	1
50,001 – 100,000	4	\$33.58	\$40.17	\$46.96	0	4	4
Over 100,000	3	\$30.99	\$36.61	\$42.41	1	3	3

## Inter-Library Loan Assistant

Coordinates materials loaned through the inter-library loan system for patrons, other libraries and institutions. Searches databases and the Internet for inter-library loan requests utilizing ISBN, ISSN and citation numbers. Determines best sources for materials.

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>24</b>	<b>\$17.48</b>	<b>\$18.84</b>	<b>\$20.15</b>	<b>1</b>	<b>9</b>	<b>13</b>
<b>Region</b>							
Central	4	\$17.45	\$19.05	\$20.23	0	2	3
Fox Valley Northeast	1	\$11.65	\$13.31	\$14.98	0	1	1
Northern	5	\$17.30	\$17.30	\$17.30	0	2	2
South Central	3	\$19.84	\$22.71	\$25.76	1	1	2
Southeast	6	\$18.84	\$20.45	\$22.44	0	2	4
Western	5	\$15.78	\$17.07	\$17.86	0	1	1
<b>Municipal/Resident Population</b>							
Less than 1,000	2	\$11.00	\$12.00	\$13.00	0	0	0
1,000 – 3,000	6	\$17.12	\$17.62	\$17.62	0	2	2
3,001 – 5,000	4	\$14.63	\$14.70	\$14.76	0	0	0
5,001 – 10,000	3	\$20.06	\$20.92	\$22.52	0	2	3
20,001 – 30,000	1	\$18.21	\$22.62	\$25.35	0	1	1
30,001 – 40,000	3	\$14.81	\$16.20	\$17.58	0	1	2
50,001 – 100,000	3	\$18.85	\$22.22	\$25.75	0	1	3
Over 100,000	2	\$28.38	\$31.54	\$34.97	1	2	2

# Janitorial Cleaner

Cleans assigned areas using power equipment as needed. Cleans drinking fountains, offices partition windows and lavatories. Replenishes supplies.  
*(Alternate Job Titles: Cleaning Person, Housekeeper, Custodian, Janitor)*

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid				Max
<b>All Responses</b>	<b>80</b>	<b>\$14.85</b>	<b>\$15.67</b>	<b>\$16.47</b>	<b>0</b>	<b>13</b>	<b>18</b>
<b>Region</b>							
Central	7	\$12.58	\$14.37	\$15.98	0	1	0
Fox Valley Northeast	10	\$13.02	\$13.75	\$14.45	0	1	1
Northern	15	\$16.08	\$16.64	\$17.21	0	1	4
South Central	10	\$16.69	\$17.83	\$18.98	0	4	4
Southeast	17	\$15.04	\$16.23	\$17.36	0	5	6
Western	21	\$14.56	\$14.86	\$15.17	0	1	3
<b>Municipal/Resident Population</b>							
Less than 1,000	10	\$16.98	\$17.23	\$17.48	0	0	0
1,000 – 3,000	25	\$13.69	\$14.11	\$14.52	0	0	1
3,001 – 5,000	12	\$12.39	\$12.92	\$13.44	0	1	1
5,001 – 10,000	11	\$14.60	\$15.55	\$16.50	0	1	2
10,001 – 20,000	9	\$17.06	\$17.97	\$18.73	0	3	4
20,001 – 30,000	3	\$14.44	\$16.17	\$17.50	0	1	2
30,001 – 40,000	2	\$14.04	\$14.94	\$15.84	0	0	1
40,001 – 50,000	1	\$11.76	\$13.44	\$15.11	0	0	0
50,001 – 100,000	4	\$17.73	\$20.89	\$24.17	0	4	4
Over 100,000	3	\$19.62	\$21.92	\$24.27	0	3	3

## Librarian (MLS)

Provides specialized library services and programs, such as work in reference, youth services, teen services, or local history/special collections. Provide leadership and training on available resources to customers. Conducts outreach to promote library services. Selects and weeds materials. Serves as subject experts in area of work. Requires a Masters Degree in Library Science from an American Library Association (ALA) accredited institution.

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>61</b>	<b>\$24.93</b>	<b>\$27.75</b>	<b>\$30.87</b>	<b>58</b>	<b>56</b>	<b>57</b>
<b>Region</b>							
Central	1	\$28.22	\$31.61	\$39.51	1	1	1
Fox Valley Northeast	5	\$29.72	\$33.26	\$36.79	5	5	5
Northern	4	\$22.36	\$24.01	\$25.73	4	4	4
South Central	8	\$24.45	\$27.36	\$30.37	7	6	7
Southeast	33	\$24.56	\$27.53	\$30.85	33	31	31
Western	10	\$24.83	\$27.17	\$29.56	8	9	9
<b>Municipal/Resident Population</b>							
1,000 – 3,000	4	\$19.62	\$19.87	\$19.87	2	2	3
3,001 – 5,000	2	\$21.73	\$21.73	\$21.73	1	2	2
5,001 – 10,000	11	\$24.32	\$26.17	\$28.80	11	11	11
10,001 – 20,000	16	\$23.93	\$26.61	\$29.52	16	13	13
20,001 – 30,000	9	\$25.70	\$28.89	\$32.16	9	9	9
30,001 – 40,000	4	\$25.80	\$29.53	\$32.64	4	4	4
40,001 – 50,000	4	\$26.60	\$30.51	\$35.11	4	4	4
50,001 – 100,000	8	\$27.23	\$31.92	\$36.61	8	8	8
Over 100,000	3	\$29.77	\$33.64	\$39.19	3	3	3

## Library Assistant – Public Services

Performs entry-level professional library work by applying the full scope of basic library knowledge and techniques in the performance of duties. Answers reference questions and performs readers advisory services. Reviews assigned media and selects books and other library materials for purchase on the basis of selection criteria. Verifies book orders for bibliographic data to ensure proper ordering. Typically requires a Bachelors Degree. *(Alternate Job Titles: Library Associate, Technical Assistant-Public Services)*

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>125</b>	<b>\$15.29</b>	<b>\$16.48</b>	<b>\$17.72</b>	<b>1</b>	<b>39</b>	<b>51</b>
<b>Region</b>							
Central	8	\$13.72	\$14.87	\$16.02	0	3	2
Fox Valley Northeast	14	\$17.46	\$19.31	\$21.34	0	9	9
Northern	17	\$15.96	\$16.49	\$17.00	1	9	10
South Central	18	\$15.60	\$16.83	\$18.25	0	4	8
Southeast	27	\$16.06	\$17.65	\$19.52	0	7	10
Western	41	\$13.94	\$14.91	\$15.69	0	7	12
<b>Municipal/Resident Population</b>							
Less than 1,000	22	\$13.02	\$13.28	\$13.58	0	2	3
1,000 – 3,000	36	\$13.70	\$14.39	\$14.85	1	8	10
3,001 – 5,000	15	\$14.68	\$15.86	\$17.08	0	5	4
5,001 – 10,000	16	\$15.63	\$16.94	\$18.59	0	5	7
10,001 – 20,000	15	\$16.95	\$18.79	\$20.78	0	8	11
20,001 – 30,000	5	\$16.55	\$18.63	\$20.71	0	1	4
30,001 – 40,000	4	\$17.61	\$19.68	\$22.42	0	1	2
40,001 – 50,000	2	\$18.69	\$21.35	\$24.01	0	1	1
50,001 – 100,000	7	\$21.14	\$24.11	\$27.09	0	5	6
Over 100,000	3	\$22.92	\$25.45	\$28.44	0	3	3

## Library Assistant – Technical Services

Acquires, organizes (bibliographic control), physically processes and maintains library collections. Provides assistance to patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. May perform managerial and administrative duties. *(Alternate Job Titles: Library Associate, Assistant-Technical Services)*

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>68</b>	<b>\$16.15</b>	<b>\$17.63</b>	<b>\$18.93</b>	<b>0</b>	<b>33</b>	<b>39</b>
<b>Region</b>							
Central	8	\$13.95	\$16.16	\$17.02	0	2	4
Fox Valley Northeast	6	\$17.39	\$18.60	\$19.82	0	3	3
Northern	17	\$16.63	\$17.39	\$18.14	0	11	12
South Central	7	\$15.52	\$18.29	\$21.05	0	4	4
Southeast	16	\$16.93	\$18.35	\$19.77	0	7	8
Western	14	\$15.74	\$17.21	\$18.56	0	6	8
<b>Municipal/Resident Population</b>							
Less than 1,000	13	\$15.35	\$15.92	\$16.22	0	3	4
1,000 – 3,000	18	\$14.55	\$15.42	\$15.80	0	7	7
3,001 – 5,000	10	\$15.86	\$17.30	\$18.82	0	5	7
5,001 – 10,000	6	\$15.65	\$17.72	\$19.61	0	4	4
10,001 – 20,000	7	\$15.60	\$17.91	\$20.21	0	5	5
20,001 – 30,000	3	\$15.79	\$16.81	\$17.43	0	0	2
30,001 – 40,000	3	\$16.85	\$18.88	\$20.91	0	1	2
40,001 – 50,000	2	\$21.48	\$24.42	\$27.49	0	2	2
50,001 – 100,000	5	\$23.09	\$26.48	\$29.96	0	5	5
Over 100,000	1	\$18.90	\$21.74	\$24.58	0	1	1

## Library Director/Chief Officer

Chief officer of the library. Submits recommendations on library policies and service to governing body and implements policy decisions. Analyzes, selects and executes recommendations of personnel, such as division directors or branch supervisors. Coordinates activities of branch or division libraries. Analyzes and coordinates departmental budget estimates and controls expenditures. Administers personnel regulations, interviews and appoints job applicants, rates staff performance, and promotes and disciplines staff.

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>273</b>	<b>\$27.56</b>	<b>\$29.40</b>	<b>\$31.37</b>	<b>115</b>	<b>230</b>	<b>229</b>
<b>Region</b>							
Central	30	\$24.04	\$25.65	\$27.12	7	20	24
Fox Valley Northeast	26	\$33.91	\$36.92	\$40.44	12	25	22
Northern	44	\$23.54	\$24.18	\$24.81	12	35	38
South Central	31	\$29.42	\$32.02	\$34.58	15	27	25
Southeast	62	\$33.82	\$36.70	\$39.77	45	58	55
Western	80	\$23.45	\$24.56	\$25.88	24	65	65
<b>Municipal/Resident Population</b>							
Less than 1,000	59	\$18.57	\$19.07	\$19.38	4	31	34
1,000 – 3,000	86	\$21.73	\$22.19	\$22.69	14	74	75
3,001 – 5,000	32	\$25.94	\$27.04	\$28.11	8	31	28
5,001 – 10,000	28	\$31.91	\$33.99	\$36.74	21	27	26
10,001 – 20,000	30	\$37.64	\$40.80	\$44.53	30	29	28
20,001 – 30,000	12	\$40.80	\$46.05	\$51.07	12	12	12
30,001 – 40,000	7	\$43.50	\$48.88	\$53.29	7	7	7
40,001 – 50,000	6	\$44.14	\$50.66	\$57.86	6	6	6
50,001 – 100,000	9	\$49.73	\$57.73	\$66.73	9	9	9
Over 100,000	4	\$49.97	\$58.33	\$67.86	4	4	4

## Manager/Supervisor of Support Staff

Persons who supervise support staff in any part of the library but do not supervise professional librarians. (Alternate Job Titles: Circulation Lead Worker or Supervisor)

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid				Max
<b>All Responses</b>	<b>46</b>	<b>\$23.95</b>	<b>\$26.50</b>	<b>\$29.22</b>	<b>7</b>	<b>43</b>	<b>43</b>
<b>Region</b>							
Central	2	\$20.32	\$24.63	\$27.92	0	2	2
Fox Valley Northeast	5	\$30.99	\$34.64	\$38.23	1	5	5
South Central	5	\$27.11	\$30.53	\$34.13	0	5	5
Southeast	27	\$22.63	\$25.08	\$27.82	4	24	24
Western	7	\$22.78	\$23.81	\$25.03	2	7	7
<b>Municipal/Resident Population</b>							
1,000 – 3,000	4	\$20.18	\$20.68	\$21.37	1	4	4
5,001 – 10,000	9	\$23.01	\$24.84	\$27.71	4	9	9
10,001 – 20,000	14	\$21.58	\$23.53	\$25.50	1	11	11
20,001 – 30,000	7	\$25.82	\$29.03	\$32.07	1	7	7
30,001 – 40,000	3	\$28.38	\$31.99	\$34.61	0	3	3
40,001 – 50,000	1	\$30.87	\$35.50	\$40.13	0	1	1
50,001 – 100,000	5	\$25.61	\$30.45	\$35.40	0	5	5
Over 100,000	2	\$33.62	\$38.42	\$43.61	0	2	2

## Marketing Specialist

Oversees the creation, implementation, and execution of a library marketing plan. Coordinates marketing efforts, planning, creating, and directing print and electronic marketing strategies for all ages. *(Alternate Job Titles: Marketing Coordinator, Social Media Coordinator)*

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid				Max
<b>All Responses</b>	<b>24</b>	<b>\$21.52</b>	<b>\$23.61</b>	<b>\$25.72</b>	<b>1</b>	<b>16</b>	<b>20</b>
<b>Region</b>							
Central	1	\$18.21	\$22.62	\$25.35	0	0	1
Fox Valley Northeast	7	\$21.03	\$22.73	\$24.56	0	5	6
South Central	4	\$22.29	\$24.51	\$27.00	0	3	4
Southeast	7	\$22.98	\$25.53	\$28.09	1	5	5
Western	5	\$20.24	\$21.64	\$23.07	0	3	4
<b>Municipal/Resident Population</b>							
Less than 1,000	1	\$15.00	\$15.00	\$15.00	0	0	0
1,000 – 3,000	4	\$18.45	\$18.95	\$19.70	0	2	2
5,001 – 10,000	2	\$17.55	\$17.55	\$17.55	0	1	1
10,001 – 20,000	1	\$20.35	\$20.35	\$20.35	0	2	2
20,001 – 30,000	1	\$19.41	\$21.61	\$22.98	0	1	2
30,001 – 40,000	2	\$19.01	\$20.48	\$21.94	0	2	2
50,001 – 100,000	7	\$25.58	\$29.50	\$33.43	1	5	7
Over 100,000	3	\$26.30	\$30.76	\$35.56	0	3	3

## Office Manager

Assumes direct responsibility for filing, mail, communications, and printing departments. Implements and follows through on general office policies. Confers with other departments regarding the purchasing of office equipment, systems, and procedures affecting more than one department, and the hiring and transferring of employees and office salary structure. Prepares payroll tax returns and performs payroll accounting for the organization as required. Maintains retention schedule for library records. *(Alternate Job Title: Business Manager)*

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>6</b>	<b>\$26.32</b>	<b>\$29.52</b>	<b>\$33.14</b>	<b>0</b>	<b>4</b>	<b>5</b>
<b>Region</b>							
Fox Valley Northeast	1	\$27.27	\$30.10	\$36.69	0	1	1
Southeast	3	\$28.02	\$31.15	\$34.26	0	2	2
Western	2	\$23.28	\$26.79	\$29.67	0	1	2
<b>Municipal/Resident Population</b>							
1,000 – 3,000	2	\$15.50	\$16.50	\$16.50	0	0	1
10,001 – 20,000	1	\$27.27	\$30.10	\$36.69	0	1	1
30,001 – 40,000	1	\$26.10	\$30.15	\$34.19	0	1	1
50,001 – 100,000	1	\$34.56	\$39.58	\$45.33	0	1	1
Over 100,000	1	\$38.97	\$44.29	\$49.60	0	1	1

## Office Support (Entry)

This is an entry-level clerical position performing various routine secretarial and clerical duties, including typing letters, reports, and other correspondence. May perform other clerical duties such as filing, mail distribution, and answering telephones. May be in receipt of fees and other monies. *(Alternate Job Titles: Clerk Typist, Office Assistant)*

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>14</b>	<b>\$13.59</b>	<b>\$14.59</b>	<b>\$15.59</b>	<b>0</b>	<b>4</b>	<b>6</b>
<b>Region</b>							
Fox Valley Northeast	3	\$13.16	\$15.19	\$17.25	0	3	3
Northern	1	\$12.00	\$13.00	\$14.00	0	0	0
South Central	1	\$15.44	\$15.44	\$15.44	0	0	1
Southeast	6	\$14.53	\$15.50	\$16.48	0	1	2
Western	3	\$12.07	\$12.40	\$12.74	0	0	0
<b>Municipal/Resident Population</b>							
Less than 1,000	2	\$10.50	\$11.00	\$11.50	0	0	0
1,000 – 3,000	4	\$13.66	\$13.66	\$13.66	0	0	1
3,001 – 5,000	1	\$14.01	\$16.81	\$19.61	0	1	1
5,001 – 10,000	1	\$18.00	\$19.00	\$20.00	0	0	0
10,001 – 20,000	2	\$13.67	\$15.48	\$17.29	0	0	0
30,001 – 40,000	2	\$12.93	\$14.29	\$15.65	0	1	2
Over 100,000	2	\$14.72	\$16.13	\$17.56	0	2	2

## Office Support (Intermediate)

Under moderate supervision, performs more complex or diverse clerical duties for one or more staff. Typical functions include word-processing, typing, managing appointments, screening mail, and handling special projects as required by the supervisor. May prepare reports with minimal supervision. Position typically requires a higher-level proficiency in office software and several years of experience.

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid				Max
<b>All Responses</b>	<b>19</b>	<b>\$18.06</b>	<b>\$20.01</b>	<b>\$22.00</b>	<b>0</b>	<b>8</b>	<b>12</b>
<b>Region</b>							
Central	2	\$14.00	\$14.13	\$14.25	0	0	0
Fox Valley Northeast	3	\$16.93	\$20.00	\$23.07	0	1	2
South Central	2	\$19.41	\$23.20	\$27.11	0	1	2
Southeast	7	\$19.55	\$21.70	\$23.85	0	5	6
Western	5	\$17.73	\$18.72	\$19.81	0	1	2
<b>Municipal/Resident Population</b>							
Less than 1,000	2	\$15.50	\$15.50	\$15.50	0	0	0
1,000 – 3,000	4	\$15.50	\$15.56	\$15.62	0	0	0
3,001 – 5,000	1	\$11.22	\$13.21	\$15.20	0	0	0
10,001 – 20,000	3	\$17.91	\$20.76	\$23.68	0	1	3
20,001 – 30,000	2	\$20.11	\$23.69	\$27.28	0	1	2
30,001 – 40,000	1	\$19.79	\$19.79	\$19.79	0	0	1
50,001 – 100,000	4	\$22.23	\$26.07	\$30.03	0	4	4
Over 100,000	2	\$18.14	\$20.02	\$21.90	0	2	2

## Office Support (Top)

Provides advanced level clerical and administrative support to a major administrative program or function within a department that requires the exercise of an advanced level of technical expertise and job knowledge. May coordinate services such as personnel record keeping, budget coordination, housekeeping and inventory, records management, and office systems improvements. May coordinate collection and preparation of operating reports, including preparing preliminary conclusions. May interview job applicants, orient new employees, or plan training programs. *(Alternate Job Title: Office Supervisor)*

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>23</b>	<b>\$22.93</b>	<b>\$25.51</b>	<b>\$28.45</b>	<b>0</b>	<b>20</b>	<b>21</b>
<b>Region</b>							
Central	3	\$18.75	\$21.22	\$24.37	0	2	2
Fox Valley Northeast	65	\$23.80	\$26.55	\$30.06	0	5	5
Northern	1	\$21.99	\$25.13	\$28.27	0	1	1
South Central	3	\$24.54	\$27.15	\$29.81	0	3	3
Southeast	10	\$23.25	\$25.49	\$27.95	0	8	9
Western	1	\$24.09	\$28.91	\$33.72	0	1	1
<b>Municipal/Resident Population</b>							
Less than 1,000	2	*	*	*	0	0	0
1,000 – 3,000	2	\$17.00	\$17.13	\$17.25	0	0	0
10,001 – 20,000	6	\$23.28	\$24.30	\$25.94	0	5	6
20,001 – 30,000	4	\$22.93	\$26.87	\$30.50	0	4	4
30,001 – 40,000	2	\$26.23	\$30.42	\$34.60	0	2	2
40,001 – 50,000	3	\$22.32	\$24.95	\$28.19	0	3	3
50,001 – 100,000	3	\$24.91	\$29.65	\$34.37	0	3	3
Over 100,000	3	\$22.65	\$24.89	\$28.42	0	3	3

## Page/Shelver

Moves and unloads carts. Shelves materials in appropriate locations. Shelf-reads assigned areas and straightens collection as needed. Removes out-of-place materials for reshelving. *(Alternate Job Titles: Library Page, Materials Shelver)*

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid				Max
<b>All Responses</b>	<b>116</b>	<b>\$10.60</b>	<b>\$11.60</b>	<b>\$12.55</b>	<b>0</b>	<b>5</b>	<b>15</b>
<b>Region</b>							
Central	12	\$10.35	\$11.18	\$12.09	0	0	4
Fox Valley Northeast	11	\$11.17	\$12.25	\$13.22	0	1	2
Northern	10	\$11.71	\$12.21	\$12.55	0	0	2
South Central	18	\$10.68	\$11.33	\$11.97	0	1	1
Southeast	40	\$10.03	\$11.57	\$13.11	0	2	4
Western	25	\$10.87	\$11.50	\$12.02	0	1	2
<b>Municipal/Resident Population</b>							
Less than 1,000	5	\$9.95	\$10.20	\$10.25	0	0	0
1,000 – 3,000	26	\$10.81	\$11.14	\$11.35	0	0	2
3,001 – 5,000	9	\$9.70	\$10.02	\$10.35	0	0	0
5,001 – 10,000	17	\$9.86	\$12.21	\$14.64	0	1	2
10,001 – 20,000	24	\$10.31	\$11.32	\$12.24	0	0	0
20,001 – 30,000	11	\$10.22	\$11.05	\$11.77	0	0	2
30,001 – 40,000	7	\$9.52	\$10.43	\$11.26	0	0	0
40,001 – 50,000	4	\$10.66	\$11.91	\$12.95	0	0	2
50,001 – 100,000	9	\$13.16	\$14.86	\$16.61	0	3	5
Over 100,000	4	\$13.99	\$14.76	\$16.08	0	1	2

## Public Relations Officer

Promotes and administers public relations policies and programs such as special events, news articles, and audio and visual communication media. Maintains relations with newspaper, radio and TV media, community groups and agencies, school districts and the Board of Trustees. *(Alternate Job Titles: Public Information Coordinator, Public Relations Person)*

### Average Salary Range

	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
<b>All Responses</b>	<b>11</b>	<b>\$24.27</b>	<b>\$27.45</b>	<b>\$30.77</b>	<b>1</b>	<b>8</b>	<b>9</b>
<b>Region</b>							
Fox Valley Northeast	3	\$20.72	\$23.63	\$26.70	0	2	3
South Central	3	\$25.67	\$30.34	\$35.34	1	3	2
Southeast	3	\$26.76	\$29.82	\$32.89	0	2	3
Western	1	\$20.80	\$20.80	\$20.80	0	1	1
<b>Municipal/Resident Population</b>							
1,000 – 3,000	2	\$19.90	\$19.90	\$19.90	0	1	1
10,001 – 20,000	2	\$12.06	\$13.20	\$14.60	0	1	1
20,001 – 30,000	1	\$16.66	\$18.96	\$21.27	0	1	1
30,001 – 40,000	1	\$24.66	\$28.18	\$31.70	0	0	1
40,001 – 50,000	1	\$27.37	\$31.30	\$35.19	0	1	1
50,001 – 100,000	2	\$30.88	\$37.23	\$43.57	0	2	2
Over 100,000	2	\$36.30	\$41.45	\$47.09	1	2	2

## Security (Discipline Monitor)

Makes regular watch rounds of premises outside of scheduled working hours, where frequency of trips and stations is prescribed. Checks buildings, equipment and materials for leaks, fires, unauthorized individuals and other conditions. Ensures that all entrances and windows are secured, and that elevator and fire doors are closed. Makes written report of all irregularities or unusual circumstances. (Alternate Job Titles: Security Guard, Library Monitor, Security Officer, Watchguard)

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid				Max
<b>All Responses</b>	<b>5</b>	<b>%22.20</b>	<b>\$24.02</b>	<b>\$25.83</b>	<b>0</b>	<b>2</b>	<b>4</b>
<b>Region</b>							
Fox Valley Northeast	1	\$25.65	\$30.96	\$36.21	0	1	1
South Central	1	\$18.02	\$18.02	\$18.02	0	0	1
Southeast	3	\$22.44	\$23.70	\$24.97	0	1	2
<b>Municipal/Resident Population</b>							
40,001 – 50,000	1	\$15.45	\$15.45	\$15.45	0	0	0
50,001 – 100,000	1	\$16.36	\$18.70	\$21.03	0	0	1
Over 100,000	3	\$26.39	\$28.65	\$30.88	0	2	3

## Technical Support/Computer Technician

Installs, maintains, repairs computers, peripheral devices, and software. May conduct training. Troubleshoots and resolves problems associated with local and wide area network environments. Has responsibilities for dealing with hardware and software vendors and technical support issues.

Troubleshoots PC software, coordinates with help desk and sets connections to broadband/baseband networks. May conduct training.

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>10</b>	<b>\$23.58</b>	<b>\$26.29</b>	<b>\$29.48</b>	<b>0</b>	<b>8</b>	<b>8</b>
<b>Region</b>							
Central	1	\$24.65	\$27.61	\$34.51	0	1	1
Northern	2	\$18.14	\$19.31	\$20.48	0	1	1
South Central	1	\$25.61	\$28.52	\$31.81	0	1	1
Southeast	4	\$25.10	\$28.79	\$32.47	0	4	3
Western	2	\$24.44	\$26.49	\$28.83	0	1	2
<b>Municipal/Resident Population</b>							
3,001 – 5,000	1	\$15.00	\$15.00	\$15.00	0	0	0
5,001 – 10,000	1	\$21.28	\$23.62	\$25.96	0	0	1
30,001 – 40,000	1	\$20.66	\$20.66	\$20.66	0	1	1
50,001 – 100,000	4	\$25.81	\$29.73	\$33.79	0	4	3
Over 100,000	3	\$25.21	\$28.23	\$32.68	0	3	3

## Web Content Administrator

Develops, provides, and authorizes website content to increase track, support and promote services, and gain content visibility. Manages and performs website editorial activities including gathering and researching information that enhances the value of the site. May oversee data control technicians and writers dedicated to website.

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible	
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>5</b>	<b>\$21.77</b>	<b>\$23.22</b>	<b>\$25.52</b>	<b>0</b>	<b>3</b>	<b>3</b>
<b>Region</b>							
Central	1	\$23.04	\$25.80	\$32.26	0	1	1
Northern	1	\$13.52	\$13.52	\$13.52	0	0	0
South Central	1	\$32.50	\$36.98	\$42.02	0	1	1
Southeast	1	\$19.00	\$19.00	\$19.00	0	0	0
Western	1	\$20.80	\$20.80	\$20.80	0	1	1
<b>Municipal/Resident Population</b>							
1,000 – 3,000	2	\$19.90	\$19.90	\$19.90	0	1	1
3,001 – 5,000	1	\$13.52	\$13.52	\$13.52	0	0	0
Over 100,000	2	\$27.77	\$31.39	\$37.14	0	2	2

Grade	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	120.0%	
	Min.	Step 2	Step 3	Step 4	Step 5	Step 6		Max.
A	\$18.45	\$18.97	\$19.50	\$20.03	\$20.56	\$21.08		\$25.30
B	\$19.51	\$20.06	\$20.62	\$21.18	\$21.73	\$22.29		\$26.75
C	\$20.55	\$21.14	\$21.72	\$22.31	\$22.90	\$23.48		\$28.18
D	\$21.60	\$22.22	\$22.84	\$23.45	\$24.07	\$24.69		\$29.62
E	\$23.19	\$23.84	\$24.50	\$25.16	\$25.83	\$26.49		\$31.79
F	\$25.29	\$26.01	\$26.74	\$27.46	\$28.18	\$28.90		\$34.68
G	\$27.39	\$28.17	\$28.95	\$29.74	\$30.52	\$31.30		\$37.56
H	\$29.50	\$30.34	\$31.19	\$32.02	\$32.87	\$33.71		\$40.46
I	\$31.60	\$32.50	\$33.40	\$34.31	\$35.21	\$36.11		\$43.33
J	\$33.70	\$34.66	\$35.63	\$36.59	\$37.55	\$38.51		\$46.22
K	\$35.80	\$36.83	\$37.85	\$38.87	\$39.90	\$40.92		\$49.11
K (2912)	\$27.08	\$27.85	\$28.62	\$29.40	\$30.17	\$30.94		\$37.13
L	\$37.90	\$38.99	\$40.08	\$41.16	\$42.24	\$43.32		\$51.98
M	\$40.02	\$41.16	\$42.30	\$43.45	\$44.59	\$45.73		\$54.88
N	\$42.12	\$43.32	\$44.53	\$45.72	\$46.93	\$48.13		\$57.76
O	\$44.23	\$45.48	\$46.75	\$48.02	\$49.28	\$50.54		\$60.65
P	\$46.33	\$47.65	\$48.98	\$50.29	\$51.62	\$52.94		\$63.53
Q	\$48.42	\$49.81	\$51.19	\$52.57	\$53.96	\$55.34		\$66.41
R	\$50.53	\$51.97	\$53.42	\$54.87	\$56.31	\$57.75		\$69.30
S	\$52.63	\$54.14	\$55.64	\$57.14	\$58.65	\$60.15		\$72.18
T	\$54.74	\$56.31	\$57.87	\$59.43	\$61.00	\$62.56		\$75.08
U	\$56.85	\$58.46	\$60.09	\$61.72	\$63.33	\$64.96		\$77.95
V	\$58.95	\$60.64	\$62.32	\$64.00	\$65.68	\$67.37		\$80.84

2023 Grid

Actual Increase

1.03 change increase here

**2023 POSITION GRADE ASSIGNMENTS**

<u>Position</u>	<u>Department</u>	<u>Grade</u>
City Administrator	Administration	V
		U
		T
Public Works Dir/City Engineer	Public Works	S
Fire Chief	Fire	R
Director of People & Culture	Employee Services	P
Comm Dev Dir/Planner	Community Services	O
Assistant Chief	Fire	N
Chief Engineer - Utilities	Public Works	
Chief Engineer - Streets & Development	Public Works	
Deputy Chief	Fire	M
IT Director	IT	
Director of Parks & Recreation	Parks & Recreation	
Assessor	Assessor	L
Clerk/Treasurer	Clerk/Treasurer	
Utility Manager	Public Works	
Division Chief - EMS	Fire	
Battalion Chief	Fire	
Civil Engineer	Public Works	J
Streets Superintendent	Public Works	
Parks Maintenance Supervisor	Parks & Recreation	I
Recreation Supervisor	Parks & Recreation	
Senior Acct & Budget Analyst	Clerk/Treasurer	H
Building Inspector	Community Services	
Senior Engineering Technician	Public Works	
Utility Superintendent	Public Works	
Deputy Assessor	Assessor	G
Employee Services Coordinator	Employee Services	
Parks Foreman	Parks & Recreation	
Mechanic	Public Works	
Streets Crew Leader	Public Works	
Utility Operator	Public Works	
Dep Clerk/Comm Dev Coordinator	Clerk/Treasurer	F
Office Coordinator	Community Services	
Court Administrator	Court	
Streets Maintenance Laborer	Public Works	
Appraiser	Assessor	

Deputy Treasurer-Accountant	Clerk/Treasurer	E
Engineering Technician	Public Works	
Administrative Assistant	Community Services	D
Police/Fire Clerk	Police/Fire	
Utility Billing Specialist	Public Works	
Administrative Assistant	Clerk/Treasurer	C
Court Clerk	Court	
Parks Laborer	Parks & Recreation	
Administrative Assistant	Public Works	

**Pewaukee Public Library : Salary Scale**  
**Approved March 16, 2022**

	<b>2022 Min Hourly</b>	<b>2022 Min Annual</b>	<b>2022 Mid Hourly</b>	<b>2022 Mid Annual</b>	<b>2022 Max Hourly</b>	<b>2022 Max Annual</b>
Library Director	32.03	66,622.40	36.47	75,857.60	40.90	85,072.00
Youth/Adult/Public Services Manager	25.37	52,769.60	29.81	62,004.80	34.25	71,240.00
Librarian	21.30	44,304.00	25.03	52,062.40	28.76	59,820.80
Administrative Assistant / Library Associate	15.92	33,113.60	18.71	38,916.80	21.49	44,699.20
Library Clerk	15.00	31,200.00	16.8	34,944.00	18.59	38,667.20
Page	10.00	20,800.00	11.50	23920	13.00	27,040.00

DRAFT			2023 Current Range			2024 Proposed Range (5% increase proposed)		
Position	Grade	Title	Min	Mid	Max	Min	Mid	Max
Police	5	Court Clerk	\$ 39,077.39	\$ 45,915.93	\$ 52,754.48	\$ 41,031.26	\$ 48,211.73	\$ 55,392.20
Public Works	5	Laborer	\$ 39,077.39	\$ 45,915.93	\$ 52,754.48	\$ 41,031.26	\$ 48,211.73	\$ 55,392.20
Police	6	Administrative Secretary	\$ 41,422.03	\$ 48,670.89	\$ 55,919.75	\$ 43,493.14	\$ 51,104.43	\$ 58,715.73
Administration	6	Acc't Finance & Admin Ass't Clerk (PT)	\$ 41,422.03	\$ 48,670.89	\$ 55,919.75	\$ 43,493.13	\$ 51,104.44	\$ 58,715.73
Administration	7	Deputy Clerk; Deputy Treasurer	\$ 43,045.72	\$ 50,579.05	\$ 58,112.37	\$ 45,198.00	\$ 53,108.00	\$ 61,017.99
Public Works	9	Equipment Operator	\$ 49,334.31	\$ 57,967.81	\$ 66,601.31	\$ 51,801.02	\$ 60,866.20	\$ 69,931.38
Public Works	9	Utility Operator	\$ 49,334.31	\$ 57,967.81	\$ 66,601.31	\$ 51,801.02	\$ 60,866.20	\$ 69,931.38
Public Works	9	Mechanic	\$ 49,334.31	\$ 57,967.81	\$ 66,601.31	\$ 51,801.02	\$ 60,866.20	\$ 69,931.38
Public Works	10	Leadworker - Streets	\$ 52,294.36	\$ 61,445.88	\$ 70,597.39	\$ 54,909.08	\$ 64,518.17	\$ 74,127.26
Public Works	10	Leadworker - Utility	\$ 52,294.36	\$ 61,445.88	\$ 70,597.39	\$ 54,909.08	\$ 64,518.17	\$ 74,127.26
Administration	13	Clerk	\$ 62,283.42	\$ 73,183.02	\$ 84,082.62	\$ 65,397.60	\$ 76,842.17	\$ 88,286.75
Public Works	13	Public Works Supervisor; Utility Supervisor	\$ 62,283.42	\$ 73,183.02	\$ 84,082.62	\$ 65,397.60	\$ 76,842.17	\$ 88,286.75
Police	14	Police Sergeant	\$ 88,200.00	\$ 92,925.00	\$ 97,650.00	\$ 92,610.00	\$ 97,571.25	\$ 102,532.50
Administration	14	Treasurer	\$ 66,020.43	\$ 77,574.00	\$ 89,127.58	\$ 69,321.45	\$ 81,452.71	\$ 93,583.96
Police	17	Deputy Chief	\$ 92,555.40	\$ 102,932.28	\$ 113,309.17	\$ 97,183.17	\$ 108,078.90	\$ 118,974.63
Public Works	19	Director of Public Works/Engineer	\$ 94,240.24	\$ 103,811.52	\$ 119,272.81	\$ 98,952.25	\$ 109,002.09	\$ 125,236.45
Police	19	Chief of Police	\$ 94,240.24	\$ 103,811.52	\$ 119,272.81	\$ 98,952.25	\$ 109,002.09	\$ 125,236.45
Administration	21	Village Administrator	\$ 99,270.32	\$ 116,642.62	\$ 134,014.93	\$ 104,233.83	\$ 122,474.75	\$ 140,715.67

Village of Pewaukee : Classification + Compensation Study  
2015

by  
Springsted

## Position Grade Assignment

### General Government Positions

Department	Division	Title	Grade	Proposed Range		
				Min	Mid	Max
Police	N/A	Administrative Clerk	3	31,212.17	36,674.30	42,136.43
Police	N/A	Court Clerk	5	35,070.00	41,207.25	47,344.50
Public Works	N/A	Laborer	5	35,070.00	41,207.25	47,344.50
Police	N/A	Administrative Secretary	6	37,174.20	43,679.68	50,185.17
Clerk	N/A	Deputy Clerk	6	37,174.20	43,679.68	50,185.17
Clerk	N/A	Account Finance Clerk	8	41,768.93	49,078.49	56,388.05
Public Works	N/A	Equipment Operator	9	44,275.06	52,023.20	59,771.34
Public Works	N/A	Utility Operator	9	44,275.06	52,023.20	59,771.34
Public Works	N/A	Mechanic	9	44,275.06	52,023.20	59,771.34
Public Works	N/A	Leadworker - Streets	10	46,931.57	55,144.59	63,357.62
Clerk	N/A	Deputy Treasurer	10	46,931.57	55,144.59	63,357.62
Public Works	N/A	Leadworker - Utility	10	46,931.57	55,144.59	63,357.62
Public Works	N/A	Public Works Supervisor	13	55,896.25	65,678.09	75,459.94
Police	N/A	Police Sergeant	14	59,250.02	69,618.78	79,987.53
Clerk	N/A	Clerk/Treasurer	14	59,250.02	69,618.78	79,987.53
Police	N/A	Police Lieutenant	16	66,573.33	78,223.66	89,873.99
Police	N/A	Police Captain	17	70,567.73	82,917.08	95,266.43
Public Works	N/A	Director of Public Works/Engineer	19	79,289.90	93,165.63	107,041.36
Police	N/A	Chief of Police	18	74,801.79	87,892.10	100,982.42
Administration	N/A	Village Administrator	21	89,090.13	104,680.90	120,271.67

### Library Positions

Poir	Department	Division	Title	Grade	Proposed Range		
					Min	Mid	Max
50	Library	N/A	Library Page I	1	21,702.13	25,500.00	29,297.87
63	Library	N/A	Library Page II	1	21,702.13	25,500.00	29,297.87
86	Library	N/A	Circulation Clerk I	3	24,384.51	28,651.80	32,919.09
113	Library	N/A	Circulation Clerk II	4	25,847.58	30,370.91	34,894.23
118	Library	N/A	Children's Assistant II	4	25,847.58	30,370.91	34,894.23
140	Library	N/A	Administrative Assistant	5	27,398.44	32,193.16	36,987.89
158	Library	N/A	Reference Associate	6	29,042.34	34,124.75	39,207.16
283	Library	N/A	Head of Circulation Services	11	38,865.21	45,666.62	52,468.03
268	Library	N/A	Reference Librarian	10	36,665.29	43,081.71	49,498.14
295	Library	N/A	Youth Services Librarian	11	38,865.21	45,666.62	52,468.03
370	Library	N/A	Head of Adult & Reference Services	13	43,668.94	51,311.01	58,953.08
370	Library	N/A	Head of Children's and Young Adult Services	13	43,668.94	51,311.01	58,953.08
525	Library	N/A	Library Director	17	55,131.04	64,778.97	74,426.90

# Managing the Library's Money

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see [Trustee Essential #8: Developing the Library Budget](#)).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

## Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See [Trustee Essential #8: Developing the Library Budget](#).)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

### In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

## Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

## Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board.

## Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at <http://dpi.wi.gov/pld/data-reports/annual-report>. A [Sample Trust/Gift Fund Report](#) is attached.

## Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

## Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

## Sources of Additional Information

- [Sample Trust/Gift Fund Report](#)
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

*Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016  
Wisconsin Department  
of Public Instruction.  
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

## Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	<b>Anytown Natl. Bank</b>					
	<b>CD #123456</b>					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	<b>Village Donation Account</b>	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	<b>Donations Trans- ferred to Community Foundation</b>	\$ 3,700	\$ 1,200			\$ 4,900
	<b>Anytown Natl. Bank</b>					
	<b>checking acct. #123456</b>					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
	<b>Yearly total for all accounts</b>	<b>\$ 10,500</b>	<b>\$ 3,750</b>	<b>\$ 300</b>	<b>\$ (2,200)</b>	<b>\$ 12,350</b>