ST. FRANCIS
PUBLIC LIBRARY

St. Francis Library Board
Meeting Agenda
November 9, 2022
4:00 p.m.

NOTICE

There will be a St. Francis Library Board meeting on **Wednesday, November 9, 2022 at 4:00 pm the St. Francis Public Library.**

AGENDA

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Approval of Minutes from the Library Board meeting of September 15, 2022. (discussion/action)
5. Approval of September and October Claims (discussion/action)
6. Correspondence
7. Public Comments (speakers limited to 3 minutes)
8. Motion to Convene into Closed Session:
   The Board may convene into Closed Session pursuant with Wis. Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction
9. Reconvene into Open Session:
   Upon conclusion of the Closed Session item, the Board will reconvene into Open Session prior to acting on any matter that needs to be acted upon in Open Session.
10. Discussion and possible action from Closed Session.
11. Reports:
    a. Chairperson
    b. School Representative
    c. Friends
    d. Director
12. Unfinished Business
    a. Personnel Manual (discussion/action)
    b. 2023 Library Budget – Operating and Capital (discussion/action)
    c. Snow removal (discussion/action)
13. New Business
    a. 2023 Holidays and closures (discussion/action)
    b. Exam Proctoring Policy (discussion/action)
    c. Staff Appreciation (discussion/action)
14. Comments on prior, present, and potential agenda items by Board Members.
15. Adjourn

Note: The Library Board may discuss other matters as authorized by law. Some correspondence and unfinished/new business may or may not be acted upon or discussed.

NEXT REGULAR MEETING: Wednesday, December 14, 2022.

PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, who have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis Library at 481-7323. The meeting room is wheelchair accessible from the front entrance.
NOTE: There is a potential that a quorum of the Common Council may be present.

Posted on Monday, November 7, 2022.

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Posted on Monday, November 7, 2022.

ST. FRANCIS LIBRARY BOARD MINUTES
DATED SEPTEMBER 15, 2022

Present: Richard Adamczewski, Alderman Feirer, Charles Buechel, Kathy Frymark, Richard Lentz, Kathy MacAvaney and Jennifer Polinski

Also Present: Library Director Amy Krahn, City Administrator Johnsrud and Attorney Brian Waterman

The meeting was called to order at 4:00 p.m.

Statement of Public Notice:
The meeting has been properly posted and noticed as required by law.

Approval of Minutes
Moved by Richard Lentz seconded by Alderman Feirer to place on file the minutes of the St. Francis Library Board meeting held on August 10, 2022. Motion carried.

Approval of Claims:
Moved by Alderman Feirer, seconded by Richard Lentz to approve the August claims as presented. Motion carried.

Correspondence:
None

Public Comments
Lisa Liban, Circulation Director and Jessica Kettner, Youth Services Liberian, both shared comments on wanting the board to reinstate the remote work policy.

Adjourn to Closed Session: Roll Call Vote Required:
Moved by Richard Adamczewski, seconded by Charles Buechel to adjourn to Closed Session pursuant to Wisconsin Statutes 19.85(1) (c) for considering personnel related issues, such as the employment, compensation and performance of personnel and the library employee handbook. The following voted "aye": Adamczewski, Alderman Feirer, Buechel, Frymark, Lentz, MacAvaney and Polinski.
Motion carried.

Time: 4:04 p.m.

Reconvene to Open Session:
Moved by Alderman Feirer seconded by Charles Buechel to reconvene into Open Session.
Motion carried.

Time: 5:16p.m.

Discussion and Possible Action from Closed Session:
None.

Reports:

Chairman

- None

School Representative

- The school year has begun, after the summer of construction we are open.
- Jess is working on setting up a schedule to have story times at Willow Glen again.
- Jess, as a part of the Willow Glen Innovation Lab Committee is going to help sort resources and set up the Lab soon.

Friends

- Big bag book sale Saturday, October 1, 2022.

Director

- See Director's Report as included in the Board packet.

Moved by Kathy Frymark seconded by Richard Lentz to approve all reports as submitted.
Motion carried.

Unfinished Business:

- Personnel Manual
  - Topics that were discussed: remote work and unpaid leave for part time employees.
- 2023 Library Budget Draft
  - 2023 Draft Budget Worksheet presented. Moved by Alderman Feirer, seconded by Richard Lentz to present the budget to City Administrator Johnsrud. Motion carried.

New Business:

- ARPA Funds
  - Moved by Alderman Feirer, seconded by Jennifer Polinski to use the ARPA funds to purchase more soundproofing tiles to make the ESL room (or another study room) a virtual meeting room for people to do job interviews, take classes or attend meetings. Motion carried.

- Nalox-ZONE Box
  - The board requested more information from the Health Department. Moved to unfinished business.

- Sprinkler System Recharge
  - Moved by Jennifer Polinski, seconded by Kathy MacAvaney to approve the draining and replacement of the antifreeze solution in the sprinkler system. Motion carried.

- Snow Removal/Landscape Cleanup Proposal
  - Moved by Kathy MacAvaney seconded by Jennifer Polinski to contract for unlimited snow removal and have the NHS volunteer hours to clean and cut the shrubs. Motion carried.

Comments on Prior, Present and Potential Agenda Items by Board Members:

- None

Adjourn:
Moved by Richard Lentz, seconded by Jennifer Polinski to adjourn the meeting. Motion carried.

Time: 5:58 p.m.

September 2022
Claims

22-5511-353	Library Donations Fund	$ 10.00	
23-5511-353	Library Rec. Borrowing Fund	$ 61.58	Collection
25-5511-272	Contracted Maintenance Services	$ 2,807.57	
25-5511-276	New Equip. Repair/Replace	$ -	
25-5511-302	Telephone	$ 327.23	
25-5511-351	Expense Allowance	$ -	
25-5511-352	Dues & Subscriptions	$ -	
25-5511-353	Office Supplies	$ 529.97	
25-5511-356	Electronic Resources	$ -	
25-5511-360	Conferences & Seminars	$ -	
25-5511-361	Public Relations	$ 53.42	Parade
25-5511-363	Postage	$ -	
25-5511-366	Maintenance Supplies	$ 550.44	
25-5511-374	**Books/Publications**		
	Adult Fiction	$ 1,571.07	
	Adult Non-fiction	$ 673.34	
	Youth Books	$ 1,062.93	
25-5511-375	Periodicals/Subscriptions	$ 24.00	
25-5511-376	**Audio-Visual**		
	Adult Audiobook	$ -	
	Adult CD	$ 36.29	
	Adult DVD	$ 347.84	
	Youth Audiobook	$ -	
	Youth CD	$ -	
	Youth DVD	$ 99.70	
	Youth Videogames	$ 89.98	
25-5511-377	Miscellaneous	$ -	
25-5511-380	MCFLS Charges	$ -	
25-5511-385	Replacement Materials	$ 42.19	
25-5511-387	Technology	$ 3,155.61	TBS, website, Zoom

September 2022
Claims

25-5511-601	Children's Programs	$	404.17	
25-5511-605	Educational Programming	$	95.96	
25-5511-401	Electric	$	2,317.92	
25-5511-402	Gas	$	53.39	
25-5511-403	Water	$	186.27	
25-5511-404	Sewer User	$	-	
	Total:	**$**	**14,500.87**	

October 2022
Claims

22-5511-353	Library Donations Fund	$	-	
23-5511-353	Library Rec. Borrowing Fund	$	1,082.32	Collection development
25-5511-272	Contracted Maintenance Services	$	802.77	
25-5511-276	New Equip. Repair/Replace	$	668.00	
25-5511-302	Telephone	$	629.37	
25-5511-351	Expense Allowance	$	-	
25-5511-352	Dues & Subscriptions	$	-	
25-5511-353	Office Supplies	$	438.19	
25-5511-356	Electronic Resources	$	-	
25-5511-360	Conferences & Seminars	$	-	
25-5511-361	Public Relations	$	-	
25-5511-363	Postage	$	-	
25-5511-366	Maintenance Supplies	$	-	
25-5511-374	**Books/Publications**			
	Adult Fiction	$	1,120.18	
	Adult Non-fiction	$	-	
	Youth Books	$	956.73	
25-5511-375	Periodicals/Subscriptions	$	-	
25-5511-376	**Audio-Visual**			
	Adult Audiobook	$	111.07	
	Adult CD	$	85.95	
	Adult DVD	$	336.75	
	Youth Audiobook	$	39.99	
	Youth CD	$	10.99	
	Youth DVD	$	96.69	
	Youth Videogames	$	-	
25-5511-377	Miscellaneous	$	3.96	
25-5511-380	MCFLS Charges	$	-	
25-5511-385	Replacement Materials	$	68.00	
25-5511-387	Technology	$	-	

October 2022
Claims

25-5511-601	Children's Programs	$	20.00	
25-5511-605	Educational Programming	$	98.27	
25-5511-401	Electric	$	2,042.21	
25-5511-402	Gas	$	-	
25-5511-403	Water	$	-	
25-5511-404	Sewer User	$	246.39	
	Total:	**$**	**8,857.83**	

Deposits for September 2022

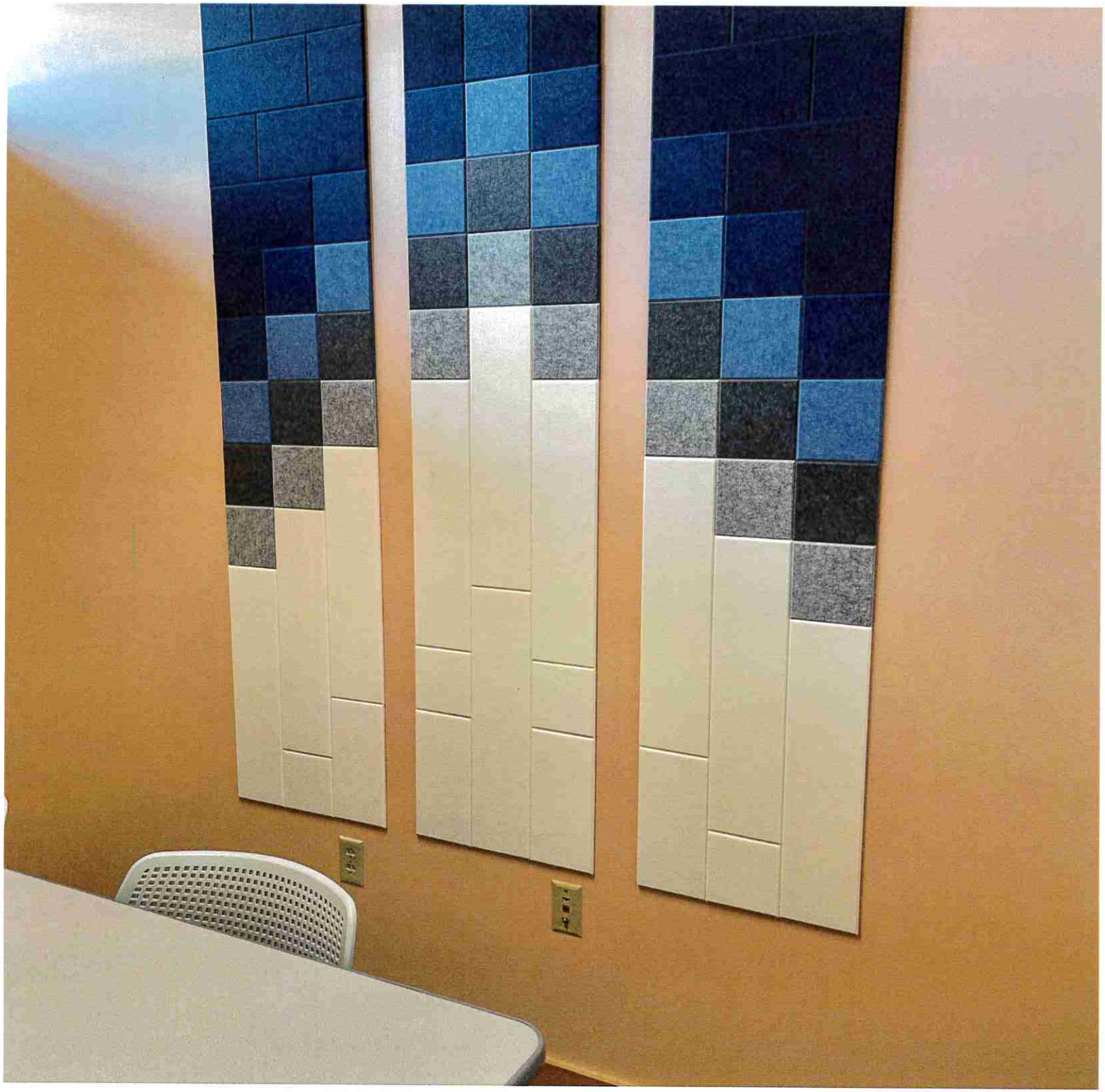
			TOTALS
Library Donation Fund			
22-48501			**$72.38**
	Donations	$12.62	
	Special Event	$0.00	
	Program Donations	$59.76	
Library Reciprocal Borrowing Fund			
23-47390			**$0.00**
Library Fund			
25-42201	Overdue Fines		**$194.61**
25-42202	Replacement Materials		**$139.93**
	Lost Material	$134.93	
	Lost Card	$5.00	
25-42203	Computer Printing		**$116.23**
25-42204	Fax		**$119.58**
25-42240	Copy Fees		**$303.82**
25-42249	Miscellaneous		**$0.00**
25-42250	School Grant		**$0.00**
TOTAL			**$946.55**

Director's Report
October, 2022

1. Staff Update: Library staff will complete self-evaluations this month and we will begin meeting with them in November.
2. Building Update:
    a. Steve painted the 4th study room.
    b. The new collection signage is going up. It's much easier to read and more user-friendly than the previous signage. Different parts of the collection have different colored signs and we used dyslexia- and colorblind-friendly colors and fonts.
    c. Our phone service was switched over from TDS to Spectrum. Everything went smoothly, and they will be returning to bury a line.
3. Friends Update:
    a. The Friends had their annual meeting on September 28th. They approved the Library's funding requests for 2023.
    b. They had a bag sale on October 1st and are planning another one on December 3rd.
    c. The Friends have agreed to host a special fundraiser in February (heart month) to raise funds towards the AED.
4. Funding for AED: At the Health Department's suggestion, I approached the Lions Club regarding a donation to support the installation of an AED at the library. They have agreed to donate up to $2500, but asked that I continue to seek other donations as well.
5. Collection: After getting quotes, we have decided to switch our periodicals distributor from Ebsco to WT Cox. We were able to achieve some savings and will try this new company for a year to see if the customer service and pricing continue to be good.
6. Sierra Database: Sierra is the database that manages all of our circulation processes. It will be moving to a cloud-based data storage system on November 9th. Although they are starting the move at 6 am, it will take 4-6 hours to complete the transition. We will be able to do checkouts offline, but will not be able to check items in. Our internet service, computers, and printing service should not be impacted. We will stay open that day.
7. Health Department: We've been communicating with the Health Department about a number of issues recently.
    a. Cooling Centers: The Health Department is working on creating a list of designated cooling centers that can provide temporary relief during periods of extreme heat. Libraries have historically been considered cooling centers, but we will work with the Health Department to formalize this.
    b. Lactation Policy: The Health Department approached us about possibly creating a permanent lactation space for staff and the public and adding a lactation policy to our employee manual. While we don't have suitable space for a public space, we will be designating the staff lounge on the main floor as a staff lactation space. I also encouraged the Health Department to speak to the City about adding/updating a lactation policy in the City's employee manual, since they were in the process of revising it. New language is being added, along with a list of designated lactation spaces for city employees.

Director's Report
November, 2022

1. Staff Update:
    a. Lisa and I will begin meeting with staff this month to go over their evaluations and provide feedback and goals, as needed.
    b. The monthly training quizzes are continuing, in addition to cybersecurity training.
2. Building Update:
    a. We had the sprinkler recharge done.
    b. We had someone out to clear a blockage in the water pump.
    c. The sound absorption tiles have been installed in one study room.
    d. We will be ordering tiles this month for the ESL/Virtual meeting room this month.
    e. Two additional wifi access points were installed. There is now wifi access in the park and better coverage in the lower level. We plan to put a sign on the building to indicate it is a wifi hotspot.
3. Friends Update:
    a. The Friends are having a bag sale on the first Saturday in December. It will include everything, even media items.
    b. The Friends will also be doing a push to get patrons to sign up to AmazonSmile and designate the Friends as their charity. Staff will continue the drive for one week.
4. Health Department:
    a. Due to the blockage in the pump, which was in part caused by hypodermic needles being flushed, we decided to put sharps containers in the restrooms. The Health Department thinks they can provide the initial set up through an ARPA grant and we will need to provide replacement containers as needed. The Health Department will also come and pick up full containers and dispose of them.
    b. I met with Brianna from the Health Department regarding the cooling center agreement. We went over some details and she will be creating an agreement for the Board to sign off on.
5. Promotion: I will be creating a proposal for the Common Council to put a display stand in the Civic Center to promote the library and library resources. It would be a freestanding and moveable display with a poster and literature holders. Staff would regularly update the materials on display. Civic Center staff could relocate the stand depending on events/decorations/elections/etc. It would be semi-permanent, in that we would leave it up for as long as the Council was willing or as long as we felt it was being effective in promoting the library.
6. Donation: We received a $100 memorial donation online and the donor has been sent a letter of thanks.
7. Systems merger: Arrowhead, Lakeshores, and Walworth County Library systems have agreed to merge and form the Prairie Lakes Library System.



22 x 28 Poster Floor Stand with Literature Holders, 4"/8.5"w, Snap Open - Silver

Home > Poster Holders > Poster Stands > Metal > 22 x 28 > BP2228LH

Hover over the image to zoom in

Email Pin it Share Tweet

4 out of 5 | (4 Ratings)

Media Size: 22" x 28"

22" x 28" 24" x 36"

Color: Silver

Black Silver

Number of Pockets: 1

1 2

- Heavy Duty Construction
- One 22" x 28" Snap Frame
- One Steel Powder Coated Literature Tray
- Unique European Design

22x28 Poster Floor Stand, 4"/8.5"w, 3/5 Pockets, Double Sided, Wheels - Silver

Home > Food Merchandising Displays > Restaurant Signage > Menu Stands > w/ Literature Pockets > 2228VPC5S

Email Pin it Share Tweet

Media Size: 22" x 28"

22" x 28" 24" x 36"

Color: Silver

Black Silver

Number of Pockets: 5

5 10

- Top Loading
- Wheeled Design
- Aluminum Frame
- 5 Acrylic Literature Pockets
- Silver Sparkle Powder Coat Finish
- Configure Dividers for 4" x 9" or 8.5" x 11" Handouts

Arrowhead Library System
Helping Public Libraries Serve the Citizens of Rock County

Lakeshores LIBRARY SYSTEM

For Immediate Release
Friday, October 14, 2022

Prairie Lakes Library System Gets Green Light; Debuting January 2023

Tuesday, October 11, 2022 – Milton, Wis. – Walworth County became the third and final county to approve the merger of Arrowhead Library System (ALS) and Lakeshores Library System (LLS). The newly merged entity, Prairie Lakes Library System (PLLS), will take effect on January 1, 2023, and will serve the counties of Racine, Rock, and Walworth.

Following Walworth County's vote and ahead of the October 15 deadline, the necessary annual system plan was filed with the Wisconsin Department of Public Instruction declaring the formation of PLLS and the dissolutions of ALS and LLS. A few of the next steps include appointing representatives to the PLLS board of trustees and developing policy recommendations for the new board to adopt.

"This merger process has been years in the making, really, but the last 10 months have been an intense stretch of research, planning, and collaboration," said Steve Platteter, director of Arrowhead Library System.

Steve Ohs, Administrator of Lakeshores Library System added, "It's tremendously rewarding to see the partnerships we've forged become solidified, the research the exploration committee completed used to inform our communities, and the strategic goals of this merger be embraced so enthusiastically not only by every library in both systems but also by all three counties."

Patrons will not be directly affected by the merger; local library boards will maintain local control over their policies and procedures as before (as outlined in state statutes), and because library systems are funded through state appropriations county budgets need not be altered. The merger's primary benefit is reduced overhead and administration costs, which will result in more dollars for services.

The ALS/LLS Joint Merger Exploration Committee's Final Recommendation Report, PLLS's System Plan, and other public documents relating to the proposed merge are available at https://drive.google.com/drive/folders/1Kgm2-75arnZG2xBdV-LXVx28-JNL094m?usp=sharing.

About Wisconsin Public Library Systems
The creation of public library systems fostered the establishment of a strong network of resource-sharing and mutually beneficial interdependence. The creation and development of public library systems in Wisconsin were voluntary and gradual. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72

counties and more than 380 public libraries are library system members. Wisconsin's 16 public library systems developed in distinct ways in response to the needs of their member libraries and area residents. According to the statutes, two library systems may merge if approved by the System Boards of Trustees and the County Boards of Supervisors of the participating counties.

###

Contact: Tovah Anderson, Public Information Coordinator
Arrowhead Library System
608-868-2872

Steve Platteter, Director
Arrowhead Library System
608-868-2872 Cell: 262-689-9179

Steve Ohs, Administrator
Lakeshores Library System
262-514-4500 x68

Can You Solve It? St. Francis Public Library Adds Circulating Mystery Boxes to Collection

Submitted by Amy Krahn, Library Director, St. Francis Public Library

As part of our COVID programming response, the St. Francis Public Library shifted from escape rooms to "mystery kits", similar to a Take & Make Kit. A staff member who is familiar with subscription mystery boxes and has a lot of creative skills produced the kits for us. The response was fantastic, with one complaint – due to the expense, we could only provide a limited number of kits and could not meet the demand. So, the library pivoted again and created circulating mystery boxes. For the first circulating mystery box, The Grim Reader, we converted one of the original kits by making all of the parts reusable. In this one, patrons need to solve a murder that takes place during a library book fair.

The mystery box we released this summer, Blast from the Past, is an 80s themed box that is related to our 35th Anniversary. In this one, patrons need to solve a series of puzzles in order to open a time capsule that was buried when the library was built in 1987. Since the materials in these boxes are reusable, we have been able to add lots of cool locks, puzzles, tools…even a cryptex! We provide a link on our website for hints. Staff helped create character profiles, including photos, and brainstormed some of the plot points, including bumping off the library director in one mystery (*I tried not to take it personally*). The boxes are staff-tested, which has been a great team-building tool, too. These have been an exciting addition to our collection and we hope to continue creating new kits each year.

The WLA is pleased to bring back the popular "Be a Member, Get a Member" campaign for 2022. Starting January 1, 2022, when you refer a new member to join the Wisconsin Library Association, both you and the new member will be entered in a drawing for a chance to win a cash prize ($250 each). Past campaigns have brought in 200 new WLA members, and we hope this new campaign will help grow our membership even more. Click the banner above!

ST. FRANCIS
PUBLIC LIBRARY

Board Report
Adult Services
October 2022

The Noon Book Club met and discussed the Non-fiction book, The Immortal Life of Henrietta Lacks," by Rebecca Skloot. It is a fascinating book, one that everyone in the club enjoyed. We had a great discussion. We will read "The Horse Whisperer," by Nicholas Evans for our November selection.

Upcoming adult programs in October include a two session demonstration on how to play Sheepshead; in time for Halloween we will offer a "Haunted New Orleans," program and also a food demonstration class, "Fall Harvest Cooking."

I am also pleased to bring back a writing competition for both youth and adults which we will be offering in early November. Both age groups will have a prompt with an option to write about what they like about the library. The Library Friends have generously agreed to sponsor the contest, and there will be prizes for first, second and third place entries.

Thank you.

Sincerely,

Kathleen Stilin
Adult Services Librarian

ST. FRANCIS
PUBLIC LIBRARY

Board Report
Adult Services
November 2022

The Noon Book Club met and discussed "The Horse Whisperer," by Nicholas Evans. Mixed reviews on this one! We will read the collection of comedic stories "Holidays On Ice," by David Sedaris for our December club.

Our writing competition has begun! I am hoping for a lot for great participation and some interesting stories. Authors have until the end of December to turn in their entries.

Additional upcoming adult programs in November include a new "Cribbage Club," which will meet on Thursday and Mondays. We are also offering a "Japan: What Tourists Rarely Notice," program at the very end of the month.

Sincerely,

Kathleen Stilin
Adult Services Librarian

Library Board Report
Youth Department - November 2022

Fall Events

In October, I booked Reptile Education Through Contact (R.E.T.C) to host "Snakes in the Library!", a program for all ages. Attendees had a great time interacting with friendly, non-venomous snakes.

The first Homeschool Book Club of the season brought in some new and returning families. We discussed the book *Kenny & the Dragon* by Tony DiTerlizzi. The image below are the kids and their dragon egg creations. During October's book club we discussed *A Boy Called Bat* and had another enthusiastic group of kids.

Our fall early literacy programs have been a lot of fun and during Halloween week families were encouraged to dress up in costumes! Below is a photo from the Halloween-edition of Move & Groove.

In November, the Card Making for a Cause take & make kits resumed. For a limited time, we have out card making supplies for people to decorate and write kind words in. There's a play mailbox next to the table of kits and once people return their completed cards, I will take them over to Howard Village Senior Community so that residents can have handmade cards for the holidays. We did this program last year and I'm excited to continue it again!

Outreach

I began visiting Willow Glen Elementary School in October to read to classes. This is something I will continue to do monthly until the school year ends. Visiting is always a great way to connect students to our library! I'm also working with Kathy MacAvaney on the Innovation Lab.

Yoga Teacher Training

I have begun my 200-hour yoga teacher training certification through Healium Hot Yoga in Bay View. The program so far has been both insightful and transformative. I'm looking forward to incorporating what I'm learning into future yoga and mindfulness programs for our community.

Sincerely,

Jessica Kettner
Youth Services Librarian

NON-REPRESENTED LIBRARY EMPLOYEES

8.1 INTRODUCTION

This section of the policy manual applies to all Library employees. It has been approved and adopted by the Library Board, according to the authority granted by Wisconsin law.

The Library Board may make any revision, addition, deletion or change to provisions in the policy manual that impact only Library employees at any time and without advance notice.

The St. Francis Public Library is authorized by under Wisconsin State Statute 43.52 and is part of City government. The Library Board has unique powers compared to other City departments. The Library Board establishes library policy, approves and controls all funding for library services, hires the Library Director, and establishes the duties and compensation for Library employees.

The administrative operation of the Library is under the authority of the Library Director, who reports to the Library Board. The staff is under the supervision of, and responsible to, the Library Director. The Director is responsible to the Library Board.

When City policies refer to the City Administrator, the Library Director would be the responsible party. When the City policies refer to the Common Council, the Library Board would be responsible. Staff should communicate first with the Library Director or Board, who will then refer the issue to the City Administrator (or his/her designees) or the Common Council as appropriate.

If a policy is not specifically addressed in this section, the City policies prevail.

8.2 HIRING AND MANAGEMENT OF PERSONNEL

The Library Board appoints the Library Director and such other assistants and employees as it deems necessary, in addition to prescribing their duties and compensation. When a vacancy for a budgeted position occurs, the Library Director will post the position in the appropriate outlets. The Library Director will be responsible for selection and hiring of employees, as well as for the day-to-day administration of the personnel program. The Library Director, with the approval of the Library Board, may elect to amend or update its hiring and management rules and regulations as he/she deems necessary. A copy of the Library staff personnel files will be kept by the Library Director.

8.3 JOB DESCRIPTIONS

With approval from the Library Board, the Library Director shall create job descriptions for all positions within the Library. These job descriptions define the responsibilities of as well as educational and other requirements associated with each position. The Library Director and Board will prepare and approve job descriptions when new positions are created and/or existing positions are significantly altered.

8.4 DRESS CODE

Employees must be neat and clean when at work, and their clothing must conform to the standards set by the Library Director. Comfortable, casual clothes—including jeans—are acceptable, provided they are clean and in good condition. However, employees may not wear shorts, sweatpants, or t-shirts that depict advertising or offensive language, aside from official Library t-shirts.

8.5 ATTENDANCE

Regular attendance is expected of all employees. If an employee needs to change his/her work schedule, such individual must request a schedule change from his/her supervisor.

8.6 ABSENCES

If employees are ill and/or unable to work, they are expected to call their supervisor as soon as possible prior to their scheduled shift. Employees should not rely solely on email or text messages when reporting an absence, and they are not considered to have completed the "call-in" process unless they have spoken directly with their supervisor or have received a response via email or text message.

Any employee who accumulates three (3) absences without notification will be terminated. Employees who are absent for three (3) or more days, or who are suspected of falsifying an excused absence, may be asked to provide a physician's note or release for work upon their return.

8.7 WORK BREAKS

Employees working between four (4) and six and a half (6.5) hours per day may take a paid, 15-minute break, attempting to arrange such break so that public service is not impacted. Employees scheduled to work more than six and a half (6.5) hours must take one unpaid, 30-minute break, attempting to arrange such break so that public service desks are adequately covered. Employees may not work through their break to add break time to their scheduled hours.

Full-time employees working on Saturdays shall receive a paid break.

Employees who are under 18 must take an unpaid, 30-minute break if they work more than six (6) hours.

8.8 OVERTIME

Library employees are expected to manage their hours to avoid working over 40 hours in any given week and must receive prior authorization from the Library Director to work overtime. Employees who have worked overtime shall be compensated according to the provisions set forth in Section 3.1. Custodians called in to assist with emergencies shall receive at least two (2) hours of pay at a rate of 1.5 times their regularly hourly wage.

8.9 COMPENSATORY TIME

Employees who have worked more than 40 hours within their established workweek may choose to take compensatory time in lieu of overtime wages. Compensatory time may be taken in accordance with the requirements set forth in Section 3.2, provided employees have received express approval from the Library Director. Compensatory time is intended to be used in periods of a few hours or a day at a time, and it must be used during the year in which it is earned, unless the Library Director permits otherwise.

8.10 VACATION

Employees shall receive paid vacation according to the provisions set forth in Section 4.9. Vacation requests shall be granted based on the needs of the Library. Generally, employees may take no more than two (2) consecutive weeks of vacation at one time, and no more than two (2) Library employees may schedule their vacation or time off at one time. In addition, vacation time shall not accrue from year to year. Requests for an exception to the aforementioned must be submitted in writing to the Library Board.

8.11 PERSONAL DAYS

In addition to the holidays described in Section 4.10, full-time Library employees shall receive two (2) paid personal days per year. Part-time employees shall receive the equivalent of one week of paid leave in the form of personal time, based on their average scheduled hours per week. Substitute employees, student library assistants, and shelvers are not eligible for paid personal days.

8.12 UNPAID TIME OFF/LEAVES OF ABSENCE

After employees have used the entirety of their accumulated paid leave, unpaid leaves of absence may be granted to employees according to the provisions set forth in Sections 4.12 and 4.13. Employees may request up to two (2) weeks of unpaid time off, based on their average weekly scheduled hours, by submitting a written request to the Library Director. Such requests should be submitted at least two (2) weeks in advance, except in case of emergency. The Library shall strive to accommodate reasonable requests.

Staff members who have used their paid time off as well as one week of unpaid time off must submit further requests for unpaid leave to the Library Board for approval. When such leave is requested as an extension of sick leave, employees should also submit a physician's note. In addition, the Library reserves the right to have the City Health Officer and/or his/her designee assess the employee to determine cause and to approve such individual's return to work. Leaves of absence for family and/or medical reasons must conform to applicable state and federal laws, as outlined more fully in Section 4.13.

While on unpaid leave, full-time employees may not earn credit toward vacation or sick leave. In addition, Employees on leaves of absence from the Library may not be employed full-time elsewhere.

The aforementioned limitations on unpaid time off shall not apply to shelvers, who are hired with the understanding that the Library will work around school and extracurricular activities.

8.13 SICK LEAVE

Full time employees earn 12 days of paid sick leave per year at a rate of 1 day per calendar month. Sick leave will not accumulate to more than 100 days. No paid sick leave will be accumulated in the first month of employment if employment begins after the 10th of the month. Regular paid sick leave is calculated at 100% of the employee's regular wage rate.

Accumulated sick leave above the 100 day maximum will be paid out to the employee at a rate of 50% of their regular wage. Excess leave payments will be made on an annual basis on a schedule determined by the City of St. Francis. Payment will be deposited to a deferred compensation plan of the employee's choosing.

8.14 HOLIDAYS

If a holiday falls on a weekend or an employee's regularly scheduled (unpaid) day off, that day is considered to be the unpaid day off rather than the holiday and the holiday becomes an additional floating holiday. If the Library chooses not to close on a Monday or Friday before or after a holiday weekend, eligible staff will receive an additional floating holiday. Floating holidays may not be accumulated year to year.

8.15 EMERGENCY CLOSURES

If the Library is closed due to weather, utility problems, or any other short-term emergency, employees shall be paid as follows:

- Full-time employees will receive their usual salary.

- Part-time employees will be paid for the hours worked.

8.16 USE OF LIBRARY EQUIPMENT

Library equipment should not leave the building without prior authorization from the Library Director. In addition, employees should not use Library equipment for personal purposes during their work time.

8.17 PERSONAL CELLPHONES

All Library employees must limit their personal cellphone use during work time. Employees may not use personal cellphones while working at public service desks; they may have a phone with them, but it should not be visible to patrons and must be silenced. If employees need to receive a phone call during work hours, they should use the Library's official phone.

8.18 USE OF EMAIL

Library staff have been provided with access to email to facilitate library communications and enable staff to conduct library work in an efficient and professional manner. Some staff members have been provided with Milwaukee County Federated Library System (MCFLS) email accounts for this purpose. These accounts should not be used for personal purposes. Staff should comply with MCFLS policies and procedures for maintaining secure passwords and privacy.

All other City policies regarding use of email apply to Library employees.

8.19 USE OF INTERNET AND SOCIAL MEDIA

The internet is a valuable tool in providing Library services and developing staff skills and knowledge. Librarians are required to use the internet on daily basis to perform their duties. Therefore, employees are expected to use good judgment and exercise reasonable discretion in their use of the internet for Library-related purposes. In addition, although staff may use Library computers to access the internet for personal use, they may not do so during work time.

The Library uses a variety of social media platforms to advertise its resources, services, and programming, obtain feedback and facilitate dialog among patrons, and build community relationships. The policies outlined below apply to the use of social media by Library staff, including material created by employees on sites hosted and created by the Library, as well as material created on other social media sites when acting as a Library employee. Employees' use of social media as representatives of the Library reflects not only on themselves, but on the Library. Consequently, employee behavior and language on social media sites must conform to the same standards of professionalism that the Library expects in all employment-related interactions and activities. In particular, the Library requires that employees:

- Are respectful, courteous, and professional, remembering that they are representing the Library as a whole when they speak as employees thereof.
- Ensure that the information provided to patrons is accurate.
- Are transparent, identifying themselves as Library employees when posting on social media outlets on its behalf and stating that any personal opinions posted do not necessarily reflect the opinions of the Library.
- Are useful, making social media engaging and interesting for patrons while ensuring that content created is helpful and related to the Library's mission.
- Are cautious of privacy and confidentiality issues, conducting themselves on social media as they would through in-person interactions with patrons.
- Refrain from sharing Library email, social media, computer, and/or network passwords.

As an essential goal of engaging in social media is to promote community conversation, Library staff may only remove content that it deems to be abusive, offensive, potentially libelous, or otherwise detrimental, to contain commercial content, or to pose a breach of privacy. The Library Director shall decide who is authorized to post and moderate content on the Library's official social media sites.

8.20 ONLINE SECURITY AND CONFIDENTIALITY OF PASSWORDS

The Library's network is separate from the City network. Employees are expected to engage in responsible and secure handling of the Library's computers, network, email, and passwords according to Library and MCFLS policies. Library staff are expected to create and maintain secure passwords and should not share passwords or login information with anyone other than authorized staff and MCFLS personnel. Staff should immediately report any instance in which they feel their email or passwords have been compromised.

8.21 CONFIDENTIALITY OF LIBRARY RECORDS AND LIBRARY USE

The Wisconsin Statutes mandate the confidentiality of patron records, including records relating to circulation, computer usage, and library usage. All employees are required to maintain the confidentiality of patron records. Staff may not access patron records or disclose patron information unless they have a legal, business-related reason for so doing. Staff must follow the steps outlined in the Library's Policy and Procedure Manual in the event that law enforcement requests patron records.

8.22 REMOTE WORK

The Library recognizes and values its employees and the hard work, dedication, teamwork, and professionalism they contribute. While public service is a key function of most staff positions, the Library recognizes that, in certain circumstances, remote work may be beneficial both to the Library and its employees. Accordingly, remote work is permissible when the following eligibility criteria are met:

- The employee has worked at the Library for at least six (6) months, is fully trained, and has demonstrated acceptable work performance.
- The employee can fulfill his/her job duties while working remotely.
- The employee's schedule allows for remote work without interference with the Library's commitment to providing public services.
- The employee has access to a secure internet connection in order to perform his/her job duties.
- The employee follows all security, ethics, privacy, confidentiality, and personnel policies while working remotely.

Full-time and part-time employees who satisfy the above criteria may request remote work options from the Library Director. In addition, employees may request use of Library equipment for remote work; to take Library equipment off Library premises, employees must obtain prior approval from the Library Director. Employees using personal equipment for remote work shall be responsible for the maintenance and security thereof. When working remotely, employees must maintain the safety and security of all Library-affiliated equipment and online accounts.

Notwithstanding the grant of any remote work flexibility, however, the Library Director reserves the right to reduce or discontinue remote work for any employee based on such individual's online availability, performance, and compliance with Library policy.

Finally, the following guidelines shall govern remote work:

- The Library Director must approve a remote work plan for each employee who requests and is granted such option. Full-time employees may work remotely for up to 20% of their scheduled worktime, and part-time employees may work remotely for up to 10% of their scheduled worktime.

- Except in case of emergency, remote hours must be established in advance and noted on the employee desk schedule. However, remote work cannot interfere with staffing coverage. In the event of staffing shortages, an employee may be called in to work despite having been scheduled to work remotely.
- Employees must be available by phone and email while working remotely, and they must record separately any remote time worked as well as the nature of work performed.
- Employees may attend staff and other work-related meetings virtually, when appropriate.
- Employees may not work more than their regularly scheduled hours while working remotely, nor substitute remote work hours for sick time, absent prior approval from the Library Director.

8.23 ACCESS TO LIBRARY BUILDING

Employees who require access to Library outside of regular work hours or regular work duties must obtain prior permission from the Library Director.

8.24 REIMBURSEMENT FOR LIBRARY-RELATED EXPENSES

Employees may be reimbursed for Library-related expenses they incur. For an expense that is less than $20, a receipt may be submitted and funds reimbursed through petty cash. For larger amounts, a receipt and written request for check reimbursement must be submitted to the Library Director. The reimbursement check will be issued by the City. If employees are authorized to use their own vehicle for transportation to Library-related events, they will be reimbursed at the Federal Standards per mile for mileage driven. Mileage reimbursement requests must be submitted to the Library Director.

8.25 INSURANCE

Full-time Library employees are eligible for the health, dental, and long-term disability benefits set forth in Section 4.2, with the Library Board paying the premium portion typically paid by the City.

8.26 CONTINUING EDUCATION

The Library recognizes that well-trained and educated staff members are essential to the provision of quality library service. Accordingly, Library employees are encouraged to continue their education through workshops, college courses, and other training. Requests for continuing education time and/or reimbursement of continuing education expenses shall be submitted to Library Board for consideration.

The Library shall also pay the annual fee for membership within the Wisconsin Library Association for full-time librarians.

In addition, the Library encourages its employees to participate in and/or attend professional conferences. Preference shall be given to the Library Director and/or full-time employees, with part-time employees authorized to attend professional conferences as budgetary restrictions and certification requirements permit. Requests for additional funding may be submitted to the Library Board in special circumstances. For approved attendance at conferences that are further than 50 miles from Milwaukee, the Library will reimburse staff for reasonable expenses related to travel, lodging, and meals, provided it receives receipts for expenses incurred. Library staff should apply the tax-exempt form to lodging reservations.

8.27 COMMUNICATION AND COMPLAINT PROCESS

Communication is vital to job satisfaction and the efficient operation of the Library. The Library regularly checks in with employees through staff meetings, evaluations, and in-service training events; however, employees are encouraged to bring questions, concerns, or suggestions to their supervisor and/or the

Library Director outside of such opportunities. In addition. Library employees may utilize the complaint and grievance procedures outlined in Sections 2.2 and 10.5.

GENERAL EMPLOYEE POLICES

98.1 DRUG-FREE WORKPLACE POLICY

The City recognizes the importance of maintaining a safe, efficient and healthful workplace, as well as the social responsibility to provide assistance to its employees to the extent possible. Employees are expected to report to work free from the influence of substances, legal or illegal, that could inhibit their ability to perform their duties. It is City policy to prove and enforce a drug-free workplace for all its employees. The City requires its employees neither use nor be under the influence of alcohol or controlled substance(s) while working. The City requires and shall enforce a zero tolerance standard in the workplace.

The City of St. Francis supports a drug-free safe working environment for all employees. To accomplish this goal the City:

1) Prohibits the manufacture, distribution, dispensing, and possession of use of controlled substances by employees in City buildings or on City premises; in City-owned vehicles or any other City-approved vehicle used in the course of business; or off property during a City-sponsored or City-approved activity, event or function.

2) Disciplines employees who violate this policy up to and including dismissal, in accordance with the policies in this Employee Policy Handbook, or other procedures established by the City for non-represented employees.

3) Requires any employee convicted of a criminal drug statute violation occurring in the workplace and not dismissed by the City to participate satisfactorily in an approved rehabilitation program. Failure to satisfactorily participate in such program will result in disciplinary action up to and including dismissal in accordance with provisions of the current collective bargaining agreement(s) or other procedures established by the City for non-represented employees.

4) Informs employees, through reminders, messages, posters, and/or in-service activities, about the dangers of drug abuse in the workplace, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Reporting of a Drug Conviction

Under Public Law 100-690, all City employees are hereby notified the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is strictly prohibited in the workplace. Furthermore, this law makes it a condition of employment that all City employees abide by the "Drug-Free Workplace Policy" and notify the City (employee's immediate supervisor or the City Administrator) of any criminal drug statute conviction for a violation occurring on the workplace no later than five (5) days after such conviction. Within ten (10) days of receiving such notice of conviction, the City will notify the appropriate federal contracting or granting agency as required. Within thirty (30) days of learning of a workplace drug conviction, the City will require the employee to satisfactorily participate in a Drug Assistance or Rehabilitation Program approved by the City or take appropriate action as identified below.

An employee's failure to abide by the terms of the specified Drug Assistance or Rehabilitation Program will result in disciplinary action up to, and including dismissal. The actual action will be based upon the

2023 Budget Worksheet

		2020 Budget	2021 Budget	2022 Budget	2023 Budget	Proposed
1	FT Salaries	$ 165,120.00	$ 171,452.00	$ 176,739.00	$ 181,175.00	$ 181,025.00
2	PT wages	$ 209,321.00	$ 206,253.00	$ 192,877.00	$ 197,527.00	$ 227,064.00
3	WRS	$ 17,848.00	$ 18,441.00	$ 18,143.00	$ 19,282.00	$ 18,143.00
4	Soc. Sec.	$ 27,617.00	$ 28,809.00	$ 28,362.00	$ 31,318.00	$ 28,362.00
5	Health Ins.	$ 43,208.00	$ 41,899.00	$ 59,543.00	$ 75,864.00	$ 59,543.00
6	Life Ins.	$ 933.00	$ 1,011.00	$ 938.00	$ 938.00	$ 938.00
7	LTD Ins.	$ -				
8	**Subtotal**	**$ 464,047.00**	**$ 467,865.00**	**$ 476,602.00**	**$ 506,104.00**	$ 515,075.00
9						
10	Contracted Maint.	$ 16,395.00	$ 12,330.00	$ 23,842.00	$ 18,339.00	
11	New equip/repair	$ 6,000.00	$ 6,000.00	$ 6,000.00	$ 8,000.00	
12	Telephone	$ 3,840.00	$ 3,840.00	$ 3,000.00	$ 2,520.00	
13	Expense Allow.	$ 800.00	$ 750.00	$ 750.00	$ 750.00	
14	Dues/subscriptions	$ 600.00	$ 465.00	$ 565.00	$ 600.00	
15	Office supplies	$ 7,000.00	$ 6,500.00	$ 6,500.00	$ 6,500.00	
16	Electronic resources	$ 6,826.00	$ 7,294.00	$ 6,129.00	$ 6,325.00	
17	Conf/seminars	$ 750.00	$ 750.00	$ 750.00	$ 750.00	
18	Public relations	$ 750.00	$ 750.00	$ 800.00	$ 1,000.00	
19	Postage	$ 400.00	$ 400.00	$ 400.00	$ 400.00	
20	Maint. Supplies	$ 3,500.00	$ 3,500.00	$ 4,000.00	$ 4,000.00	
21	Print books	$ 35,000.00	$ 34,000.00	$ 34,000.00	$ 34,000.00	
22	Print periodicals	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	
23	AV materials	$ 11,000.00	$ 10,500.00	$ 10,500.00	$ 10,500.00	
24	Miscellaneous	$ 1,000.00	$ 750.00	$ 750.00	$ 750.00	
25	MCFLS charges	$ 18,396.00	$ 19,749.00	$ 19,415.00	$ 19,021.00	
26	Replacement mats.	$ 500.00	$ 500.00	$ 500.00	$ 500.00	
27	Technology/hardw.	$ 19,675.00	$ 15,012.00	$ 19,017.00	$ 6,692.00	
28	Electric	$ 21,000.00	$ 21,000.00	$ 21,000.00	$ 21,000.00	
29	Gas	$ 6,000.00	$ 6,000.00	$ 6,000.00	$ 7,000.00	
30	Water	$ 1,300.00	$ 1,300.00	$ 1,300.00	$ 1,300.00	
31	Sewer	$ 870.00	$ 870.00	$ 930.00	$ 930.00	
32	Youth programming	$ 2,500.00	$ 2,250.00	$ 2,250.00	$ 2,250.00	
33	Adult/Ed. Prog.	$ 3,100.00	$ 2,750.00	$ 2,750.00	$ 2,750.00	
34	**Subtotal**	**$ 170,702.00**	**$ 160,760.00**	**$ 174,648.00**	**$ 159,377.00**	
35						
36	**TOTAL**	**$ 634,749.00**	**$ 628,625.00**	**$ 651,250.00**	**$ 665,481.00**	
37						
38	Library Revenue		$ 18,200.00	$ 14,500.00	$ 15,250.00	
39	Tax Levy		$ 573,021.00	$ 605,162.00	$ 646,404.00	
40	potential RB transfer		$ 37,404.00	$ 31,588.00	$ 19,077.00	
41	**TOTAL REVENUE**		**$ 628,625.00**	**$ 623,362.00**	$ 680,731.00	

Capital Improvement Projects
Budget Proposal 2023

	2023	2024	2025	2026	2027	
Library Equipment						
General Equipment	PC purchases paid thru other funds					
Public PCs						
Staff PCs						
Subtotal	$ -	$ -	$ -	$ -	$ -	
Library Building and Grounds						
Carpeting	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	
Window replacements				$ 20,000.00	$ 20,000.00	
Sprinkler system	$ 25,000.00	$ 25,000.00				
Furnace/Air Conditioning	$ 5,000.00	$ 5,000.00	$ -			
Roof replacement (partial)		$ 10,000.00	$ 10,000.00	$ 10,000.00		
Subtotal	**$ 40,000.00**	**$ 50,000.00**	**$ 20,000.00**	**$ 40,000.00**	**$ 30,000.00**	
Total Library	**$ 40,000.00**	**$ 50,000.00**	**$ 20,000.00**	**$ 40,000.00**	**$ 30,000.00**	**$ 180,000.00**

2023 Holidays and Closures

New Year's Day	Monday, January 2nd (observed)
Easter/Spring Holiday	Friday, April 7th and Saturday, April 8th
Memorial Day	Saturday, May 27th and Monday, May 29th
Independence Day	Tuesday, July 4th
Labor Day	Saturday, September 2nd and Monday, September 4th
Thanksgiving	Thursday, November 23rd and Friday, November 24th
Christmas Eve	Saturday, December 23rd (observed)
Christmas Day	Monday, December 25th
New Year's Eve	Saturday, December 30th (Observed – Stay open and add as FH)

The dates in red are the 10 paid holidays for full time staff. For New Year's Eve, we are suggesting staying open on the Saturday (the observed date) and instead giving full time staff an additional floating holiday.

On the three additional Saturdays, we have typically closed the library so that staff could have a holiday weekend.

EXAM PROCTORING

The St. Francis Public Library provides exam proctoring services for members of the community based on availability of staff and resources.

Students are responsible for making ALL of the necessary arrangements for having the exam proctored, including providing a postage-paid envelope for the return of any paper exams. Appointments for proctoring should be made at least one week in advance. The student should provide their name and contact information to the librarian so they can be reached if there are any issues. If a student is unable to make the appointment they are expected to call and reschedule. Students may be required to provide photo ID prior to taking the exam.

The library cannot guarantee which staff member will serve as proctor. Librarians cannot provide continuous monitoring of exams as they must be able to proctor the exam while staffing the public service desk.

The library will proctor both paper and online exams according to the following guidelines:

1. Paper exams
    a. The student must arrange to have the exam mailed to the library in advance of the testing date. The student may NOT bring the exam with them.
    b. The student or testing source must provide the guidelines for proctoring the exam.
    c. If the test is to be returned via USPS mail, the student (or testing source) must provide an addressed envelope with sufficient postage. If the test is to be returned via FedEx, the student or testing source must provide a postage-paid envelope **AND arrange for pickup of the exam.**
2. Online exams
    a. The student must arrange for any passwords or logins to be emailed to the library reference email account, stfrancis@mcfls.org. They should verify at least 24 hours in advance that these have been received.
    b. The student must be capable of using the computer and taking the online exam without assistance.
    c. The exam must not involve downloading software to library computers. The student should verify in advance that the computer system requirements are compatible with the library's computers.
    d. If the student is using a library computer for the exam, they must be able to complete the exam within the 2 hour time limit.
    e. ~~The use of a library computer for an exam follows the same policy as regular library computer use and requires a valid library card.~~ A guest pass for computer use can be issued to a student without a Milwaukee County library card ~~, provided they do not have outstanding fees and fines.~~
    f. The library will not be responsible for any incomplete or interrupted exams due to computer equipment failure, network disruptions or power failures.

If a student fails to keep their appointment to take the exam, they are expected to call and reschedule within 24 hours. The library will hold the exam until the final testing date, at which time the exam will be destroyed or returned to the issuing institution. If no final testing date is given, the exam will be held for 72 hours before being returned or destroyed.

Adopted 10/19/16

ST. FRANCIS
PUBLIC LIBRARY

TO: LIBRARY BOARD

FROM: **AMY KRAHN**

SUBJECT: STAFF APPRECIATION GIFT

DATE: OCTOBER 29, 2022

In their evaluations, several staff members expressed a desire to have more staff meetings/gatherings as everyone has been feeling a bit disconnected lately. Instead of individual gifts this year, I'm wondering if the Board would consider having the Board/Library pay for a staff dinner so that they can have the opportunity to socialize outside of work.

We would plan to do this in January, after the holidays. It would also be a good time to announce the Great Idea winners for 2022.