



**PUBLIC LIBRARY PERSONNEL AND POLICY COMMITTEE MEETING AGENDA**

**THURSDAY, APRIL 24, 2025 AT 3:30 PM**

**100 S. WATER ST., WATERTOWN, 2ND FLOOR CONFERENCE ROOM**

---

**1. CALL TO ORDER / ROLL CALL**

**2. NEW BUSINESS**

- A. Review and take action: FT Library Assistant position and FT Sr. Library Assistant
- B. Review and take action: Unattended Child Policy
- C. Review and take possible action: MOU with Jig Jog
- D. Review and take possible action: MOU with Police Dept regarding access to library cameras.

**3. ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov) phone 920-262-4000*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

# WATERTOWN PUBLIC LIBRARY

## POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Library. The Library retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE: June 2023**

**Title:** (Library Assistant) **Department:** (Library) **FLSA Status:** (Non-Exempt)

### **General Summary:**

Performs a variety of paraprofessional tasks related to the daily operations responsible for assisting with the operations associated with library circulation, youth, teen and adult service/reference areas

### **Reporting Responsibility:**

Under the direction of the Department Head (i.e. Adult Services Librarian, Children's Librarian, Circulation Manager, a library assistant is responsible for performing paraprofessional tasks which require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Works with a minimum of supervision to complete daily assignments.

### **Specific Accountabilities:**

- Assists with routine desk procedures at 4 service desks
- Processes library materials for patron use
- Repairs damaged materials
- Promotes library services to library users.
- Responds to, implements,
- and completes paperwork needed for statewide Interlibrary Loan services.
- Collects, sorts, and routes library materials
- Assists with programs and book displays
- Plans and executes library programs
- Re-shelves materials, cleans and straightens the library
- Supervises patron behaviors as needed, assists with monitoring a two story, 41,000 sq ft library
- Performs reader's advisory and reference assistance
- Troubleshoots computer problems in Tech Center
- Troubleshoots library sorter and self-check-out machines
- Checks-out and checks-in library materials
- Handles the registration of new library cardholders and issue library cards.
- Assists with instructing patrons as to how to use library resources; brick and mortar, ILS, and online databases
- Performs other related work as assigned.
- Enjoys working with diverse populations.

**Knowledge, Skills, and Abilities:****Essential Training:**

Some post-secondary education preferred or library experience. Customer service experience.

- Strong customer service skills with the ability to relate tactfully and courteously with the public to maintain effective working relationships with other employees. Presents the Watertown Public Library and its resources to the public in a positive manner.
- Comfortable with technology to learn the library ILS(Polaris Operating system) and assist patrons with questions about library app and online resources
- Comfortable working with computers, printers, and other office equipment
- Experience with social media platforms
- Familiar with library organization and practices
- Ability to make responsible decisions.
- Ability to follow instructions and to adhere to prescribed department practices.
- Ability to work a flexible schedule including nights and weekends or on an as needed basis.

**Physical Requirements**

- Continuously requires vision.
- Occasion exertion of up to 25 pounds and occasionally up to 50 pounds.
- Talk or hear
- Use hands to operate computers, answer phones and handle library materials of all sizes.
- Work standing, walking, stooping, kneeling, crouching, reaching with hands and arms and lifting.
- Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the American with Disabilities Act of 1990 (as amended).

## **WATERTOWN PUBLIC LIBRARY FULL TIME LIBRARY ASSISTANT**

The Watertown Public Library is seeking friendly and energetic candidates with outstanding customer service skills, to join us in our team. Full time employees will have a regular work schedule which includes mornings, afternoons, one evening a week, and one weekend per month, including Sunday. Starting wage is \$16.61 per hour. Benefits are included with this position.

Candidates will support programing, sorts and routes library materials, provide customer services in a fast paced environment while also answering phones and completing other nonprofessional library duties as required. Individuals with knowledge of library practices encouraged to apply. Some post-secondary education preferred.

Application review will begin April 21 and be accepted online until the position is filled. To apply see the city website at [www.watertownwi.gov](http://www.watertownwi.gov) or call 920-262-4058.

### **HUMAN RESOURCES DEPARTMENT**

106 Jones St. PO Box 477, Watertown, WI 53094 Monday Friday from 8:00 a.m. 4:30 p.m. or

Email questions to [apply@watertownwi.gov](mailto:apply@watertownwi.gov)

Equal Opportunity Employer Employment based on Pre-Employment Drug & Alcohol Testing

# WATERTOWN PUBLIC LIBRARY

## POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Library. The Library retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE: June 2023**

**Title:** (Senior Library Assistant Teen/Reference) **Department:** (Library) **FLSA Status:** (Non-Exempt)

### **General Summary:**

A full-time position with semi-professional responsibilities of developing and delivering library services for teens aged 11-17. Supports services in the Adult Services Department. Acts as part of the administration team, oversees the two story 41,000 sq ft facility and technology operations in the absence of the Library Director and Department Heads.

### **Reporting Responsibility:**

Under the direction of the Library Director, the Senior Library Assistant is responsible for working closely with teens who visit the library; developing and facilitating a regular schedule of programs, conducting outreach and developing partnerships with schools and teachers, making decisions regarding collection development and preparing all publicity for teen programs. A self-starter. This position is required to work with a minimum of supervision to complete regular assignments, however, special and unusual, assignments may be subject to closer supervision.

### **Specific Accountabilities:**

- Assists with developing and implementing teen specific policies.
- Responsible for maintaining a teen specific area and dedicated gaming room
- Plans, organizes and implements a robust assortment of programs/activities for teens/tweens catering to the dedicated teen space in the facility.
- Creates and posts for the robust assortment for social media events and information.
- Enjoys working with tweens/teens with ability to relate tactfully and courteously.
- Develops and maintains relationships with teachers, schools, and community groups through community outreach and partnerships.
- In-depth knowledge of teen literature, current events, popular local and youth culture.
- Working knowledge of library ILS (Polaris), library app, online resources and databases
- Responsible for collection development and maintenance of the teen collection; selecting, ordering, withdrawing outdated/damaged materials
- Manages the portion of the library's budget allocated to teen materials and programming. Also includes managing funds donated to Teen Services.

- Provides readers advisory and reference services.
- Proficiency operating software programs utilized by library staff and patrons, creates reports for collection analysis.
- Assists with training library staff who work in the Teen Room and the Adult Services Reference Desk.
- Enjoys working with diverse populations.
- Assists with Implementing, maintaining, training and troubleshooting technical equipment required by library staff and patrons to successfully perform duties.
- Expected to work at all four service desks when necessary.
- Assists other departments as needed.

### **Knowledge, Skills, and Abilities:**

Associate degree preferred, with experience working with teens and families a plus, but equivalent combination of education and work experience will be considered.

- Proficient knowledge of computers, tablets, Microsoft office, library networks, library software, self-checkout and digital resources.
- Ability to perform classification of teen library materials.
- Assists with responsibilities in the Adult Services Department
- Knowledge of basic library principles, procedures, technology, goals and philosophy's of service
- Ability to plan, coordinate and direct work
- Ability to create a pleasant, helpful atmosphere
- Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees. Consistently presents the Watertown Public Library and its resources to the public in positive manner.
- Ability to exercise initiative, and to stimulate interest and encourage participation in reading and other library literacy activities.
- Comfortable working in a multi-tasking environment
- Provide services and materials within the guidelines of the operating budget
- Ability to make responsible decisions.
- Ability to prepare effective correspondence without referral to a supervisor.
- Ability to maintain effective working relationships with high level officials, department heads, employees and the public and to deal with public relations problems courteously and tactfully.
- Ability to be confidential.
- Ability to schedule effective use of own time,
- Ability to follow instructions and to adhere to prescribed facility practices.
- Ability to work a flexible schedule; including nights and weekends or on an as needed basis; works extra hours as required.
- Maintains regular and predictable attendance

## Physical Requirements

Item A.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

- Continuously requires vision.
- Work frequently sitting.
- Use hands to operate computers, answer phones and handle library materials of all sizes
- Work frequently standing, walking, stooping, kneeling, crouching, and lifting.
- Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the American with Disabilities Act of 1990 (as amended).



## **Watertown Public Library Unattended Child Policy**

### **Purpose:**

To ensure the safety and well being of children who visit the library and maintain an atmosphere of constructive library use.

The Watertown Public Library welcomes library use by children and library staff members are available to assist children with library materials or services. The library desires to provide a safe and appropriate environment for visitors of all ages.

The library is not equipped and it is not the library's role to provide long-term or short-term child care.

Sharing this environment with other people requires that all follow the Rules for Patron Code of Conduct established by the Board of Library Trustees which are available on the Library website or by request.

### **Policy:**

Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or responsible caregiver. Staff cannot assume responsibility for children's safety and comfort when they are unattended.

The Library Director has the authority to alter the policy of age limit supervision requirements to adapt to unforeseen circumstances

#### **Supervision of children:**

- A. Preschool children should be in sight of and supervised by a parent, guardian, or responsible caregiver. Parents or caregivers of preschool children are expected to remain in the library while children are attending library programs.
- B. Older children able to maintain proper library behavior may use the library unattended, otherwise they should be adequately supervised by a parent, guardian, or responsible caregiver.
- C. Children who come to the library unattended on a regular basis (2 or more days weekly) may stay only two hours unattended each day.
- D. Children may be considered unattended if causing disturbances, even if the parent/guardian is in the library building.

#### **Staff may, as needed:**

- A. In all situations, children with disruptive behavior will be asked to leave the Library, building and property. If necessary, staff will not hesitate to call the police if a situation is warranted.

- A. Notify parents, guardians, or responsible caregivers that children need additional supervision.
- B. All children should have the name and telephone number of someone who can assist them in an emergency or if they have been directed to leave the building.
- C. Teenagers are considered adult library patrons. Nonetheless, their parents or Guardians are still legally responsible for their behavior. Therefore, they should have emergency contact information available.
- D. Contact authorities such as the Police to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.

### Library Closing

- A. The Watertown Public Library assumes no responsibility for children left unattended on library premises, including prior to or following all scheduled events.
- B. Two staff members will remain in the library if a minor child is in the building at closing. If any child remains at the library 15 minutes after closing, staff will contact the Watertown Police Department. Under no circumstances will library staff provide a ride home to a child

Dear Parent/Guardian,

You are being asked to read and sign the Unattended Children Policy for the Watertown Public Library because your child has either been unattended or using disruptive behavior in the library. If your child has been disruptive in the library, he/she has been given one (1) warning from staff. Your Child will not be allowed to stay in the library until this form is signed and returned.

Signing this form means you have read and agree to the Watertown Public Library policy. If your child is unattended or disruptive after you have signed this form your child may lose library privileges for a period of time.

Thank you,

Library Director  
Watertown Public Library

Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

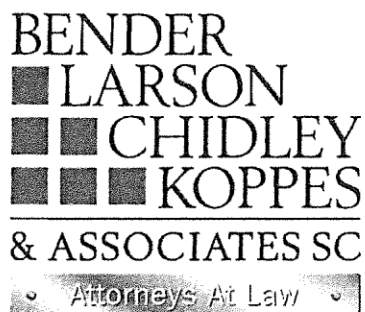
Parent's Phone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Feb

2011



May 3, 2023

*Via email: [dbrower@cityofwatertown.org](mailto:dbrower@cityofwatertown.org)*

Capt. David Brower  
Watertown Police Department  
106 Jones St  
Watertown, WI 53094

*Via email: [schesebro@watertownwi.gov](mailto:schesebro@watertownwi.gov)*

City Attorney Steven Chesebro  
106 Jones St  
Watertown, WI 53094

*Via email: [pcheckai@watertownpubliclibrary.org](mailto:pcheckai@watertownpubliclibrary.org)*

Watertown Public Library  
Peg Checkai – Director  
100 S. Water St  
Watertown, WI 53094

RE: Watertown Public Library – Camera MOU  
Our File No. 4110.004

Ladies and Gentlemen:

I am enclosing the **Memorandum of Understanding between the Watertown, WI Library Board and the Watertown Police Department Regarding Library Video Surveillance**. I have executed this MOU on behalf of the Library Board of Trustees pursuant to our affirmative vote on the matter as well as the City Attorney's approval of the Agreement. I have asked the City Attorney's office to remain active in the implementation of this MOU to ensure that the access provided to the police department comports with the terms of the Agreement and with Wisconsin law.

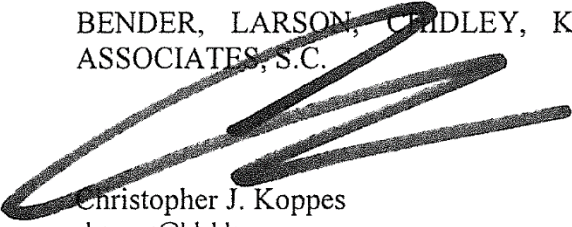
When the police department executes this agreement, I ask that Peg please immediately make arrangements to post the MOU on the library's policy website.

Thank you all very much for your work on this important project.

May 3, 2023  
Page 2

Very truly yours,

BENDER, LARSON, CHIDLEY, KOPPES &  
ASSOCIATES, S.C.



Christopher J. Koppes  
ckoppes@blcklaw.com

CJK:kb  
Encl.  
CC: Watertown Library Board – via email

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WATERTOWN, WI LIBRARY BOARD AND THE WATERTOWN  
POLICE DEPARTMENT REGARDING LIBRARY VIDEO SURVEILLANCE**

This Agreement is entered into and between the Watertown, WI Library Board of Trustees (the “Board”) and the City of Watertown Police Department (the “Department”), regarding sharing access to certain camera systems at the City of Watertown, WI Public Library (the “Library”).

**I. Purpose.**

The purpose of this Memorandum of Understanding is to set forth guidelines permitting limited Department access to the Library’s video surveillance camera system.

**II. Access to Watertown, WI Library Video Surveillance.**

1. The Library surveillance cameras are considered a tool to assist the Board and the Department to protect the health, welfare, and safety of staff and patrons at the Library.
2. The Department shall have access to the Library-owned surveillance camera system only to the limited extent provided in this Agreement or as otherwise proscribed by valid judicial process (e.g. subpoena, warrant, or Court order).
3. **ACCESS TO LIVE SURVEILLANCE SYSTEMS DURING “EMERGENCY”:** Immediate Department access to real-time surveillance video during the Library’s open hours shall be provided to the Department when such access is necessary for the Department to respond to an “Emergency”. An Emergency is a matter that involves significant threat to the life, health, or safety of a Library patron and persons in the immediate surrounding area of the Library facility (including, by way of example and not limitation, active threat situations upon the grounds and buildings of the Library or within the view of the Library cameras). No legal process is necessary for this purpose. Such access shall be deemed an ongoing request for assistance of a law enforcement officer pursuant to Wis. Stat. §43.30(5)(b).
4. **ACCESS TO LIVE AND ARCHIVED SYSTEMS WITH LIBRARY DIRECTOR APPROVAL:** The Library shall provide real-time surveillance video and archived surveillance video record access at the request of the Department upon library director approval, so long as such access is consistent with the provisions and limitations of Wis. Stat. §43.30.
5. **ACCESS TO LIVE SYSTEMS WHILE LIBRARY IS CLOSED:** The Library shall provide real-time surveillance video access to the Department for those times where the Library is closed to the public. Such access shall be deemed an ongoing request for assistance of a law enforcement officer pursuant to Wis. Stat. §43.30(5)(b).

6. **ACCESS TO LIVE SYSTEMS WHILE LIBRARY IS OPEN COVERING EXTERIOR:** Certain Library cameras view only exterior portions of the Library buildings and non-Library portions of the interior. The mere appearance of an individual on a surveillance video near the Library does not identify him or her as "...an individual who uses the Library's...services..." Therefore, immediate Department access to real-time surveillance video for those cameras that have only exterior views of the building and non-Library portions of the interior shall be provided to the Department.
7. **ACCESS TO LIVE SYSTEMS DURING COURSE OF CRIMINAL INVESTIGATION:** Pursuant to Wis. Stat. 43.30(5)(a), upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the Library, the Library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

### III. Effective Date and Duration.

This agreement shall become effective immediately upon execution by signature of both parties, and shall automatically renew each January 1st, unless either party gives written notice to the other party of its intent to not renew the agreement for the succeeding calendar year.

### IV. Miscellaneous.

**Termination.** This agreement may be terminated by either Party upon the provision of written notice of termination to the other Party.

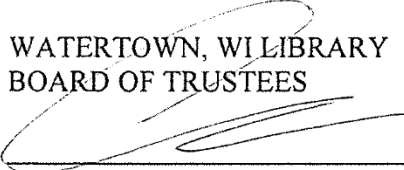
**Severability.** In any portion of this Agreement is held to be illegal, invalid, unenforceable, in violation of Wis. Stat. §43.30, or unconstitutional, the remaining portions of the Agreement shall remain in full force and effect.

**Amendment, Waiver and Entire Agreement.** Any of the terms and conditions herein may be amended or waived only with the written consent of the Parties. This Agreement, including any exhibits and appendices thereto, constitutes the entire agreement of the Parties and supersedes all oral negotiations and prior writings with respect to the subject matter hereof.

**Assignability.** Neither party may assign its rights or obligations under this Agreement or any individual without the prior written consent of the other party.

**Governing Law.** This Agreement, and any disputes arising hereunder, is governed by the laws of the State of Wisconsin, without reference to its conflict of laws principles.

WATERTOWN, WI LIBRARY  
BOARD OF TRUSTEES

  
By: Christopher John Kappes Date 5-1-23  
President, Watertown (WI) Library Board of Trustees  
Title

WATERTOWN, WI POLICE DEPARTMENT

  
By: Robert W. Kaminiski Date 5/9/2023  
Chief of Police  
Title





## Patron Privacy & Confidentiality Policy

The Watertown Public Library supports the principle of freedom of inquiry for library patrons and has adopted this policy to outline the privacy rights of library patrons. The Watertown Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. The relevant Wisconsin Statutes concerning the confidentiality of library records are Public Library Records Section 43.30 and Personal Information Practices Sections 19.62 to 19.80. In general, records of patron use of library resources, materials and services may not be disclosed except with the consent of the individual, by court order or under operation of law, or to persons acting within the scope of their duties in the administration of the library, collection of delinquent accounts, or a federated library system. The Watertown Public Library, being supported by public funds, must disclose to a custodial parent or guardian of a child under 16 any records relating to that child's use of the library's documents, materials, resources or services per Wisconsin Statute Section 43.30(4).

Records of patron use of library resources, materials and services protected as confidential under Wisconsin Statute Section 43.30 include the following types of information:

- Information sought or received
- Materials consulted, borrowed or acquired
- Circulation records
- Workstation logs
- Database search records
- Any other such records with personally identifiable information pertaining to the use of library materials, facilities, programs or services

Library staff is authorized to request identification from library users as necessary and appropriate for the use of library services, such as issuing a card, reserving materials, registering for a program or using meeting rooms. Information communicated under these circumstances is authorized under Wisconsin Statute 43.30. Library staff is authorized to request identification from library users as necessary and appropriate for safety and security or when laws or library policies have been violated. Information about the identity of persons whose behavior in or about the library violates the law or library policies is not inherently protected or confidential. If the library has cause to believe that a criminal act has been committed on library property or with library resources, library administration will cooperate with legal authorities to obtain court orders for the release of protected library records as may be necessary for criminal investigations and prosecution.

Adopted December 7, 2006