

This policy is in alignment with Wis. Stat 43.58(1) which states “The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.”

Rusk County Community Library is a city/county library in agreement with Rusk County and the City of Ladysmith, a mutually beneficial funding agreement for both governmental entities. Building maintenance historically has always been the responsibility of Rusk County maintenance, while the City of Ladysmith maintains the grounds upon which the Library sits. Rusk County Maintenance Department determines potential costs of maintenance completed and is responsible for maintenance requested on all equipment, furniture, and fixtures, which includes routine maintenance and inspections. If it is specialized work that cannot be performed by maintenance staff, work will be contracted out after accepting proposals, issued by the Library Director and the Library Board. Work is ultimately awarded by the Library Board, who maintains sole control of maintenance and capital improvements upon the building (currently sitting at 418 Corbett Ave W, Ladysmith, WI 54848).

Rusk County Community Library Board (hereafter referred to as RCCLB), in conjunction with the daily supervision of the Library Director, are the sole determinants of whether help from maintenance is needed and maintain the right to hire other maintenance staff in lieu of Rusk County’s Maintenance Department, should there be financial or performance concerns identified by either RCCLB and/or the Library Director.

Rusk County Maintenance staff is to sign in on a Maintenance Work Log when they enter the library building and leave the building. The maintenance log includes name of the maintenance staff performing work, date of work completed and specifics of duties performed. Rate of pay will be determined by the RCCLB, who supervises all monies that are paid out by the Library.

Under no circumstances is Rusk County Maintenance Department given authority to conduct any business at the Library without prior approval of the Library Director and/or RCCLB, other than routine inspection, requested repairs, or emergency repairs. All repairs and periodic maintenance must be logged or will otherwise not be compensated by RCCLB to Rusk County. Materials used by Rusk County Maintenance on the Library will be reimbursed to Rusk County out of allotted funds from the Rusk County Community Library preapproved budget for the fiscal year in which the work has been completed. RCCLB maintains the right to refuse payment of services rendered if those services have not been properly logged or work performed has not been identified as satisfactory.

***Approved on July 2025***