



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, April 17, 2024 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 pm on April 17, 2024, in the Carnegie Room. The public may attend in person or access the meeting online or by phone. Instructions are provided below:

1. Join Zoom Meeting:

<https://us02web.zoom.us/j/89791265641>

2. By phone:

1-312-626-6799

Meeting ID: 897 9126 5641

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

[1.](#) March minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

[2.](#) March statistics

BUDGET SUMMARY

[3.](#) March budget report

CONSIDERATION OF BILLS FOR PAYMENT

[4.](#) April bills

COMMITTEE REPORTS

5. Evaluation Committee

LIBRARIAN'S REPORT

[6.](#) Librarians report

[7.](#) Reading challenge report

OLD BUSINESS

NEW BUSINESS

[8.](#) Intern Job Description

[9.](#) Library Page job description

[10.](#) Emergency Closing Policy

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

11. Tentative next meeting: May 15, 2024, at 4:30 p.m.

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, March 20, 2024**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, March 20, 2024. Present were Gehl, Schultz, Siebers, Svec, Garcia, and Jaeger. Hintze and Sullivan were present via Zoom. Beer was absent.

ARTICLE I: Motion by Schultz, supported by Svec, to accept the minutes of the February 21, 2024, meeting. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics were reviewed.

- a. Circulated/downloaded/loaned: 24,660 items through the end of February.
- b. 8,663 people visited the library through the end of February.
- c. Program attendance up 45% through the end of February.

ARTICLE IV: Current budget was reviewed.

ARTICLE V:

- a. Motion by Siebers, supported by Hintze, to revise the MicroMarketing line item to \$330.75 in the March bills, producing a new total of \$13,907.92. Motion carried 7-0 on roll call.
- b. Motion by Schultz, supported by Martens, to accept the revised March bills. Motion carried 7-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Gehl and Schultz were appointed to the Evaluation Committee.
- b. Freedom to Read and Freedom to View statements were discussed.
- c. Motion by Siebers, supported by Schultz, to accept the current Library Assistant 2 job description as written. Motion carried.

ARTICLE X: Motion by Martens, supported by Siebers, to adjourn at 4:53 p.m. Motion carried.

*Next tentative meeting: Wednesday, April 17, 2024, at 4:30 p.m.

Marie Svec, Secretary
MS/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Mar. 24	Mar. 23	YTD 2024	YTD 2023	YTD%
Juvenile Nonfiction	645	598	1,873	2,052	-8.7%
Juvenile Fiction	2,699	2,736	7,835	7,509	4.3%
Juvenile Periodical	15	6	26	22	18.2%
Juvenile Book on CD	22	7	69	21	228.6%
Juvenile MP3 audio	3	5	16	7	128.6%
Juvenile DVD	324	425	1,029	1,000	2.9%
Juvenile Music CD	7	10	22	27	-18.5%
Juvenile Video Game	36	35	81	100	-19.0%
Misc. (kits, av tapes, etc)	0	1	0	4	-100.0%
Total Juvenile	3,751	3,823	10,951	10,742	1.9%
Adult Nonfiction	606	703	1,880	2,058	-8.6%
Adult Fiction	1,750	1,952	5,600	5,372	4.2%
Adult Periodical	47	40	187	210	-11.0%
Adult Book on CD	166	187	532	512	3.9%
Adult MP3 audio	1	15	11	46	-76.1%
Adult DVD	1,536	1,724	4,964	4,677	6.1%
Adult Music CD	161	337	464	831	-44.2%
Adult Video Game	5	8	24	41	-41.5%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	1	0	1	0	#DIV/0!
Misc (kits, tapes, av games)	12	0	13	2	550.0%
Total Adult	4,285	4,966	13,676	13,749	-0.5%
State Report Circulation	8,036	8,789	24,627	24,491	0.6%
Downloads (OverDrive)	1,250	1,176	3,573	3,460	3.3%
Downloads (Hoopla)	262	43	699	60	1065.0%
ILL-Items Sent	2,167	2,461	7,370	6,965	5.8%
ILL Item Received	52	50	158	117	35.0%
TOTAL CIRCULATION	11,767	12,519	36,427	35,093	3.8%
<i>To Columbia Co. Rural</i>	91	20	136	40	240.0%
<i>To Dodge Co. Rural</i>	669	738	2,305	2,269	1.6%
<i>To FDL Co. Rural</i>	1,549	1,953	4,939	5,494	-10.1%
<i>To Green Lake Co. Rural</i>	53	29	130	97	34.0%
Rural circ subtotals			7,510	7,900	-4.9%
USE					
Patron Gate (visits)	4,712	4,924	13,375	12,899	3.7%
In-person Programs	465	577	1,292	1,147	12.6%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	39	72	80	191	-58.1%
Meeting Room Use	211	173	706	636	11.0%
Computer Use	328	352	874	1,125	-22.3%
Wireless Use	391	380	1,065	1,085	-1.8%
Reference Questions	285	366	874	1,000	-12.6%
Monthly website hits	2,311	1,581	5,304	4,707	12.7%
Curbside/Window service	117	110	364	288	26.4%

Waupun Public Library										
Budget Report										
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes		
Library Fund Operating Activity										
Revenues										
<i>(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)</i>										
210-41-4111-0-00	GENERAL PROPERTY TAXES	553,896	-	448,707	391,049	105,189	81%			
210-43-4367-0-00	COUNTY APPROPRIATION	216,625	-	62,315	54,910	154,310	29%	Dodge, Columbia, Winnetox (Green Lake, FdL)		
210-46-4671-0-00	FEES-LIBRARY	700	76	653	320	47	93%	fine free, lost or damaged items only		
210-48-4811-0-00	INTEREST REVENUE	-	-	3,964	4,090	(3,964)	#DIV/0!			
210-48-4816-0-00	DIVIDEND REVENUE	-	807	807	756	(807)	#DIV/0!			
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	-	-	-	5,000	0%	\$5k hicks foundation		
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%			
Total Revenues		776,221	884	516,447	451,125	259,774	67%			
Expenditures										
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	32,162	87,190	82,411	348,388	20%			
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-				
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,473	15,420	16,157	35,044	31%			
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	79	236	203	579	29%			
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	1,601	4,772	4,461	16,767	22%			
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	2,359	6,882	6,645	26,247	21%			
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%			
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,700	167	501	501	1,199	29%			
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	1,408	2,683	2,270	17,317	13%			
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	231	461	443	3,539	12%			
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,252	5,582	7,920	23,418	19%			
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	567	701	372	999	41%			
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	216	441	2,284	9%			
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	1,556	1,586	475	5,414	23%			
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	503	1,644	1,159	4,356	27%			
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	23	177	183	2,323	7%			
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	41	158	774	33,842	0%			
210-60-5511-3-39	LIBRARY-BOOKS	63,296	6,333	10,799	12,807	52,497	17%			
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	1,008	2,510	1,413	11,490	18%			
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	4,395	2,283	2,605	63%			
210-60-5511-3-42	LIBRARY-DATABASES	15,000	564	2,687	3,610	12,313	18%			
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	126	-	7,874	2%			
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	1,060	2,231	1,981	11,269	17%	Summer reading program		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	146	272	246	2,228	11%			
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-				
Total Expenditures		776,221	55,534	151,230	146,755	624,991	19%			
Excess (Deficiency) Revenues Over Expenditures		-	(54,650)	365,216	304,370					

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2024	3/31/2024	3/31/2024	3/31/2023	Budget Balance	% of Budget	Budget Notes	
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	200	-				
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				New account created 9/21
Total Revenues		-	-	200	-				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	-				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	22,215				
Total Expenditures		-	-	-	22,215				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	-	200	(22,215)				
Library Fund Grand Totals									
Total Revenues		776,221	884	516,647	451,125				
Total Expenditures		776,221	55,534	151,230	168,970				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	(54,650)	365,416	282,155				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY			249,902.76					
210-11612	LIBRARY SYSTEMS ACCOUNT			425,422.04					
210-11614	LIBRARY TRUST ACCOUNT			81,401.71					
	Library Trust Funds within Wells Fargo General Ckg Acct			9,274.00					
210-11615	RUTH E. BAYLEY ACCOUNT			80,878.70					
	Total Library Fund Cash			846,879.21					

Preliminary budget report will not have an updated cash balance until all journal entries are recorded.
Final month end budget report will have updated cash balances.

LIBRARY	MONTHLY REPORT April 2024
Subject	Summary
Small meeting area project	Bret and Pam drove up to the KI Learning Center in Green Bay to get a close-up view of a WiggleRoom. We'll report our findings at the Board meeting.
Staff hire	Brooke Vander Galien has been hired to fill the open part-time desk assistant position. Brooke has worked for us in the past, first as a Library Page and then two years as an intern.
Staff promotions	Two Library Pages have been promoted to interns starting the end of May, so we are currently accepting applications for Library Page positions.
Meeting Room Software	We are losing our meeting room software, Spaces, because the company will no longer be providing it. We have begun training on Vega Program, which is something the Monarch libraries recently started paying for. We plan to have staff exclusively use Vega Program starting April 1, with the public again being able to submit reservation requests starting April 15. We will lose all the data from Spaces after April 30.
County checks	Out of the four counties we bill for serving rural county residents, we have received payment from Dodge and Columbia counties. We are still waiting for Fond du Lac and Green Lake reimbursements.
Staff evaluations	Staff evaluations have started.
Copy machine	Pam and Emma met with James Imaging regarding a new copy machine since ours are older than ten years.

Four in a Row

Winter Reading Challenge 1/8/24-3/30/24 Stats

165 game boards we printed

48 game boards were returned.

All female players.

19 different people played.

4 were new players.

15 returning players from previous reading challenges.

3 were teen players. (14-17 years old)

Most played squares were in the third row going across.

Waupun Public Library - DRAFT

JOB DESCRIPTION

Job Title: Library Intern
Reports To: Assistant Director
FLSA: Non Exempt
Prepared by: Bret Jaeger
Date Approved by Library Board:

PURPOSE:

Performs work on special projects for the library, which are usually projects not performed by regular staff due to time constraints. Assists other staff with special projects and programs, and acts as support staff when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs work on special projects for the library, which can include re-barcoding, parking lot stenciling, rebinding collections, scanning documents, moving shelves, repairing equipment, updating databases, and re-labeling collections, among others.
2. Performs circulation desk procedures, such as checking materials in and out, registering patrons, collecting fees, answering telephone, etc.

NON-ESSENTIAL DUTIES:

1. Assist with library programs and displays.
2. Perform light housekeeping.
3. Perform other related duties as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); library experience preferred.

KNOWLEDGE AND SKILLS

1. Ability to communicate effectively with staff and public.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to assist patrons with reference questions and mechanical operations of library equipment.
4. Ability to maintain a positive attitude and relationship with staff and public.
5. Knowledge of library methods and procedures.
6. Ability to use computer software and manage computerized files.
7. Ability to interpret technical regulations and instructions.
8. Ability to read and comprehend safety rules, instructions, policies and procedures.

9. Ability to carry out instructions furnished in written, oral, or diagram form.
10. Ability to understand and perform routine library procedures.
11. Knowledge of databases and search methods.
12. Ability to set priorities in order to meet assignment deadlines.
13. Ability to assist with library programs and displays.
14. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to comprehend and interpret decimals to four places.
15. Ability to work independently, to determine work to be done, and to set and meet deadlines.
16. Ability to deal with basic problems or refer to supervisor.
17. Maintain knowledge and skills through active participation in continuing education activities.
18. Ability to assist in the training of other personnel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands to perform circulation and cataloging functions via keyboard and mouse. The employee is frequently required to stand, walk, reach with hands and arms, talk and hear. The employee is occasionally required to sit, stoop, bend, twist or crouch. Specific vision abilities required by this job include close vision and depth perception.

The employee must regularly lift up to 25 pounds, occasionally lift up to 50 pounds, and occasionally move book carts up to 200 pounds (which normally requires about 35 pounds of force).

WORK ENVIRONMENT

Inside work environment. Noise level is usually quiet. Possible weekend and evening hours.

OFFICE SOFTWARE AND EQUIPMENT

Regular use of computer business software such as Microsoft Office and the library's automation system software, various security and anti-virus software, microfilm reader/printer, copy machine, fax machine and telephone system.

Equal Opportunity Employer: The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have received this job description and if I have any questions will contact my supervisor.

Signature: _____ Date: _____

Waupun Public Library – DRAFT revision

JOB DESCRIPTION

Job Title: Library Page, Library 1 (part-time)

Report to: Assistant Director

FLSA: Non Exempt

Prepared by: Bret Jaeger

Date Approved by Library Board: 3/17/2021

PURPOSE:

Reshelve library materials, shelf read, maintain materials in the library collection in a neat and orderly fashion, empty book drop, check in materials, assist in other support tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reshelve library materials.
2. Shelf read (locate misplaced/missing items).
3. Empty book drop.
4. Straighten material on shelves.
5. Check in library materials.
6. Assist staff when needed.

NON-ESSENTIAL DUTIES

1. Maintain a positive attitude and relationship with staff and public.
2. Assist with library programs and displays.
3. Fill in as needed for absent Pages.
4. Perform light housekeeping.
5. Perform other related duties as required.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE REQUIREMENT

Eligible for a Work Permit (if required). No experience required.

KNOWLEDGE AND SKILLS

1. Ability to sort efficiently in alphanumeric order.
2. Ability to understand the Dewey Decimal system of library materials arrangement.
3. Ability to follow general and detailed instructions.
4. Ability to understand and perform assigned library procedures.
5. Ability to perform moderately heavy physical work.
6. Ability to maintain a regular work schedule.
7. Working knowledge of English grammar and spelling.

LANGUAGE SKILLS

Ability to read and comprehend safety rules, instructions, policies and procedures, short correspondence, and memos. Ability to communicate effectively with staff and public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to comprehend and interpret decimals to four places.

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to understand and perform routine library procedures. Ability to deal with basic problems or refer to supervisor.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~The employee is regularly required to use hands to perform circulation and cataloging functions via keyboard and mouse.~~ The employee is frequently required to stand, walk, reach with hands and arms, talk and hear. The employee is occasionally required to sit, stoop, bend, twist or crouch. Specific vision abilities required by this job include close vision and depth perception.

The employee must regularly lift up to 25 pounds, occasionally lift up to 50 pounds, and occasionally move book carts up to 200 pounds (which normally requires about 35 pounds of force).

WORK ENVIRONMENT

Inside work environment. Noise level is usually quiet. ~~Possible~~ Weekend and evening hours.

OFFICE SOFTWARE AND EQUIPMENT

Regular use of computer business software such as Microsoft Office and the library's automation system software, various security and anti-virus software, microfilm reader/printer, copy machine, fax machine and telephone system.

Equal Opportunity Employer: The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have received this job description and if I have any questions will contact my supervisor.

Signature: _____ Date: _____

Emergency Closing Policy

Purpose

Staff and public safety at the Waupun Public Library are of the utmost importance. Due to unforeseen circumstances or emergencies, there may be times when the library will close.

Policy

- A. The Library Director or Assistant Director may close the Waupun Public Library due to an emergency or a weather-related condition wherein the safety of the public and/or staff is at risk if the library opens or remains open. If the Director and Assistant Director cannot be contacted, staff should contact a Library Board Trustee. In the case of an emergency, police and/or fire department may need to be contacted.
- B. Conditions which warrant consideration of closing include, but are not limited to: fire, bomb threat, snow storms, noxious odors, chemical or biohazard contamination, loss of fire safety systems, extensive physical damage to the building, or electrical outage.
- C. Depending on the emergency, the library may be closed to the public but staff asked to remain at or report to work if conditions warrant and work is available, e.g. clean-up after water damage. There may be other situations when the staff will need to evacuate the building.
- D. Once the decision to close the library has been made: 1) notify local radio station, 2) post closed signs on front doors, 3) post closure notification on any library social media platform, and 4) notify police department and city hall. Any patrons on the premises shall be asked to leave within 30 minutes.
- E. If the library closes early due to an emergency or bad weather, staff members will be paid their regular hours for which they have been scheduled to work on that day if they are already at work.
- F. If the library will not be opened due to an emergency or bad weather, employees may choose one of the following options: 1) use vacation hours, 2) use floating holiday hours, or 3) make up the time at straight time. If these alternatives are not used within the same payroll week, the time lost shall be considered authorized unpaid leave of absence.
- G. When the library is open during inclement conditions, employees who do not report to work or choose to leave work early will be required to use accrued floating holiday time, vacation time, make up the hours another day during the payroll week, or it shall be considered authorized unpaid leave of absence.

Adopted 6/18/2018