



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
**Waupun Public Library**  
**Monday, January 21, 2019 at 4:15 PM**

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) December minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

**MONTHLY STATISTICS**

- [2.](#) Statistics

**BUDGET SUMMARY**

- [3.](#) 2018 budget summary

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) January bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

- [5.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

- [6.](#) Library Assistant 2 Audiovisual job description review

***No Public Participation after this point.***

**FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD**

- [7.](#) Next meeting February 18, 4:15 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 December 21, 2018**

In the absence of Claudia Waskow, President, the monthly meeting of the Waupun Public Library Board was called to order by Dr. Bev Martens, Vice President, at 4:15 pm on Monday, December 17, 2018. Also present were Sullivan, Kaczmarski, Procise, Hintze, Garcia, and Rohrer. Jaeger was also absent.

ARTICLE I: Motion by Procise, supported by Sullivan, to accept the minutes of the November 19, 2018 meeting as written. Motion carried.

ARTICLE II: No Personal appearances.

ARTICLE III: Monthly statistics.

1. Circulation/downloads through end of November, 2018 was 136,504 items, down 5.2% YTD.
2. Rural Circulation up 2.5% YTD.
3. Library visits through the end of November was 65,092 people, up 2.5% YTD.

ARTICLE IV: Current budget was reviewed. No concerns noted.

ARTICLE V: Motion by Procise, supported by Rohrer, to pay the bills as presented. Motion carried 6-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

- a. The Library Board continues to investigate options for creating a Five-Year Strategic Plan for the library. To hire a firm to create this plan is costly. Action to be taken under old business.
- b. Lappen Security will be replacing the current security camera server, installing two cameras at new locations, and replacing most of the old analog cameras with high definition cameras.
- c. The 21-year-old carpet in the Conference Room has been replaced.
- d. **“Tech Day”** coming once a month beginning in January. Patrons can bring in their device in an open-house style environment, and library staff (and possibly kids from the SDS class at the high school) will attempt to answer any questions they have. **First event:** January 9 from 1:00-3:00pm and 5:00-7:00pm. **Future events:** February 6, March 6, April 10, May 1 at the same times. If successful/needed, events will continue.

ARTICLE VIII. Old Business.

a. After a lengthy discussion concerning the Five Year Strategic Plan: Motion by Procise, supported by Rohrer, to table, until January's meeting, decisions concerning the Strategic Plan, with the exception of a request that Garcia develop a survey to be presented to the staff, regarding library aspirations, needs and issues. Motion carried.

ARTICLE IX: New Business.

a. Motion by Procise, supported by Sullivan, to accept the revised Monarch Library System Membership Agreement, as presented. Motion carried.

b. Motion by Sullivan, supported by Procise, to accept the revised Monarch Library System ILS Membership Agreement as presented. Motion carried.

ARTICLE X: Motion by Rohrer, supported by Procise, to adjourn at 5:05 p.m. Motion carried.

Next tentative meeting: January 21, 2018, at 4:15 p.m.

SANDRA ROHRER Secretary  
SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Dec. 18</b>	<b>Dec. 17</b>	<b>YTD 2018</b>	<b>YTD 2017</b>	<b>YTD%</b>
Juvenile Nonfiction	673	678	7,196	6,722	7.1%
Juvenile Fiction	1,364	1,367	27,658	31,230	-11.4%
Juvenile Periodical	18	0	250	254	-1.6%
Juvenile Audiocassette	1	0	4	3	33.3%
Juvenile MP3 audio	2	1	45	37	21.6%
Juvenile DVD	645	574	7,760	8,717	-11.0%
Juvenile CD	70	100	1,817	1,388	30.9%
Juvenile Video	0	0	1	5	-80.0%
<b>Total Juvenile</b>	<b>2,773</b>	<b>2,720</b>	<b>44,731</b>	<b>48,356</b>	<b>-7.5%</b>
Adult Nonfiction	642	532	7,853	8,559	-8.2%
Adult Fiction	1,477	1,407	21,630	21,425	1.0%
Adult Periodical	115	99	1,700	1,709	-0.5%
Adult Audiocassette	0	0	9	12	-25.0%
Adult MP3 audio	16	18	225	268	-16.0%
Adult DVD	2,442	2,705	33,035	33,671	-1.9%
Adult CD	451	600	6,885	8,025	-14.2%
Videocassettes	0	0	4	17	-76.5%
Pamphlets/Vertical File	1	6	3	14	-78.6%
Equipment/die cuts	0	0	0	15	-100.0%
Misc. (kits, toys, no location...)	0	0	8	59	-86.4%
<b>Total Adult</b>	<b>5,144</b>	<b>5,367</b>	<b>71,352</b>	<b>73,774</b>	<b>-3.3%</b>
<b>State Report Circulation</b>	<b>7,917</b>	<b>8,087</b>	<b>116,083</b>	<b>122,130</b>	<b>-5.0%</b>
<b>Downloads (OverDrive)</b>	<b>685</b>	<b>554</b>	<b>7,222</b>	<b>5,675</b>	<b>27.3%</b>
ILL-Items Sent	1,356	1,431	22,424	20,664	8.5%
ILL Item Received	40	60	773	864	-10.5%
<b>TOTAL CIRCULATION</b>	<b>9,998</b>	<b>10,132</b>	<b>146,502</b>	<b>149,333</b>	<b>-1.9%</b>
<i>To Columbia Co. Rural</i>	<i>37</i>	<i>13</i>	<i>213</i>	<i>303</i>	<i>-29.7%</i>
<i>To Dodge Co. Rural</i>	<i>705</i>	<i>618</i>	<i>9,601</i>	<i>10,193</i>	<i>-5.8%</i>
<i>To FDL Co. Rural</i>	<i>1,798</i>	<i>1,632</i>	<i>24,696</i>	<i>23,909</i>	<i>3.3%</i>
<i>To Green Lake Co. Rural</i>	<i>164</i>	<i>57</i>	<i>2,217</i>	<i>1,117</i>	<i>98.5%</i>
<b>Rural circ subtotals</b>			<b>36,727</b>	<b>35,522</b>	<b>3.4%</b>
<b>USE</b>					
<b>In-library Count (visits)</b>	<b>4,155</b>	<b>4,452</b>	<b>69,247</b>	<b>67,719</b>	<b>2.3%</b>
Library Programs	85	136	4,562	3,462	31.8%
Meeting Room Use	213	516	4,344	4,023	8.0%
Computer Use	537	654	9,490	9,371	1.3%
Wireless Use	426	465	6,110	5,832	4.8%
Reference Questions	124	113	3,318	2,857	16.1%
Monthly website hits	1,423	2,862	38,596	34,200	12.9%

**Waupun Public Library**  
2018 Budget summary

<u>LINE ITEMS</u>	<u>Budget</u>	<u>Dec</u>	<u>Year to date</u>	<u>Percent</u>	<u>Balance</u>
Salaries/wages	\$ 339,927.35	\$ 39,297.00	\$ 339,056.59	99.74%	\$ 870.76
Fringe benefits	125,919.48	9,421.00	120,410.50	95.62%	5,508.98
Books*	6,900.00	17.90	6,625.99	96.03%	274.01
Utilities	33,000.00	2,752.00	31,801.43	96.37%	1,198.57
Automation*	15,000.00	-	15,323.18	102.15%	(323.18)
Periodicals*	-	-	-	#DIV/0!	-
Audio-visual*	-	-	-	#DIV/0!	-
Office supplies	8,000.00	-	7,964.95	99.56%	35.05
Telecommunications	4,600.00	735.00	4,439.29	96.51%	160.71
Equipment & supplies*	500.00	-	515.58	103.12%	(15.58)
Repair & maintenance	3,800.00	14.95	3,331.60	87.67%	468.40
Miscellaneous*	2,000.00	30.41	1,593.69	79.68%	406.31
Postage	1,400.00	50.00	1,474.00	105.29%	(74.00)
Travel/Training/Conf.	1,500.00	87.74	1,709.70	113.98%	(209.70)
Publications/PR	750.00	-	477.28	63.64%	272.72
Memberships/Dues	900.00	-	879.17	97.69%	20.83
Capital Outlay	-	-	-	0.00%	-
<b>Totals</b>	<b>\$ 544,196.83</b>	<b>\$ 52,406.00</b>	<b>\$ 535,602.95</b>	<b>98.42%</b>	<b>\$ 8,593.88</b>



Waupun Public Library - Dec 2018 Bills paid Jan 2019

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Line item.</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		338	Audiovisual	47	Amazon	1,965.70
		338	Miscellaneous	84	ASCAP	357.00
		338	Books	4000	Baker & Taylor	1,182.81
		336	Repairs/maintenance	6142	Brodart	131.90
		338	Books	8900	Center Point Large Print	53.14
		338	Books	14102	Gale	405.46
					Total:	\$ 4,096.01
City manual check		System Fund	Carpet		WernerHarmsen	6,940.00
City manual check		System Fund	Audiovisual		MicroMarketing	448.28
City manual check		System Fund	Books		Baker & Taylor	2,352.38
City manual check		331	Telecommunications		Spectrum	156.02
City manual check		332	December utilities		Waupun Utilities	2,000.80

**Authorized signature:** \_\_\_\_\_

Waupun Public Library - January 2019 Bills

<u>Processed</u>	<u>Check #</u>	<u>New Account #</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-340	Audiovisual	47	Amazon	1,171.51
		210-60-5511-332	Utilities	1174	Alliant Energy	840.34
		210-60-5511-339	Books	6142	Brodart	333.54
		210-60-5511-339	Books	7090	Cavendish Square	193.94
		210-60-5511-330	Office supplies	8025	CDW Government	346.59
		210-60-5511-339	Books	8900	Center Point Large Print	1,653.84
		210-60-5511-330	Office supplies	11070	Demco	807.92
		210-60-5511-336	Repairs/maintenance	12509	ELM USA	12.99
		210-60-5511-339	Books	14102	Gale	64.06
		210-60-5511-341	Periodicals	14825	Grey House Publishing	478.05
		210-60-5511-336	Repairs/maintenance	16440	Inter-Quest	14.95
		210-60-5511-337	Travel/training/conference	16648	Jaeger, Bret	47.56
		5504	Trust Fund	17281	Lappen Security Products	15,656.41
		210-60-5511-345	Miscellaneous	12700	Martens Ace Hardware	41.96
		210-60-5511-340	Audiovisual	19050	MicroMarketing	275.95
		210-60-5511-338	Automation/technology	300156	Monach Library System	14,325.12
		210-60-5511-336	Repairs/maintenance	20245	Naviant	935.00
		210-60-5511-345	Miscellaneous	21500	Petty Cash	9.63
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	61.85
		210-60-5511-333	Postage	22099	Postmaster	150.00
		210-60-5511-330	Office supplies	22402	Quill Corporation	52.98
		210-60-5511-339	Books	23200	Salem Press	247.50
		210-60-5511-339	Books	25484	Unique Management Services	26.85
					Total:	\$ 37,748.54
12/19/2018	Manual check # 1232		FDL Reporter		Gannett WI Media	582.05

Authorized signature: \_\_\_\_\_

## January 2019 Librarians Report

### A. Statistics

Preliminary circulation/downloads for 2018 was 146,502 items.  
Library visits for 2018 was 69,247 people.

### B. Future programs

Several programs will be available at the library during these cold winter months:

**January 22** - Windowsill Herbs: Master Gardner Carol Shirk is back with tips on growing herbs and recipes to use with these fresh herbs.

**January 31** – Essential Oils: A program of essential oil basics – what they are, how they work, and how to use them.

**February 12** – Homemade Cheese Curds: Linda Conroy will be teaching attendees how to make cheese curds in your own kitchen. Samples will be provided.

**March 19** – Birds & Butterflies: Learn ways to welcome bird and butterfly visitors to your backyard. Renee Whalen of Marsh Haven shares her knowledge, seeds, and resources for a great start to creating you own bird and butterfly friendly garden.

Tech days will also be held February 6, March 6, April 10 and May 1 from 1-3pm and 5-7pm.

Movies have also resumed. A House with a Clock in its Walls was shown on January 17 at 1pm and 6pm. Future movies:

February 7, 1pm and 6pm: Smallfoot

February 21, 1pm and 6pm: Ralph Breaks the Internet

Dates determined, movie titles not: March 7, March 21, March 29 (1pm only), April 4, May 2, May 16.

### C. Security camera system replacement

New security camera server and several high definition cameras have been installed and are now operational.

### D. Trewyn painting

The donated painting by local artist Leslie Trewyn has now been attached to the brick wall on the east side of the library. It is best viewed from the second floor, and is hanging directly above Bill Byron's End of the Trail painting.

### E. Staffing

We have one employee out on medical leave through the end of March so we'll be bringing in night staff during the day to process new materials when possible.

Any questions, please contact Bret or Pam at 324-7925.



# Waupun Public Library

## JOB DESCRIPTION

**Job Title:** Library Assistant II (Audiovisual)

**Report to:** Library Director

**FLSA:** Non Exempt

**Prepared by:** Bret Jaeger

**Date Approved by Library Board:**

### SUMMARY:

Perform audiovisual and rotating collection services, maintain loose-leaf subscriptions, schedule displays, copy-catalog materials, perform circulation desk services and other library duties as required. Desk services include providing effective customer service, checking materials in and out, registering patrons, resolving fines and fees issues, answering telephone calls, running hold reports, scheduling and supervising computer reservations, and the scheduling of the public meeting rooms.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Order, catalog and process audiovisual materials.
2. Catalog mass market paperback books when needed.
3. File and supplement to various looseleaf subscriptions (~~Wis Administrative Guide, Value Line, etc.~~).
4. Maintain public displays and necessary paperwork (signed Display Policy forms, etc.).
5. Rotate collections - maintain necessary records.
6. Manage depository collections for institutions (such as Christian Home, etc.).
7. Staff the circulation desk on a routine basis.
8. Assist with collection maintenance, such as weeding paperbacks and other collections.

### OTHER DUTIES:

1. Maintain a positive attitude and relationship with staff and public.
2. Assist with routine circulation desk procedures.
3. Assist patrons with reference questions and mechanical operations of library equipment.
4. Assist with library programs and displays.
5. Enter data into computer system as needed.
6. Assist in the training of other personnel.
7. Fill in as needed for absent staff.
8. Perform light housekeeping.
9. 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); minimum 8 months library experience; or equivalent combination of education and library experience.

### KNOWLEDGE AND SKILLS

1. Ability to effectively present information and respond to questions from patrons.
2. Knowledge of databases and search methods.

KNOWLEDGE AND SKILLS continued...

3. Ability to use computer software and manage computerized files.
4. Considerable knowledge of library methods and procedures and ability to apply them to library operations.
5. Ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
6. Maintain knowledge and skills through active participation in continuing education activities.
7. Ability to interpret technical regulations and instructions.
8. Ability to set priorities in order to meet assignment deadlines.

**LANGUAGE SKILLS**

Ability to read and comprehend safety rules, instructions, policies and procedures, short correspondence, and memos. Ability to write correspondence of moderate complexity. 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 work independently, to determine work to be done, and to set and meet deadlines. 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. Some weekend and possible evening hours.

**OFFICE SOFTWARE AND EQUIPMENT**

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

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

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