



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Wednesday, March 17, 2021 at 4:30 PM**

The Waupun Library Board will meet virtually at 4:30 p.m. on March 17, 2021, via Zoom. The public may access the conference meeting online or by phone. Instructions are provided below:

**1. Join Zoom Meeting:**

<https://us02web.zoom.us/j/89209055278>

**2. By phone:**

1-312-626-6799

Meeting ID: 892 0905 5278

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) February minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) February statistics

**BUDGET SUMMARY**

- [3.](#) Budget summary

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) March bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

- [5.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

- [6.](#) Drive-thru window bids  
[7.](#) Job description revisions

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

8. Next meeting: Wednesday, April 21, 2021, 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  
February 17, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:31 p.m. on Wednesday, February 17, 2021. Also present were Hintze, Gehl, Westphal, Garcia, Jaeger, and Rohrer, via Zoom. Sullivan was absent. Schultz arrived a short time after the meeting began. Mayor Nickel attended as a guest.

ARTICLE I: Motion by Gehl, supported by Hintze, to accept the minutes of the January 18, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 7,875 items through the end of January
- b. Curbside service: handled 690 transactions through the end of January.

ARTICLE IV: There was no Budget Summary due to the City completing its annual audit.

ARTICLE V:

- a. Motion by Hintze, supported by Rohrer, to pay the February bills. Motion carried on 5-0 roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Bid documents for the Drive-up window project are finished.
- b. The Library received a \$50 donation in memory of Steve Procise, a member of the Library Board for many years.
- c. The state annual reports for the Department of Public Instruction are due on March 1<sup>st</sup>. The WPL report must be approved at February 17, 2021 board meeting. Action taken under New Business.
- d. The Monarch Library System Governance Committee on which Bret sits met to review survey questions to be sent to system libraries. The responses will be considered for updating the System Strategic Plan.
- e. Thursday, February 25, at 6:30 p.m. there will be a flower arranging virtual program via Zoom with Heidi of Rens Floral. Sign up required.

- f. The DPW replaced restroom manual faucets with motion-sensitive faucets in the library. Manual faucets remaining in the library are in the break room, the back workroom, and the janitor's closet.
- g. Performers for the annual Summer Reading Program will be virtual, via Zoom or Facebook Live. The tentative lineup includes a cartoonist, two magicians, an animal show, a big balloon show, and a variety program. More details to follow.
- h. The library has received rural library service checks from Dodge and Green Lake County. The check from Fond du Lac generally arrives later.
- i. The Historical Society will be taking the large table from the Shaler Conference room. The large table will then be replaced with more practical, smaller tables.

#### ARTICLE VIII: Old Business:

- a. Motion by Rohrer, supported by Hintze, to transfer the Special Fund Checking Account from Wells Fargo to the National Exchange Bank and Trust, with two of the four following staff signatures required to sign these checks: Director (Bret Jaeger), Assistant Director Pam Garcia), Circulation Librarian (Tyra Walters), and Youth Librarian (Tami Lont). Motion carried 6-0 on roll call.
- b. After a lengthy discussion concerning the re-opening of library: The Waupun Public Library will re-open on **March 1, 2021**, following the previously presented guidelines and procedures in the original 2/11/2021 Re-Opening Plan. Due to the changing situation with COVID this decision is subject to change.

#### ARTICLE IX: New Business:

- a. Motion by Westphal, supported by Schultz, that the Monarch Library System did provide effective leadership and adequately met the needs of our library in 2020. Motion carried.
- b. Motion by Rohrer, supported by Schultz, to accept the 2020 Annual Report for the DPI as presented. Motion carried.
- c. Motion by Westphal, supported by Hintze, to accept the Staff Restructuring as presented, with Jaeger required to bring the revised job descriptions to the Board for approval within three months. Motion carried.

ARTICLE X: Motion by Gehl, supported by Westphal, to adjourn at 5:46 p.m. Motion carried.

Next tentative meeting: **Wednesday, March 17, 2021 at 4:30 p.m.via Zoom.**

SANDRA ROHRER Secretary  
SR/bkj

| Waupun Public Library Monthly Statistics |                |                |                 |                 |                |
|--|----------------|----------------|-----------------|-----------------|----------------|
| <b>CIRCULATION</b>                       | <b>Feb. 21</b> | <b>Feb. 20</b> | <b>YTD 2021</b> | <b>YTD 2020</b> | <b>YTD%</b>    |
| Juvenile Nonfiction                      | 429            | 626            | 765             | 1,318           | -42.0%         |
| Juvenile Fiction                         | 897            | 2,212          | 1,814           | 4,154           | -56.3%         |
| Juvenile Periodical                      | 0              | 10             | 0               | 23              | -100.0%        |
| Juvenile Audiocassette                   | 0              | 0              | 0               | 0               | #DIV/0!        |
| Juvenile MP3 audio                       | 0              | 1              | 1               | 1               | 0.0%           |
| Juvenile DVD                             | 98             | 629            | 220             | 1,266           | -82.6%         |
| Juvenile CD                              | 14             | 113            | 77              | 198             | -61.1%         |
| Juvenile Video                           | 0              | 0              | 0               | 0               | #DIV/0!        |
| <b>Total Juvenile</b>                    | <b>1,438</b>   | <b>3,591</b>   | <b>2,877</b>    | <b>6,960</b>    | <b>-58.7%</b>  |
|  |                |                |                 |                 |                |
| Adult Nonfiction                         | 394            | 718            | 788             | 1,504           | -47.6%         |
| Adult Fiction                            | 1,074          | 1,587          | 2,469           | 3,470           | -28.8%         |
| Adult Periodical                         | 63             | 132            | 86              | 247             | -65.2%         |
| Adult Audiocassette                      | 0              | 0              | 1               | 0               | #DIV/0!        |
| Adult MP3 audio                          | 1              | 9              | 8               | 21              | -61.9%         |
| Adult DVD                                | 1,059          | 2,351          | 2,024           | 5,285           | -61.7%         |
| Adult CD                                 | 231            | 408            | 517             | 959             | -46.1%         |
| Videocassettes                           | 0              | 0              | 0               | 0               | #DIV/0!        |
| Pamphlets/Vertical File                  | 0              | 0              | 1               | 0               | #DIV/0!        |
| Equipment/die cuts                       | 0              | 0              | 0               | 0               | #DIV/0!        |
| Misc. (kits, toys, no location...)       | 0              | 0              | 0               | 0               | #DIV/0!        |
| <b>Total Adult</b>                       | <b>2,822</b>   | <b>5,205</b>   | <b>5,894</b>    | <b>11,486</b>   | <b>-48.7%</b>  |
| <b>State Report Circulation</b>          | <b>4,260</b>   | <b>8,796</b>   | <b>8,771</b>    | <b>18,446</b>   | <b>-52.5%</b>  |
| <b>Downloads (OverDrive)</b>             | <b>945</b>     | <b>665</b>     | <b>2,009</b>    | <b>1,451</b>    | <b>38.5%</b>   |
| ILL-Items Sent                           | 2,132          | 1,669          | 4,423           | 3,654           | 21.0%          |
| ILL Item Received                        | 21             | 60             | 30              | 122             | -75.4%         |
| <b>TOTAL CIRCULATION</b>                 | <b>7,358</b>   | <b>11,190</b>  | <b>15,233</b>   | <b>23,673</b>   | <b>-35.7%</b>  |
|  |                |                |                 |                 |                |
| <i>To Columbia Co. Rural</i>             | <i>0</i>       | <i>103</i>     | <i>0</i>        | <i>121</i>      | <i>-100.0%</i> |
| <i>To Dodge Co. Rural</i>                | <i>259</i>     | <i>875</i>     | <i>525</i>      | <i>1,639</i>    | <i>-68.0%</i>  |
| <i>To FDL Co. Rural</i>                  | <i>809</i>     | <i>1,997</i>   | <i>1,726</i>    | <i>4,359</i>    | <i>-60.4%</i>  |
| <i>To Green Lake Co. Rural</i>           | <i>11</i>      | <i>249</i>     | <i>26</i>       | <i>481</i>      | <i>-94.6%</i>  |
| Rural circ subtotals                     |                |                | 2,277           | 6,600           | -65.5%         |
| <b>USE</b>                               |                |                |                 |                 |                |
| <b>In-library Count (visits)</b>         | <b>0</b>       | <b>5,427</b>   | <b>0</b>        | <b>5,427</b>    | <b>-100.0%</b> |
| Library Programs                         | 29             | 462            | 29              | 462             | -93.7%         |
| Meeting Room Use                         | 0              | 296            | 0               | 296             | -100.0%        |
| Computer Use                             | 0              | 644            | 0               | 644             | -100.0%        |
| Wireless Use                             | 123            | 490            | 259             | 490             | -47.1%         |
| Reference Questions                      | 603            | 107            | 1,183           | 107             | 1005.6%        |
| Monthly website hits                     | 1,428          | 2,259          | 2,804           | 2,259           | 24.1%          |
| Curbside service                         | 696            |                | 1,386           |                 | #DIV/0!        |



| Maupun Public Library      |  |                                  |                            |                         |  |                |             |  |  |
|----------------------------|--|----------------------------------|----------------------------|-------------------------|--|----------------|-------------|--|--|
| Budget Report              |  |                                  |                            |                         |  |                |             |  |  |
| Account Number             | Account Title  | 12/31/2021<br>Annual Budget      | 1/31/2021<br>Current Month | 1/31/2021<br>YTD Actual | 1/31/2020<br>Prior Yr YTD Act  | Budget Balance | % of Budget | Budget Notes                                   |  |
| Library Fund               |  |                                  |                            |                         |  |                |             |  |  |
| Revenues                   |  |                                  |                            |                         |  |                |             |  |  |
| 210-41-4111-0-00           | GENERAL PROPERTY TAXES                                 | 516,792                          | -                          | -                       | -  | 516,792        | 0%          |  |  |
| 210-43-4367-0-00           | COUNTY APPROPRIATION                                   |                                  | -                          | -                       | -  | 201,800        | 0%          | Dodge, Columbia, Winnetox (Green Lake, FdL)    |  |
| 210-46-4671-0-00           | FEES-LIBRARY   | 1,200                            | 25                         | 25                      | 310  | 1,175          | 2%          | fine free, lost or damaged items only          |  |
| 210-48-4811-0-00           | INTEREST REVENUE                                       | 2,500                            | 26                         | 26                      | 331  | 2,474          | 1%          |  |  |
| 210-48-4816-0-00           | DIVIDEND REVENUE                                       | 1,800                            | -                          | -                       | -  | 1,800          | 0%          |  |  |
| 210-48-4861-0-00           | GRANTS AND DONATIONS                                   | 6,000                            | 50                         | 50                      | -  | 5,950          | 1%          | \$5k hicks foundation                          |  |
| 210-49-4920-0-00           | OPERATING TRANSFERS IN                                 | -                                | -                          | -                       | -  | -              |             |  |  |
| 210-49-4975-0-00           | UNREALIZED GAIN ON INVESTMENTS                         | -                                | -                          | -                       | -  | -              | 0%          |  |  |
| Total Revenues             |  | 730,092                          | 101                        | 101                     | 641  | 729,992        | 0%          |  |  |
| Expenditures               |  |                                  |                            |                         |  |                |             |  |  |
| 210-60-5511-1-10           | LIBRARY-SALARIES/WAGES                                 | 394,072                          | 23,292                     | 23,292                  | 25,443   | 370,780        | 6%          |  |  |
| 210-60-5511-1-11           | LIBRARY-OVERTIME                                       | -                                | -                          | -                       | -  | -              |             |  |  |
| 210-60-5511-2-20           | LIBRARY-HEALTH INSURANCE                               | 54,576                           | 7,465                      | 7,465                   | 13,910   | 47,111         | 14%         |  |  |
| 210-60-5511-2-21           | LIBRARY-LIFE INSURANCE                                 | 791                              | 67                         | 67                      | 60   | 724            | 8%          |  |  |
| 210-60-5511-2-22           | LIBRARY-RETIREMENT                                     | 19,992                           | 1,471                      | 1,471                   | 2,200  | 18,521         | 7%          |  |  |
| 210-60-5511-2-23           | LIBRARY-SOCIAL SECURITY                                | 30,147                           | 2,126                      | 2,126                   | 3,122  | 28,020         | 7%          |  |  |
| 210-60-5511-2-24           | LIBRARY-SICK LEAVE PO                                  | 3,000                            | -                          | -                       | -  | 3,000          | 0%          |  |  |
| 210-60-5511-2-29           | LIBRARY-INCOME CONTINUATION                            | 1,500                            | 111                        | 111                     | 111  | 1,389          | 7%          |  |  |
| 210-60-5511-3-30           | LIBRARY-OFFICE SUPPLIES                                | 21,000                           | -                          | -                       | 52   | 21,000         | 0%          |  |  |
| 210-60-5511-3-31           | LIBRARY-TELECOMMUNICATIONS                             | 4,000                            | -                          | -                       | 172  | 4,000          | 0%          |  |  |
| 210-60-5511-3-32           | LIBRARY-UTILITIES                                      | 24,263                           | 981                        | 981                     | 834  | 23,282         | 4%          |  |  |
| 210-60-5511-3-33           | LIBRARY-POSTAGE  | 1,600                            | 55                         | 55                      | 165  | 1,545          | 3%          |  |  |
| 210-60-5511-3-34           | LIBRARY-MEMBERSHIP FEES                                | 2,500                            | -                          | -                       | 237  | 2,500          | 0%          |  |  |
| 210-60-5511-3-35           | LIBRARY-PUBLICATIONS/PROMOTION                         | 7,000                            | -                          | -                       | 51   | 7,000          | 0%          |  |  |
| 210-60-5511-3-36           | LIBRARY-REPAIRS/MAINTENANCE                            | 6,000                            | 985                        | 985                     | 950  | 5,015          | 16%         | new for 2021-potential security maint contract |  |
| 210-60-5511-3-37           | LIBRARY-TRAVEL/CONFERENCE                              | 3,000                            | -                          | -                       | -  | 3,000          | 0%          |  |  |
| 210-60-5511-3-38           | LIBRARY-AUTOMATION/TECHNOLOGY                          | 33,000                           | 61                         | 61                      | 65   | 32,939         | 0%          |  |  |
| 210-60-5511-3-39           | LIBRARY-BOOKS  | 60,652                           | 27                         | 27                      | 674  | 60,625         | 0%          |  |  |
| 210-60-5511-3-40           | LIBRARY-AUDIOVISUAL                                    | 20,000                           | -                          | -                       | 767  | 20,000         | 0%          |  |  |
| 210-60-5511-3-41           | LIBRARY-PERIODICALS                                    | 9,000                            | 324                        | 324                     | -  | 8,676          | 4%          |  |  |
| 210-60-5511-3-42           | LIBRARY-DATABASES                                      | 14,000                           | 1,417                      | 1,417                   | 1,417  | 12,583         | 10%         |  |  |
| 210-60-5511-3-43           | LIBRARY-FURNISHINGS REPLACEMENT                        | 10,000                           | -                          | -                       | 327  | 10,000         | 0%          |  |  |
| 210-60-5511-3-44           | LIBRARY-PROGRAMMING                                    | 7,500                            | 50                         | 50                      | -  | 7,450          | 1%          | Summer reading program                         |  |
| 210-60-5511-3-45           | LIBRARY-MISCELLANEOUS                                  | 2,500                            | -                          | -                       | 53   | 2,500          | 0%          |  |  |
| 210-60-5511-8-00           | LIBRARY-CAPITAL OUTLAY                                 | -                                | -                          | -                       | -  | -              |             |  |  |
| 210-60-5504-3-38           | LIBRARY-TRUST OPERATING EXPENS                         | -                                | -                          | -                       | -  | -              |             |  |  |
| 210-60-5504-8-00           | LIBRARY-TRUST CAPITAL EXPENSES                         | -                                | -                          | -                       | -  | -              |             |  |  |
| Total Expenditures         |  | 730,092                          | 38,431                     | 38,431                  | 50,611   | 691,662        | 5%          |  |  |
|                            |  | -                                | (38,330)                   | (38,330)                | (49,970)   | 38,330         |             |  |  |
| Library Fund Cash Balances |  |                                  |                            |                         |  |                |             |  |  |
| 210-10001                  | CASH-LIBRARY   | Wells Fargo General Ckg Act      |                            | (39,537.08)             | Note: This figure will be positive when the tax roll is recorded in February |                |             |  |  |
| 210-11612                  | LIBRARY SYSTEMS ACCOUNT                                | IGIP Act 1                       |                            | 315,426.03              |  |                |             |  |  |
| 210-11614                  | LIBRARY TRUST ACCOUNT                                  | Wells Fargo (will be IGIP Act 2) |                            | 84,381.42               |  |                |             |  |  |
| 210-11615                  | Library Trust Funds within Wells Fargo General Ckg Act |                                  |                            | -                       |  |                |             |  |  |
|                            | RUTH E. BAYLEY ACCOUNT                                 |                                  |                            | 89,274.90               |  |                |             |  |  |
|                            | Total Library Fund Cash                                |                                  |                            | 449,545.27              |  |                |             |  |  |



## Waupun Public Library - March 2021 Bills

| <u>Processed</u>  | <u>Check #</u> | <u>Account #</u> | <u>Account Title</u>  | <u>Activity Code</u> | <u>Description</u>           | <u>Vendor</u> | <u>Vendor/Name</u>         | <u>Amount</u> |
|-------------------|----------------|------------------|-----------------------|----------------------|------------------------------|---------------|----------------------------|---------------|
|                   |                | 210-60-5511-339  | Books                 |                      | Books                        | 47            | Amazon                     | \$ 451.01     |
|                   |                | 210-60-5511-340  | Audiovisual           |                      | AV materials                 | 47            | Amazon                     | 1,064.95      |
|                   |                | 210-60-5511-332  | Utilities             |                      | Natural gas                  | 1174          | Alliant Energy             | 1,108.90      |
|                   |                | 210-60-5511-339  | Books                 |                      | Books                        | 4000          | Baker & Taylor             | 2,210.51      |
|                   |                | 210-60-5511-339  | Books                 |                      | Books                        | 8900          | Center Point Large Print   | 2,185.92      |
|                   |                | 210-60-5511-344  | Programming           |                      | Summer Reading Program       | 10368         | Collab. Summer Lib Program | 331.61        |
|                   |                | 210-60-5511-330  | Office supplies       |                      | DVD security cases           | 11070         | Demco                      | 178.02        |
|                   |                | 210-60-5511-338  | Automation/technology |                      | Scheduling software          | 11071         | Demco Software             | 739.72        |
|                   |                | 210-60-5511-340  | Audiovisual           |                      | Playaways                    | 12875         | Findaway World LLC         | 89.98         |
|                   |                | 210-60-5511-339  | Books                 |                      | Books                        | 14102         | Gale                       | 309.64        |
|                   |                | 210-60-5511-342  | Databases             |                      | Online database              | 14825         | Grey House Publishing      | 2,295.00      |
|                   |                | 210-60-5511-338  | Automation/technology |                      | Wireless system              | 16440         | Inter-Quest                | 14.95         |
|                   |                | 210-60-5511-339  | Books                 |                      | Books                        | 17885         | Lucky Luke, LLC            | 121.99        |
|                   |                | 210-60-5511-340  | Audiovisual           |                      | Audiobooks                   | 19050         | MicroMarketing             | 449.42        |
|                   |                | 210-60-5511-341  | Periodicals           |                      | Newspaper                    | 16740         | Milwaukee Journal Sentinel | 680.97        |
|                   |                | 210-60-5511-338  | Automation/technology |                      | Yearly ILS membership fees   | 300156        | Monarch Library System     | 17,176.20     |
|                   |                | 210-60-5511-330  | Office supplies       | 190                  | Disinfecting wipes & masks   | 300156        | Monarch Library System     | 149.60        |
|                   |                | 210-60-5511-344  | Programming           |                      | Cartoon program for kids     | 18966         | Paul Merklein              | 350.00        |
|                   |                | 210-60-5511-345  | Miscellaneous         |                      | Petty Cash                   | 21500         | Petty Cash                 | 48.33         |
|                   |                | 210-60-5511-345  | Miscellaneous         |                      | Break Room supplies          | 21665         | Piggly Wiggly              | 21.77         |
|                   |                | 210-60-5511-333  | Postage               |                      | Stamps                       | 22099         | Postmaster                 | 55.00         |
|                   |                | 210-60-5511-330  | Office supplies       |                      | Tape, post-its, batteries    | 22402         | Quill                      | 27.36         |
|                   |                | 210-60-5511-344  | Programming           |                      | Floral program supplies      | 22795         | Rens Floral                | 930.00        |
|                   |                | 210-60-5511-339  | Books                 |                      | Books                        | 24810         | Taste of Home              | 67.96         |
|                   |                | 210-60-5511-330  | Office supplies       |                      | Envelopes for overdues       | 25143         | Total Business Products    | 295.00        |
|                   |                | 210-60-5511-339  | Books                 |                      | Collection agency            | 25484         | Unique Management          | 8.95          |
|                   |                | 210-60-5511-334  | Membership fees       |                      | Wis Library Association dues | 29301         | Wis Library Association    | 181.65        |
|                   |                | 210-60-5511-341  | Periodicals           |                      | Bulk of periodicals          | 29881         | WT.COX Info Services       | 3,339.07      |
|                   |                |                  |                       |                      |                              |               |                            |               |
|                   |                |                  |                       |                      |                              |               | Total:                     | \$ 33,367.52  |
|                   |                |                  |                       |                      |                              |               |                            |               |
|                   |                |                  |                       |                      |                              |               |                            |               |
|                   |                |                  |                       |                      |                              |               |                            |               |
| City manual check |                | 210-60-5511-331  | Telecommunications    |                      | Monthly Spectrum invoice     |               | Wells Fargo (auto-pay)     | 180.47        |
| City manual check |                | 210-60-5511-332  | Utilities             |                      | Electric/water/sewer         |               | Waupun Utilities           | 1,140.52      |
|                   |                |                  |                       |                      |                              |               |                            |               |
|                   |                |                  |                       |                      |                              |               |                            |               |
|                   |                |                  |                       |                      |                              |               |                            |               |

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

## **March 2021 Librarians Report**

### **A. Statistics**

Through the end of February we have circulated/downloaded/loaned 15,233 items, with curbside service handling 1,386 transactions.

### **B. Drive-up window project**

This project is moving along, the Library Board will be discussing the bids at their March 17 meeting.

### **C. Building re-opened**

The library building re-opened on March 1.

### **D. Take and Make kits**

The popularity of our Take and Make kits for kids has been increasing. These are bags of materials that parents can pick and make things at home with their kids. We usually have 30 kits available each week, but they go fast. Now we are thinking of offering these kits every other week, but have 60 available so more families can be part of this activity.

### **E. Ellen Johnson estate update**

I was informed that the Funds from the Edward Jones account gifted to the library will finally be mailed to us soon. UPDATE: there will be a smaller check following the main check since there were dividends added to the account after the initial check was sent out.

### **F. Trust Fund within LGIP account**

The library's Trust Fund has been moved from Wells Fargo into the LGIP account as a sub-account. The quarterly stock dividends will continue to be electronically deposited into this account once the paperwork is finished.

### **G. County funds**

At the time of this report, we have received checks from Columbia, Dodge, and Green Lake counties for library service to rural county residents. We are still waiting for the Fond du Lac county check to arrive.

**H. Virtual programming**

We had 30 participants for the Floral Fun program on February 25. Our next virtual program is scheduled for March 23 at 6:30pm. Carol Shirk, Dodge County Master Gardener, will be presenting “Growing Raspberries in the Home Garden”. Signup is required but there is no limit on participants. This program will again be presented via Zoom.

**I. Monarch Library System Director**

The Monarch Library System Director is resigning. At this time, we don’t know if/when the Monarch System Board will bring on an interim director.

**J. Shaler Room table**

The Historical Society will be taking ownership of the Shaler Room table, which had previously been located in City Hall. The date of moving it is March 16. From what I understand, their plan is to remove the laminated top and refinish the wood underneath. With meeting rooms still closed to the public, we will have time to look at options for replacement.

Any questions, please contact Bret or Pam at 324-7925, or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org) and [pgarcia@monarchlibraries.org](mailto:pgarcia@monarchlibraries.org).



**CITY OF WAUPUN  
BID TAB  
LIBRARY DRIVE-THRU WINDOW**

| Item              | Cardinal Construction                         | WDS Construction                     |
|-------------------|---|--------------------------------------|
|                   | 1183 Industrial Pkwy<br>Fond du Lac, WI 54937 | 100 Tower Dr<br>Beaver Dam, WI 53916 |
| Construction Cost | <b>\$18,285.00</b>                            | <b>\$22,820.00</b>                   |
| Window per specs  | <b>\$520.00</b>                               | <b>\$5,940.00</b>                    |
| TOTAL COST:       | <b>\$18,805.00</b>                            | <b>\$28,760.00</b>                   |

# Waupun Public Library - DRAFT

## JOB DESCRIPTION

**Job Title:** Library Director, Library 6 (full-time)

**Reports to:** Library Board

**FLSA:** Exempt

**Prepared by:** Bret Jaeger

**Date Approved by Library Board:**

## PURPOSE

Reporting to the Library Board of Trustees, this city department position is responsible for the overall operation of the library including staff, budgets, collections, activities, and physical facilities. The Director will manage the library subject to policies of the Library Board and in accordance with the laws of the State of Wisconsin, and will keep the Library Board informed about current trends in library service and offer guidance in the development of the library and its policies. The Director has the responsibility for independent judgment and action, initiative, and enthusiasm for the Waupun Public Library.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs all library operations, provides a balanced program of library services to meet the goals of the library and community. Informs and advises the Board regarding local, regional, state and national issues and developments in the library field.
2. Employs effective management techniques in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating library operations.
3. Interprets statistical data, analyzes information, evaluates programs and prepares clear and concise reports and recommendations to the Library Board.
4. Establishes all staff duties and compensation in conjunction with the Library Board.
5. Conducts ongoing evaluation of existing library programs, staff, services, policies and procedures and submits recommendations for improvement to the Library Board.
6. Facilitates staff development and morale through attendance at continuing education programs and conferences.
7. Develops, interprets and enforces library policies, rules and procedures.
8. Acts as spokesperson for the Library, relates library objectives to community needs and represents the library on community groups and committees.
9. Works with government officials and community leaders to meet the needs of the library.
10. Coordinates orders of library materials and supplies within budgetary limitations.
11. Promotes and acknowledges gifts to the Library.
12. Develops marketing strategies which promote the mission of the library.
13. Researches trends and innovations to improve library operations.
14. Researches changes in library automation and information technology.
15. Directs and supervises the maintenance of the library building and grounds.

## QUALIFICATION REQUIREMENTS

To perform this job effectively, an individual must be visionary regarding library trends, the impact of changing information technology, the introduction and implementation of new ideas, along with three to five years of professional library experience including management and supervisory experience.

## EDUCATION/EXPERIENCE REQUIREMENT

1. Master's degree in Library or Information Studies from an American Library Association-accredited program.
2. Wisconsin Grade 1 Public Librarian Certification.
3. At least 3-5 years Library Administration Experience.

## **KNOWLEDGE AND SKILLS**

1. Knowledge of modern library organization, administrative theory, finance, automated systems, policy, procedures and service.
2. Ability to prepare and administer a budget.
3. Ability to hire, train, supervise, evaluate and discipline employees.
4. Ability to establish and maintain effective working relationships with library trustees and staff, volunteer groups, city, state, and county officials, the general public and community groups.
5. Ability to make administrative decisions and develop policies.
9. Ability to speak in public and write in a clear and concise manner in support of the library.
10. Ability to interact and communicate with people effectively.
11. Ability to identify and meet the needs of the community.
12. Ability to read and comprehend safety rules, instructions, policies and procedures, correspondence, and memos. Ability to communicate effectively with staff and public.
13. 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.
14. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to understand and perform basic and complex library procedures. Ability to work independently, to determine work to be done, and to set and meet deadlines. Ability to effectively deal with basic and complex problems.

## **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.

## **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 the Library Board.

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

# Waupun Public Library - DRAFT

## JOB DESCRIPTION

**Job Title:** Assistant Director/Reference Librarian, Library 5 (full-time)

**Report to:** Library Director

**FLSA:** Exempt

**Prepared by:** Bret Jaeger

**Date Approved by Library Board:**

## PURPOSE

Perform professional-level library work in managing the library's automation and technology equipment, the reference section of the library, and assist the Director in all matters relating to the organization and management of the library. Administrative authority relating to the management of the library is automatically assumed by the Assistant Director when the Director is absent.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise reference, circulation and public service functions, train circulation and public services staff, assist with circulation and public service procedures as needed and any other related duties.
2. Provide reference and information service at all levels, ranging from elementary to in-depth research.
3. Manage and maintain PCs, LAN and WAN.
4. Plan and promote programs and events through various media outlets.
5. Oversee cataloging, classification and processing of materials for general collection.
6. Responsible for website management.
7. Liaison to local entities and individuals for special library outreach services.
8. Assist in using the resources and technology available at the library; provide instruction in a one-on-one situation or instruct groups of people as needed.
9. Review, evaluate, and select materials for reference, both print and non-print.
10. Directly supervise the Interlibrary Loan and Processing positions.
11. Assist with hiring process for all positions, and directly hire and supervise library pages.
12. Issue work schedule for staff in the absence of the library director.
13. Approve time cards, administer vacation requests, use of sick leave and special scheduling requests for all employees in the absence of the library director.
14. Plan and conduct staff meetings in the absence of the Library Director.
15. Recommends policies and procedures to Library Director.
16. Attend continuing education and professional meetings.

## NON-ESSENTIAL DUTIES

1. Assist with routine circulation desk procedures.
2. Fill in as needed for absent staff.
3. Perform light housekeeping.
4. Perform other related duties as required.

## QUALIFICATION REQUIREMENTS

To perform this job effectively, 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**

Master's degree in Library or Information Studies from an American Library Association-accredited program.

## **KNOWLEDGE AND SKILLS**

1. Knowledge of library methods, technology, materials, resources, and procedures.
2. Knowledge of LANs, WANs, PCs and computer troubleshooting.
3. Knowledge of databases and search methods.
4. Maintain knowledge and skills through active participation in continuing education activities.
5. Ability to effectively present information and respond to questions from patrons.
6. Ability to plan, organize, train, supervise and evaluate work of library employees.
7. Ability to set priorities in order to meet assignment deadlines.
8. Ability to interpret technical regulations and instructions.
9. Ability to use computer software and manage computerized files.
10. Ability to perform reference work, cataloging, classification, and book selection.
11. Ability to read and comprehend safety rules, instructions, policies and procedures, correspondence, and memos. Ability to communicate effectively with staff and public.
13. 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.
14. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to understand and perform basic and complex library procedures. Ability to work independently, to determine work to be done, and to set and meet deadlines. Ability to effectively deal with basic and complex problems.

## **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. Regular weekend and evening hours.

## **OFFICE SOFTWARE AND EQUIPMENT**

Regular use of computer business software 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

## JOB DESCRIPTION

**Job Title:** Circulation Librarian, Library 4 (full-time)

**Report to:** Library Director

**FLSA:** Non Exempt

**Prepared by:** Bret Jaeger

**Date Approved by Library Board:**

### PURPOSE:

Manage basic circulation/cataloging duties and perform various administrative assistant duties, along with circulation desk services. Desk services include providing effective customer service, checking materials in and out, registering patrons, resolving fines and fees issues, answering telephone calls, running reports, scheduling and supervising computer reservations, and the scheduling of meeting rooms.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise circulation desk, including the scheduling of staff desk time.
2. Select library materials as assigned.
3. Copy catalog materials via MARC records.
4. Assist patrons with questions and operations of equipment.
5. Assist with library programs and displays.
6. Assist with training staff.
7. Generate and compile monthly circulation and other statistical reports.
8. Manage orders for library materials.
9. Manage office supplies inventory.
10. Responsible for mail pick up and delivery.
11. Perform typing and filing (e.g. library board packet, minutes and correspondence)
12. Manage deposits from copy machine, fees, book replacement charges, etc.
13. Organize payments for monthly bills.

### NON-ESSENTIAL DUTIES

1. Assist with routine circulation desk procedures.
2. Fill in as needed for absent staff.
3. Perform light housekeeping.
4. 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

High school diploma or general education degree (GED); minimum three years library experience; or equivalent combination of education and library experience.

## **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

## **JOB DESCRIPTION**

**Job Title:** Youth Services Librarian, Library 4 (full-time)

**Report to:** Library Director

**FLSA:** Non Exempt

**Prepared by:** Bret Jaeger

**Date Approved by Library Board:**

### **PURPOSE:**

Plan and implement youth services and programs throughout the year, and perform circulation desk services. Desk services include providing effective customer service, checking materials in and out, registering patrons, resolving fines and fees issues, answering telephone calls, running reports, scheduling and supervising computer reservations, and the scheduling of meeting rooms.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Review, evaluate, and select youth materials within yearly budget.
2. Plan and implement Summer Reading Program and other youth-related programs.
3. Plan and implement preschool and toddler storytimes.
4. Plan, market and publicize youth services and programs through various media outlets, such as print, radio, and social media platforms.
5. Prepare publicity, brochures, and schedules for youth programming.
6. Supervise use of youth areas.
7. Work with community businesses and organizations to promote youth programs.
8. Compile program attendance and use statistics for annual report.
9. Serve as public library liaison to local schools, daycares, and other youth organizations.

### **NON-ESSENTIAL DUTIES**

1. Assist with routine circulation desk procedures.
2. Fill in as needed for absent staff.
3. Perform light housekeeping.
4. 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 three years library experience; or equivalent combination of education and library experience.



## **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

## **JOB DESCRIPTION**

**Job Title:** Desk Assistant, Library 2 (part-time)

**Report to:** Library Director

**FLSA:** Non Exempt

**Prepared by:** Bret Jaeger

**Date Approved by Library Board:**

### **PURPOSE:**

Perform circulation desk services along with clerical and other library duties as required. Desk services include, but are limited to, providing effective customer service, checking materials in and out, registering patrons, resolving fines and fees issues, answering telephone calls, running on-shelf items with holds reports, scheduling and supervising computer reservations, and the scheduling of meeting rooms.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs circulation desk procedures, such as checking materials in and out, registering patrons, collecting fees, answering telephone, etc.
2. Telephone calls to interlibrary loan and reserve patrons.
3. Assists patrons with mechanical operations of library equipment.
4. Perform nightly closing of the library.
5. Maintain discipline in the library during evening hours.
6. Supervise library pages when other staff are not present.
7. Assists with library programs and displays.
8. Review and check overdue notices before they are mailed.

### **NON-ESSENTIAL DUTIES**

1. Assist with routine circulation desk procedures.
2. Fill in as needed for absent staff.
3. Perform light housekeeping.
4. 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 or customer service 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

## **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:**

### **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: \_\_\_\_\_