



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, March 20, 2024 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on March 20, 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/87186888013>

2. By phone:

1-312-626-6799

Meeting ID: 871 8688 8013

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.](#) February budget report

CONSIDERATION OF BILLS FOR PAYMENT

[4.](#) March bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

[5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

[6.](#) Appoint Evaluation Committee

[7.](#) Freedom to Read and Freedom to View statements

[8.](#) Desk Assistant job description

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

[9.](#) Tentative next meeting: Wednesday, April 17, 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, February 21, 2024**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, February 21, 2024. Present were Beer, Gehl, Schultz, Svec, Garcia, and Jaeger. Hintze and Sullivan were present via Zoom. Siebers was absent.

ARTICLE I: Motion by Schultz, supported by Martens, to accept the minutes of the January 17, 2024, meeting. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics were reviewed.

- a. Circulated/downloaded/loaned: 12,608 items through the end of January.
- b. 3,917 people visited the library through the end of January.
- c. Program attendance up 73% through the end of January.

ARTICLE IV: Current budget was reviewed.

ARTICLE V:

- a. Motion by Beer, supported by Schultz, to pay the February 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. Motion by Schultz, supported by Hintze, that in 2023 the Monarch Library System did provide effective leadership and adequately met the needs of the library. Motion carried.
- b. Motion by Svec, supported by Gehl, to accept the 2023 Public Library Annual Report for Waupun Public Library as presented. Motion carried.

ARTICLE X: Motion by Beer, supported by Schultz, to adjourn at 5:03 p.m. Motion carried.

*Next tentative meeting: Wednesday, March 20, 2024, at 4:30 p.m.

Marie Svec, Secretary
MS/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Feb. 24	Feb. 23	YTD 2024	YTD 2023	YTD%
Juvenile Nonfiction	673	744	1,228	1,454	-15.5%
Juvenile Fiction	2,688	2,372	5,136	4,773	7.6%
Juvenile Periodical	2	9	11	16	-31.3%
Juvenile Book on CD	33	8	47	14	235.7%
Juvenile MP3 audio	6	2	13	2	550.0%
Juvenile DVD	314	261	705	575	22.6%
Juvenile Music CD	9	5	15	17	-11.8%
Juvenile Video Game	28	39	45	65	-30.8%
Misc. (kits, av tapes, etc)	0	1	0	3	-100.0%
Total Juvenile	3,753	3,441	7,200	6,919	4.1%
Adult Nonfiction	624	575	1,274	1,355	-6.0%
Adult Fiction	1,848	1,590	3,850	3,420	12.6%
Adult Periodical	55	70	140	170	-17.6%
Adult Book on CD	170	164	366	325	12.6%
Adult MP3 audio	4	14	10	31	-67.7%
Adult DVD	1,604	1,414	3,428	2,953	16.1%
Adult Music CD	171	247	303	494	-38.7%
Adult Video Game	13	16	19	33	-42.4%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc (kits, tapes, av games)	1	2	1	2	-50.0%
Total Adult	4,490	4,092	9,391	8,783	6.9%
State Report Circulation	8,243	7,533	16,591	15,702	5.7%
Downloads (OverDrive)	1,138	1,040	2,323	2,284	1.7%
Downloads (Hoopla)	214	17	437	17	2470.6%
ILL-Items Sent	2,407	2,057	5,203	4,504	15.5%
ILL Item Received	50	21	106	67	58.2%
TOTAL CIRCULATION	12,052	10,668	24,660	22,574	9.2%
<i>To Columbia Co. Rural</i>	27	11	45	20	125.0%
<i>To Dodge Co. Rural</i>	762	850	1,636	1,531	6.9%
<i>To FDL Co. Rural</i>	1,652	1,601	3,390	3,541	-4.3%
<i>To Green Lake Co. Rural</i>	48	21	77	68	13.2%
Rural circ subtotals			5,148	5,160	-0.2%
USE					
Patron Gate (visits)	4,746	3,941	8,663	7,975	8.6%
In-person Programs	436	344	827	570	45.1%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	24	119	41	119	-65.5%
Meeting Room Use	295	261	495	463	6.9%
Computer Use	324	329	546	773	-29.4%
Wireless Use	344	330	674	705	-4.4%
Reference Questions	272	326	589	634	-7.1%
Monthly website hits	2,188	1,455	2,993	3,126	-4.3%
Curbside/Window service	116	87	247	178	38.8%

Maupun Public Library

Budget Report

12/31/2024 2/29/2024 2/29/2024 2/28/2023

Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of Budget Budget Notes

Library Fund Operating Activity

Revenues (Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)

210-41-4111-0-00	GENERAL PROPERTY TAXES	553,896	448,707	448,707	-	105,189	81%
210-43-4367-0-00	COUNTY APPROPRIATION	216,625	62,315	62,315	50,898	154,310	29% Dodge, Columbia, Winnefox (Green Lake, FdI)
210-46-4671-0-00	FEES-LIBRARY	700	361	576	284	124	82% fine free, lost or damaged items only
210-48-4811-0-00	INTEREST REVENUE	-	-	2,012	2,516	(2,012)	#DIV/0!
210-48-4816-0-00	DIVIDEND REVENUE	-	-	-	-	-	#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	511,383	513,610	53,698	262,611	66%

Expenditures

210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	32,010	55,028	52,140	380,550	13%
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,473	11,947	12,855	38,517	24%
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	79	158	135	657	19%
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	1,601	3,171	2,967	18,368	15%
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	2,347	4,524	4,394	28,605	14%
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	334	334	1,366	20%
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	1,274	1,274	706	18,726	6%
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	231	231	231	3,769	6%
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,451	3,329	5,130	25,671	11%
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	68	134	246	1,566	8%
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	216	216	441	2,284	9%
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	31	31	232	6,969	0%
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	1,141	1,141	1,087	4,859	19%
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	154	154	183	2,346	6%
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	91	116	749	33,884	0%
210-60-5511-3-39	LIBRARY-BOOKS	63,296	4,377	4,467	5,074	58,829	7%
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	1,260	1,502	539	12,498	11%
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	3,094	4,395	1,417	2,605	63%
210-60-5511-3-42	LIBRARY-DATABASES	15,000	559	2,123	3,610	12,877	14%
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	126	126	-	7,874	2%
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	905	1,172	1,078	12,328	9% Summer reading program
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	126	126	182	2,374	5%
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-	
Total Expenditures		776,221	55,781	95,696	93,731	680,525	12%

Excess (Deficiency) Revenues Over Expenditures - 455,602 417,914 (40,032)

Waupun Public Library

Budget Report

Account Number	Account Title	12/31/2024	2/29/2024	2/29/2024	2/28/2023	Budget Balance	% of Budget	Budget Notes
Library Fund Trust & Transfer Activity								
Revenues								
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	200	-			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
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	-	-	-	-			
Total Expenditures		-	-	-	-			

Excess (Deficiency) Trust/Transfer Revenues Over Expenditures 200

Library Fund Grand Totals

Total Revenues	776,221	511,383	513,810	53,698
Total Expenditures	776,221	55,781	95,696	93,731
Excess (Deficiency) Total Revenues Over Total Expenditures	-	455,602	418,114	(40,032)

Library Fund Cash Balances

210-10001	CASH-LIBRARY		Wells Fargo General Ckg Acct	304,553.13
210-11612	LIBRARY SYSTEMS ACCOUNT		LGIP Acct 1	423,815.08
210-11614	LIBRARY TRUST ACCOUNT		LGIP Acct 2	81,055.79
210-11615	Library Trust Funds within Wells Fargo General Ckg Acct			9,274.00
	RUTH E. BAYLEY ACCOUNT			80,878.70
Total Library Fund Cash				899,576.70

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 March 2024
Subject	Summary
Study and small meeting area project	Over the years we have seen a need for a small, quiet area on the second floor. We have started to look into study/small meeting pods from various companies, which could hold up to six people. Another option could be to build sound-dampening glass walls in the northeast corner for such a room. We are just starting to investigate options to see what is, and what is not, feasible. So far, the best communication has come from the KI company in Green Bay. Just this morning (March 11) I heard from our KI rep that they have a pod (they call it a WiggleRoom) set up at their training center that we can visit. We will be scheduling a time when we can drive up and take a closer look at their product.
Staff resignation	Bryce Greenfield has resigned as a part time desk assistant, with his last day being March 15, 2024. Internal notification was sent out with nobody interested in filling that position. Notices for this opening have been in the newspaper and on the city website.
Natural gas leak fixed	Pam and staff noticed a gas smell in the mechanical room off the Hillyer Room after closing on March 9 th . Pam called Fire Chief BJ and he showed up with a device that indicated a small gas leak in a furnace. The gas was shut off to that unit. Jeff Daane contacted me to let me know Stobb Plumbing and Heating would be here Monday morning. At this writing, the leak was found, fixed, and gas restored to that unit.
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.
National Library Week	2024 National Library Week is April 7 – 13. Monday night (April 8) at 6 p.m. is a Birding Basics program with local birder and photographer Rick Vant Hoff.
Staff evaluations	Staff evaluations have started with staff answering a questionnaire before Bret and Pam meet with them.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture

depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said.

Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
[The Thomas Jefferson Center for the Protection of Free Expression](#)

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Waupun Public Library

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: 3/17/2021

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: _____