



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library
Monday, November 19, 2018 at 4:15 PM

CALL TO ORDER

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

1. Bruce Smith, Wisconsin Library Service (WiLS)

MINUTES FROM PREVIOUS MEETINGS

- [2.](#) October 2018 minutes

MONTHLY STATISTICS

- [3.](#) Monthly statistics

BUDGET SUMMARY

- [4.](#) Budget summary

CONSIDERATION OF BILLS FOR PAYMENT

- [5.](#) November bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [6.](#) Librarians report

OLD BUSINESS

7. Five year library strategic plan

NEW BUSINESS

- [8.](#) 2019 Combined Budget
- [9.](#) Circulation Librarian job description review

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

10. Future meetings: December 17, 2018 at 4:15 p.m., Library Board

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 October 22, 2018

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:17 p.m. on Monday, October 22, 2018. Also present were Martens, Sullivan, Kaczmarski, Procise, Garcia, Jaeger, and Rohrer. Hintz was absent.

ARTICLE I: Motion by Martens, supported by Sullivan, to accept the minutes of the September 17, 2018 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly statistics.

1. Circulation/downloads through end of September, 2018 was 111,775 items, up 0.5% YTD
2. Rural Circulation up 5.7% YTD.
3. Library visits through the end of September was 54,576 people, up 3.6% YTD.

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

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

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

- a. Three staff members attended Monarch Library System cataloging training. With 30 libraries sharing a database, standardizing cataloging procedures makes for a more efficient shared database.
- b. Bret has been voted Vice Chair of the Monarch Library Systems' Governance Committee. This Committee sets policies and standards, and oversees the development, implementation, and planning of all other non-ILS related areas.
- c. Wisconsin Library Service was contacted regarding their service of developing strategic plans for libraries. Discussion held under Old Business.
- d. WLA Conference will be held in LaCrosse, October 23-26.
- e. The Waupun Times newspaper from 1883-1903 has been digitized and loaded online at Wisconsin Newspaper Association. Now the entire Waupun Times (1857-1903) is available through Badgerlink. Next will be the Waupun Leader or the Waupun Democrat.

f. UPCOMING EVENTS:

October 23, 6:30 Gerry Stiemsma, author and Vietnam War veteran
October 26, 1:00: Hocus Pocus movie showing
October 29, 6:30: The Little Snowflake book debut; written by Mary Rens and illustrated by Gerri Buteyn
November 1, 1:00 and 6:00; Teen Titans Go! To The Movies movie showing
November 5, 5:30: Holocaust Survivor Steve Baruch
November 7, 4:00-8:00: Legos and Game Night
November 13, 6:00: Flower Arranging with Heidi Braker
November 15, 1:00 and 6:00: Incredibles 2 movie showing

ARTICLE VII. No Old Business

- a. A lengthy discussion was held concerning the Five Year Library Strategic Plan. Bret will contact a representative of Wisconsin Library Service, requesting he/she attend the November meeting to answer any questions board members may have.
- b. Discussion was held concerning a patron appeal. No action required.

ARTICLE IX: New Business

- a. Motion by Procise, supported by Sullivan, to purchase 11 new security cameras, at the cost of \$11,162.85, other cameras to be replaced as necessary. Motion carried 6-0 on roll call.
- b. Bret presented information concerning restructuring Library Funds. The Board directed him to gather further information and necessary documents in order to move forward.

ARTICLE X: Motion by Procise, supported by Martens, to adjourn at 5:17 p.m. Motion carried.

Next tentative meeting: November 19, 2018, at 4:15 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Oct. 18	Oct. 17	YTD 2018	YTD 2017	YTD%
Juvenile Nonfiction	835	668	5,744	5,374	6.9%
Juvenile Fiction	2,352	2,661	24,555	26,535	-7.5%
Juvenile Periodical	12	22	220	239	-7.9%
Juvenile Audiocassette	0	0	3	3	0.0%
Juvenile MP3 audio	0	3	43	32	34.4%
Juvenile DVD	574	800	6,496	7,382	-12.0%
Juvenile CD	85	112	1,683	1,193	41.1%
Juvenile Video	0	0	1	5	-80.0%
Total Juvenile	3,858	4,266	38,745	40,763	-5.0%
Adult Nonfiction	592	716	6,494	7,299	-11.0%
Adult Fiction	1,863	1,708	18,440	18,306	0.7%
Adult Periodical	148	164	1,460	1,501	-2.7%
Adult Audiocassette	1	0	8	11	-27.3%
Adult MP3 audio	16	19	190	223	-14.8%
Adult DVD	2,655	2,810	28,206	27,986	0.8%
Adult CD	570	522	5,821	6,776	-14.1%
Videocassettes	0	0	4	17	-76.5%
Pamphlets/Vertical File	0	5	2	5	-60.0%
Equipment/die cuts	0	0	0	15	-100.0%
Misc.(kits, toys, no location...)	0	6	8	56	-85.7%
Total Adult	5,845	5,950	60,633	62,195	-2.5%
State Report Circulation	9,703	10,216	99,378	102,958	-3.5%
Downloads (OverDrive)	622	557	5,958	4,598	29.6%
ILL-Items Sent	1,570	1,721	19,529	17,243	13.3%
ILL Item Received	61	59	679	735	-7.6%
TOTAL CIRCULATION	11,956	12,553	125,544	125,534	0.0%
<i>To Columbia Co. Rural</i>	9	6	161	282	-42.9%
<i>To Dodge Co. Rural</i>	675	936	8,171	8,422	-3.0%
<i>To FDL Co. Rural</i>	2,111	1,940	21,168	20,177	4.9%
<i>To Green Lake Co. Rural</i>	246	128	1,902	972	95.7%
Rural circ subtotals			31,402	29,853	5.2%
USE					
In-library Count (visits)	5,731	5,455	60,307	58,124	3.8%
Library Programs	356	191	4,180	3,130	33.5%
Meeting Room Use	439	625	3,842	3,164	21.4%
Computer Use	717	735	8,371	7,954	5.2%
Wireless Use	489	515	5,189	4,846	7.1%
Reference Questions	237	238	2,865	2,535	13.0%
Monthly website hits	3,323	3,610	34,306	28,074	22.2%

Waupun Public Library
2018 Budget summary

<u>LINE ITEMS</u>	<u>Budget</u>	<u>Oct</u>	<u>Year to date</u>	<u>Percent</u>	<u>Balance</u>
Salaries/wages	\$ 339,927.35	\$ 26,307.00	\$ 271,953.59	80.00%	\$ 67,973.76
Fringe benefits	125,919.48	9,803.00	100,951.50	80.17%	24,967.98
Books*	6,900.00	131.15	6,603.54	95.70%	296.46
Utilities	33,000.00	2,610.00	26,644.43	80.74%	6,355.57
Automation*	15,000.00	296.18	15,323.18	102.15%	(323.18)
Periodicals*	-	-	-	#DIV/0!	-
Audio-visual*	-	-	-	#DIV/0!	-
Office supplies	8,000.00	-	7,964.95	99.56%	35.05
Telecommunications	4,600.00	228.00	3,343.29	72.68%	1,256.71
Equipment & supplies*	500.00	-	317.09	63.42%	182.91
Repair & maintenance	3,800.00	14.95	3,184.65	83.81%	615.35
Miscellaneous*	2,000.00	138.72	1,448.51	72.43%	551.49
Postage	1,400.00	100.00	1,374.00	98.14%	26.00
Travel/Training/Conf.	1,500.00	107.00	1,389.77	92.65%	110.23
Publications/PR	750.00	-	415.28	55.37%	334.72
Memberships/Dues	900.00	-	879.17	97.69%	20.83
Capital Outlay	-	-	-	0.00%	-
Totals	\$ 544,196.83	\$ 39,736.00	\$ 441,792.95	81.18%	\$ 102,403.88

Waupun Public Library - November 2018 Bills

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		332	Utilities	1174	Alliant Energy	204.62
		5503-338	System Fund	4000	Baker & Taylor	5,379.94
		338	Equipment & Supplies	4037	Barcodes Inc. LLC	198.49
		5503-338	System Fund	11070	Demco	940.93
		5503-338	System Fund	12875	Findaway World LLC	1,286.67
		5503-338	System Fund	14102	Gale	3,081.14
		337	Travel/training/conference	14402	Garcia, Pam	41.73
		336	Repairs/maintenance	16440	Inter-Quest	39.94
		337	Travel/training/conference	16648	Jaeger, Bret	190.46
		5503-338	System Fund	17281	Lappen Security Products	12,582.00
		5503-338	System Fund	19050	MicroMarketing	599.43
		338	Books	21360	Peterson's	107.60
		338	Miscellaneous	21500	Petty Cash	63.52
		338	Miscellaneous	21665	Piggly Wiggly	51.25
		333	Postage	22099	Postmaster	50.00
		5503-338	System Fund	22795	Rens Floral	65.00
		5503-338	System Fund	23291	Scholastic Library Publishing	765.92
		5503-338	System Fund	25143	Total Business Products	311.56
		338	Books	25484	Unique Management Services	8.95
		5503-338	System Fund	26550	Wall Street Journal	467.88
		5503-338	System Fund	27935	Wells Fargo	846.54
		5503-338	System Fund	29639	Wisconsin Historical Society	979.38
		335	Publications	29699	Wisconsin Media	62.00
					Total:	\$ 28,324.95
City manual check		331	Telecommunications		Spectrum	146.02
City manual check		332	October utilities		Waupun Utilities	2,200.61

Authorized signature: _____

November 2018 Librarians Report

A. Statistics

Circulation/downloads through the end of October was 123,913 items.
Library visits through the end of October was 60,307 people.

B. Grant received

The library received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation. These funds will be used to fund the 2019 Summer Reading Program and to enhance the youth area of the library.

C. Batch of newspapers digitized

The Wisconsin Newspaper Association has loaded the Waupun Times newspaper from October 9, 1883 to February 10, 1903, to the Archive of Wisconsin Newspapers available through the BadgerLink website. BadgerLink is an online database free for all Wisconsin residents.

D. VFW essay judging

On November 8th the library hosted the judges for the annual VFW Patriot's Pen essay and Voice of Democracy speech competitions. Judges will be reading multiple essays and listening to recorded speeches, along with scoring each one. Local winners move on to regional competition in the pursuit of VFW scholarships. Judges for this year were Bret Jaeger, Kristine Snow, Kyle Clark, and Hank Snyder.

E. Programs

The book talk by author and Vietnam War veteran Gerry Stiemsma on October 23 was attended by 31 people. The book talk by author Mary Rens and illustrator Gerri Buteyn on October 29 was attended by 134 people.

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

Waupun Public Library 2019 Budget

REVENUES	Budget		Year to date	Percent	Balance
Fees	\$ 4,000		-	0.0%	4,000.00
County reimbursements	166,000		-	0.0%	166,000.00
Interest	7,000		-	0.0%	7,000.00
Dividends	1,800		-	0.0%	1,800.00
Donations	6,036		-	0.0%	6,036.00
Unrealized gain on investments	-		-		-
General Tax Levy	<u>541,000</u>		<u>-</u>	<u>0.0%</u>	<u>541,000.00</u>
TOTAL REVENUES	725,836		-	0.0%	725,836.00
EXPENSES					
Salaries/wages	373,231		-	0.0%	373,231.00
Overtime	-				
Health insurance	71,210		-	0.0%	71,210.00
Life insurance	775		-	0.0%	775.00
Retirement	19,216		-	0.0%	19,216.00
Social Security	28,552		-	0.0%	28,552.00
Sick leave payout	2,709		-	0.0%	2,709.00
Income continuation	1,500		-	0.0%	1,500.00
Office supplies	19,400		-	0.0%	19,400.00
Telecommunications	3,900		-	0.0%	3,900.00
Utilities	33,000		-	0.0%	33,000.00
Postage	1,400		-	0.0%	1,400.00
Membership fees	2,000		-	0.0%	2,000.00
Publications/promotions	3,750		-	0.0%	3,750.00
Repairs/maintenance	3,800		-	0.0%	3,800.00
Travel/Training/Conference	4,500		-	0.0%	4,500.00
Automation/tech upgrades	32,000		-	0.0%	32,000.00
Books	61,393		-	0.0%	61,393.00
Audiovisual	19,000		-	0.0%	19,000.00
Periodicals	9,000		-	0.0%	9,000.00
Databases	14,000		-	0.0%	14,000.00
Furnishings replacement	10,000		-	0.0%	10,000.00
Programming	9,000		-	0.0%	9,000.00
Miscellaneous	<u>2,500</u>		<u>-</u>	<u>0.0%</u>	<u>2,500.00</u>
TOTAL EXPENSES	\$ 725,836		-	0.0%	\$ 725,836.00

Waupun Public Library

JOB DESCRIPTION – DRAFT of updates

Job Title: Library Assistant IV (Circulation Librarian)

Report to: Library Director

FLSA: Non Exempt

Prepared by: Bret Jaeger

Date Approved by Library Board: 4/21/2003

SUMMARY:

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 RHA (reserve hold alerts) reports, scheduling and supervising computer reservations, and the scheduling of ~~the conference and board~~ meeting rooms.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise circulation desk, including the scheduling of staff desk time.
2. Copy catalog materials via MARC records.
3. Compile monthly circulation and other statistical reports.
4. Place orders for library materials.
5. Take inventory of and order supplies.
6. Responsible for mail pick up and delivery.
7. Perform typing and filing (e.g. library board packet, minutes and correspondence)
8. Prepare deposits from copy machine, fines, book replacement charges, etc.
9. Mail payments for monthly bills.
10. Select library materials as assigned.

OTHER DUTIES:

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

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE

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

KNOWLEDGE AND SKILLS

1. Ability to effectively present information and respond to questions from patrons.
2. Knowledge of databases and search methods.
3. Ability to use computer software and manage computerized files.
4. Considerable knowledge of library methods and procedures.
5. Maintain knowledge and skills through active participation in continuing education activities.
6. Ability to interpret technical regulations and instructions.
7. Ability to set priorities in order to meet assignment deadlines.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to understand and perform routine library procedures. Ability to work independently, to determine work to be done, and to set and meet deadlines. Ability to deal with basic problems or refer to supervisor.

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

Inside work environment. Noise level is usually quiet. 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, microfilm reader/printer, copy machine, fax machine and telephone system.

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

Signature:_____ Date:_____