



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, April 21, 2021 at 4:30 PM

The Waupun Library Board will meet virtually at 4:30 p.m. on April 21, 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/85623160976>

2. By phone:

1-312-626-6799

Meeting ID: 856 2316 0976

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) March minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) March statistics

BUDGET SUMMARY

- [3.](#) 2021 budget thru March

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) April bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

- [6.](#) Job description revisions
7. Appoint Evaluation Committee

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Next meeting: Wednesday, May 19, 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
March 17, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:34 p.m. on Wednesday, March 17, 2021. Also present were, Schultz, Hintze, Gehl, Sullivan, Westphal (arrived shortly after the meeting started), Garcia, Jaeger, and Rohrer, via Zoom. Mayor Nickel attended as a guest.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the February 17, 2021, meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics will continue to be affected by COVID.

- a. Circulated/downloaded/loaned: 15,233 items through the end of February
- b. Curbside service: handled 1,386 transactions through the end of February.

ARTICLE IV: The current budget report was discussed.

ARTICLE V:

- a. Motion by Sullivan, supported by Hintze, to pay the February bills. Motion carried on 7-0 roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Drive-up window project to be discussed under New Business.
- b. The library building re-opened on March 1, 2021.
- c. The Take and Make kits popularity has been increasing. There are usually 30 kits available each week and they go fast. Staff is thinking of offering them every other week, with 60 available so more families can be part of this activity.
- d. The last funds from the Ellen Johnson Estate were finally received from the Edward Jones account, and there will be a smaller check following the main check due to dividends added to the account after the initial check was sent out.
- e. The library's Trust Fund has been moved from Wells Fargo into the LGIP account as a sub-account. Quarterly stock dividends will continue to be electronically deposited into this account once the paperwork is completed.
- f. County funds: The library has received checks from Columbia, Dodge, Green Lake, and Fond du Lac counties for library service to rural county residents.

g. **Virtual Programming**: There were 30 participants for the Floral Fun Program. **Next program**: March 23 at 6:30pm. Carol Shirk, Dodge County Master Gardener, presenting “Growing Raspberries in the Home Garden.” Sign up required, but there is no limit. Program will be presented via Zoom.

h. Monarch Library System Director is resigning.

i. The large table from the Shaler Conference room has been removed and has been placed in the Chamber of Commerce office. The Historical Society has taken ownership and will possibly be refinishing it for further use.

j. Lisa Bille has finished another round of Book Bingo, which has become another popular library activity with patrons.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Hintze, supported by Rohrer, to accept the WDS Construction bid of \$28,760 for the Library Drive-thru Window project. Motion carried 7-0 on roll call.

b. Motion by Sullivan, supported by Gehl, to accept the job description revisions as presented. They include Library Director, Assistant Director/Reference Librarian, Circulation Librarian, Youth Services Librarian, Desk Assistant, and Library Page. Motion carried.

ARTICLE X: Motion by Rohrer, supported by Schultz, to adjourn at 5:02 p.m. Motion carried.

Next tentative meeting: **Wednesday, April 21, 2021 at 4:30 p.m.via Zoom**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Mar. 21	Mar. 20	YTD 2021	YTD 2020	YTD%
Juvenile Nonfiction	755	449	1,520	1,075	41.4%
Juvenile Fiction	2,224	1,881	4,038	4,093	-1.3%
Juvenile Periodical	18	24	18	34	-47.1%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	2	2	3	3	0.0%
Juvenile DVD	289	375	509	1,004	-49.3%
Juvenile CD	80	78	157	191	-17.8%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	3,368	2,809	6,245	6,400	-2.4%
Adult Nonfiction	702	540	1,490	1,258	18.4%
Adult Fiction	1,733	1,446	4,202	3,033	38.5%
Adult Periodical	78	71	164	203	-19.2%
Adult Audiocassette	2	0	3	0	#DIV/0!
Adult MP3 audio	12	7	20	16	25.0%
Adult DVD	1,953	2,112	3,977	4,463	-10.9%
Adult CD	317	375	834	783	6.5%
Videocassettes	0	0	0	0	#DIV/0!
Pamphlets/Vertical File	1	0	2	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	0	0	#DIV/0!
Total Adult	4,798	4,551	10,692	9,756	9.6%
State Report Circulation	8,166	7,360	16,937	16,156	4.8%
Downloads (OverDrive)	1,123	1,764	3,132	2,429	28.9%
ILL-Items Sent	2,120	1,266	6,543	2,935	122.9%
ILL Item Received	37	58	67	118	-43.2%
TOTAL CIRCULATION	11,446	10,448	26,679	21,638	23.3%
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>106</i>	<i>0</i>	<i>209</i>	<i>-100.0%</i>
<i>To Dodge Co. Rural</i>	<i>841</i>	<i>756</i>	<i>1,366</i>	<i>1,631</i>	<i>-16.2%</i>
<i>To FDL Co. Rural</i>	<i>1,920</i>	<i>1,433</i>	<i>3,646</i>	<i>3,430</i>	<i>6.3%</i>
<i>To Green Lake Co. Rural</i>	<i>35</i>	<i>171</i>	<i>61</i>	<i>420</i>	<i>-85.5%</i>
Rural circ subtotals			5,073	5,690	-10.8%
USE					
In-library Count (visits)	2,133	3,861	2,133	9,288	-77.0%
Library Programs	36	172	65	634	-89.7%
Meeting Room Use	0	124	0	420	-100.0%
Computer Use	96	401	96	1,045	-90.8%
Wireless Use	171	561	430	1,051	-59.1%
Reference Questions	180	408	1,363	515	164.7%
Monthly website hits	1,673	6,641	4,477	8,900	-49.7%
Curbside service	84		1,470		#DIV/0!

Maupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2021 Annual Budget	3/31/2021 Current Month	3/31/2021 YTD Actual	3/31/2020 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	516,792	-	382,067	371,356	134,726	74%		
210-43-4367-0-00	COUNTY APPROPRIATION	201,800	223,137	223,137	193,401	(21,337)	111%	Dodge, Columbia, Winnefox (Green Lake, Fd.)	
210-46-4671-0-00	FEES-LIBRARY	1,200	162	187	945	1,013	16%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	2,500	-	45	1,038	2,455	2%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	616	616	659	1,184	34%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	5,652	5,702	7,761	298	95%	\$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	229,567	611,754	575,160	118,338	84%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	394,072	29,382	81,862	81,262	312,210	21%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	54,576	3,965	15,395	23,730	39,181	28%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	67	201	179	590	25%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,506	4,481	5,104	15,511	22%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,147	2,179	6,469	7,212	23,678	21%		
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	332	333	1,168	22%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	650	1,024	1,024	19,976	5%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	227	261	636	3,739	7%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	2,249	5,361	5,403	18,902	22%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	55	165	330	1,435	10%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	182	182	237	2,318	7%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	-	868	7,000	0%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	985	3,580	5,015	16%	new for 2021-potential security maint contract	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	-	-	426	3,000	0%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	17,931	18,007	23,613	14,993	55%		
210-60-5511-3-39	LIBRARY-BOOKS	60,652	5,356	10,870	10,170	49,782	18%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	1,604	3,196	2,258	16,804	16%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	4,020	4,344	3,837	4,656	48%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	2,295	3,712	1,417	10,288	27%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	-	6,435	10,000	0%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	1,612	1,723	1,500	5,777	23%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	70	93	273	2,407	4%		
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	73,461	158,664	184,998	571,428	22%		
			156,106	453,090	390,162	(453,090)			
Library Fund Cash Balances									
210-10001	CASH-LIBRARY								
210-11612	LIBRARY SYSTEMS ACCOUNT								
210-11614	LIBRARY TRUST ACCOUNT								
	LIBRARY TRUST ACCOUNT								
	Library Trust Funds within Wells Fargo General Ckg Act								
210-11615	RUTH E. BAYLEY ACCOUNT								
	Total Library Fund Cash								

Preliminary budget will not show an accurate Wells Fargo balance until all journal entries are recorded.
Final month end budget will have an accurate balance within the Wells Fargo account.

Waupun Public Library - April 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>
		210-60-5511-330	Office		Markers, labels	47	Amazon	\$ 18.33
		210-60-5511-339	Books		Books	47	Amazon	1,087.29
		210-60-5511-340	Audiovisual		AV materials	47	Amazon	221.07
		210-60-5511-344	Programming		Misc supplies	47	Amazon	519.09
		210-60-5511-332	Utilities		Natural gas	1174	Alliant Energy	499.40
		210-60-5511-339	Books		Books	4000	Baker & Taylor	4,585.30
		210-60-5511-338	Automation/technology		Monitors	8025	CDW Government	530.12
		210-60-5511-330	Office supplies		Jacket covers, tape, misc.	11070	Demco	331.61
		210-60-5511-339	Books		Books	13895	Frederick, Michael	30.00
		210-60-5511-339	Books		Books	14102	Gale	477.77
		210-60-5511-337	Travel/training/conference		Mileage reimbursement	14402	Garcia, Pam	52.64
		210-60-5511-339	Books		Books	14825	Grey House Publishing	432.50
		210-60-5511-338	Automation/technology		Wireless system	16440	Inter-Quest	14.95
		210-60-5511-345	Miscellaneous		Paint, tape	12700	Martens Ace Hardware	6.57
		210-60-5511-340	Audiovisual		Audiobooks	19050	MicroMarketing	730.37
		210-60-5511-338	Automation/technology		Movie license	300156	Monarch Library System	461.58
		210-60-5511-330	Office supplies	190	Disinfecting wipes & masks	300156	Monarch Library System	28.32
		210-60-5511-344	Programming		Summer Reading performer	19541	Mr. Steve Productions	400.00
		210-60-5511-344	Programming		Birdhouses, planters, misc.	20798	Oriental Trading	180.90
		210-60-5511-344	Programming		Summer Reading performer	20961	Oz, Mikayla	250.00
		210-60-5511-345	Miscellaneous		Petty Cash	21500	Petty Cash	26.22
		210-60-5511-345	Miscellaneous		Break Room supplies	21665	Piggly Wiggly	82.02
		210-60-5511-333	Postage		Stamps	22099	Postmaster	278.00
		210-60-5511-344	Programming		Summer Reading performer	23716	Smarty Pants World LLC	399.00
		210-60-5511-339	Books		Books	24120	State Bar of Wisconsin	76.95
		210-60-5511-330	Office supplies		Envelopes for overdues	25143	Total Business Products	31.50
		210-60-5511-339	Books		Collection agency	25484	Unique Management	8.95
		210-60-5511-339	Books		Encyclopedia	29801	World Book, Inc.	999.00
		210-60-5511-344	Programming		Summer Reading performer	300020	Zoozort Corp	200.00
							Total:	\$ 11,113.67
4/6/2021	Manual Check # 1001				Copier maintenance		James Imaging Systems	338.89
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: _____

April 2021 Librarians Report

A. Statistics

Through the end of March we have circulated/downloaded/loaned 26,679 items, with curbside service handling 1,470 transactions.

B. Drive-up window project

In a holding pattern while a company is manufacturing the window/drawer unit. It could be several weeks before the unit is shipped.

C. Summer Reading Program performers

Unlike past summer reading programs, our program performers will be virtual. We are still looking at other options to provide programs in a safe manner. While performer programs look different this year, the intent of the summer reading program has always been the same: to keep kids reading through the summer so they don't fall behind when school starts. We will have the usual Reading Logs so kids can keep track of the books they read during the program, along with incentive prizes for the different levels of reading reached during the program.

D. Reviewing hours of operation

For several years I have wondered about changing the Friday and Saturday hours. Total hours for the week would be the same, but we would subtract one hour from Friday and add it to Saturday. At this time, we are tracking foot traffic for the last hour of Friday. If we move forward with these new hours, Friday and Saturday would have the identical hours open to the public: 9 am – 4:30 pm. Currently, Fridays are 9 am – 5:30 pm, and Saturdays 10 am – 4:30 pm.

E. Adult Virtual Programming

Pam has scheduled several programs for the rest of the year. On April 20 at 6:30pm via Zoom, the Waupun Historical Society will present a program entitled "Say Cheese!", covering a brief local history of farming and a recreation of a century-old cheese recipe. On May 6 at 6:30pm via Zoom, Eleanor Brinsko of Carlon Genealogical Services will present "Get Started on Your Genealogy", which is an introductory program about genealogy. June, July and August we will be having a "Summer Craft Series" for adults. More details on the summer craft series and fall programming to come.

F. Automatic door sensors

We are looking into replacing the current automatic door touch pads with motion sensors. The current touch pads are used daily, sometimes hit hard, even punched, and eventually the contacts bend inside and the doors will not close after opening. When that happens, we contact DPW for repairs. Recently, DPW had to call in a company to repair one of the pads. We are hoping a contactless sensor could be an option, but DPW still needs to look at each of the four pads we have to determine if we can go this route. Contactless sensors need to be hardwired with a specific type of wire.

Any questions, please contact Bret or Pam at 324-7925, or bret@monarchlibraries.org and pgarcia@monarchlibraries.org.

Waupun Public Library - DRAFT

JOB DESCRIPTION

Job Title: Audiovisual & Promotions, Library 3 (full-time)

Report to: Library Director

FLSA: Non Exempt

Prepared by: Bret Jaeger

Date Approved by Library Board:

PURPOSE:

Manage, catalog, and process audiovisual materials, coordinate displays, promote library events via signage and social media platforms, perform circulation desk services, and other duties as required. Desk services include providing effective customer service, checking materials in and out, registering patrons, resolving fines and fees issues, answering telephone calls, running hold reports, scheduling and supervising computer reservations, and the scheduling of the public meeting rooms.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review, order, catalog and process audiovisual materials.
2. Manage audiovisual collection.
3. Promote library events via signage and online platforms.
4. Organize public displays and manage necessary paperwork (signed Display Policy forms, etc.).
5. Organize events at the library.
6. Assist with managing homebound patron requests.
7. Staff the circulation desk on a routine basis.
8. Catalog non-audiovisual items when needed.

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: Processing and Repair (Library 3)

Report to: Assistant Director

FLSA: Non Exempt

Prepared by: Bret Jaeger

Date Approved by Library Board:

PURPOSE:

Perform processing and repair services along with circulation desk services and other library duties as required. Desk services include, but are not 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. Process new materials, which includes covers, labels, security strips and property identification.
2. Repair and/or recondition damaged or worn materials.
3. Inventory and manage supplies needed for processing and repair.
4. Staff the circulation desk on a routine basis
5. Assist with cataloging if needed.

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: Interlibrary Loan, Library 3 (part-time)

Report to: Assistant Director

FLSA: Non Exempt

Prepared by: Bret Jaeger

Date Approved by Library Board:

PURPOSE:

Perform interlibrary loan service along with circulation desk services. Desk services include, but are not 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. Place, manage and organize interlibrary loan requests.
2. Responsible for timely and accurate delivery and return of all interlibrary loan materials.
3. Maintain accurate records of all interlibrary loan transactions.
4. Conform to all interlibrary loan rules and procedures.
5. Maintain monthly interlibrary loan statistics.
6. Manage materials for assisted living facilities.
7. Manage materials for library book club.
8. Staff circulation desk on a routine basis.

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:_____