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Waupaca Area Public Library
Personnel Committee Meeting
Library Meeting Room C
Wednesday, August 15, 2018
5:30 (or immediately after the Board Meeting)

1. Call meeting to order
2. Approval of the agenda
3. Open Meeting Law:

This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

4. Review new Adult Services Librarian job description and timeline for hiring
5. Review Offer of Employment for Teen Librarian, Taylor Wilcox
6. Adjournment

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

Please call the library by 12:00 pm on meeting date if you are unable to attend.



Position Description

Job Title	Circulation Manager/Adult Services Librarian
Department	Library
Employment Status	Full-Time
Exempt/Non Exempt Status	Hourly

Scope of Work

This position is responsible for the orderly operation of the circulation desk, operating the automated circulation system, and general support functions in the library. In addition, the employee is responsible for supervising, scheduling, and evaluating Circulation staff; volunteer coordination; active participation on the adult program team and other duties as assigned.

Supervision

Received	Assistant Library Director and Library Director
Exercised	Supervises Circulation staff and volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.
- Shelves library materials.
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas.
- Maintains display items properly.
- Assists with closing procedures.
- Collects materials from book drops.
- Fills in at Circulation desk as needed.

- Assists in training new paging staff as requested.
- Proficient in Dewey decimal system and shelving practices.

Essential Job Junctions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Performs Page duties:

- Shelves library materials.
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas.
- Maintain display items properly.
- Assists with closing procedures.
- Collects materials from book drops.
- Fills in at Circulation desk as needed.
- Assists in training new paging staff as requested.
- Proficient in Dewey decimal system and shelving practices.

Performs Circulation Assistant duties:

- Checks materials in and out.
- Answers phones and directs calls.
- Registers patrons and provides them with library services information.
- Maintains and updates patron records.
- Sorts mail.
- Issues SAM visitors passes.
- Assists patrons as needed.
- Contacts patrons concerning holds and problem items.
- Assists with opening and closing departments.

Performs Library Assistant duties:

- Maintains tub deliveries to system libraries.
- Maintains Honor Materials collection.
- Processes materials for circulation.
- Sets up and maintains displays.
- Assists with programs.
- Sorts and consolidates old newspapers.
- Prepares incoming magazines for processing.
- Repairs print materials.
- Supervises volunteers.
- Maintains Direct Delivery service to nursing homes.
- Maintains online meeting room calendar and prints weekly room schedule.
- Sorts donations.

- Assists other departments and supervisors as requested.

Performs Information Assistant duties:

- Monitors Internet users and SAM software.
- Opens and closes the library.
- Assists with tax forms.
- Reserves AV equipment and meeting rooms.
- Prepares and files reports and runs reports as requested.
- Assists with training staff.
- Assists with billing of patrons and sending money to appropriate recipient.
- Records newspapers in database.
- Repairs AV material as needed.
- Assists patrons with locating library materials, answers questions and assists with information searches.
- Suggests materials or ways to locate relevant materials.
- Demonstrates and assists patrons with use of computers and devices.
- Enforces library policies.
- Assists and supervises library volunteers.
- Assists and trains patrons in use of microfilm, computers, wireless network and scanner.
- Assists with collection development and maintenance.
- Assists with public relations and marketing as requested.
- Balance petty cash.
- Manages magazine collection.
- Prints overdue and billed item reports.
- Sends payments for billed items to owning libraries.

Circulation Supervisor

- Trains, schedules and evaluates Circulation Staff
- Serves as part of the Management Team
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Assists with Adult Programs:

- Serves on the Adult Program Committee
- Assists with planning, facilitating, and evaluating adult programs.
- Works with other library staff to provide programs for all ages.

Other Job Functions
<ul style="list-style-type: none"> • Performs related duties as assigned.

Requirements of Work

3-5 years of public library experience, experience in supervising staff and managing library services; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> Library services and procedures.
	<ul style="list-style-type: none"> Business English (grammar, spelling, punctuation and tone). The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> Communicate effectively, both orally and in writing. Work independently with minimal supervision. Understand and follow directions. Establish and maintain effective working relationships with supervisors, Work well with the public and fosters interest in reading.
Skill in	<ul style="list-style-type: none"> Public relations. Organization and time management. Customer Service

Necessary Special Requirements
None

Physical Demands
<p>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.</p> <ul style="list-style-type: none"> Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.

- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust,
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.