

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
April 25, 2019

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 25, 2019 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Meg Albrinck, Chris Campe and Nancy Mannchen. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice. and Administrative Assistant Sydney Mehn. Board of Trustees members absent: Financial Officer Dolcye Johnson, Alderperson Mary Lynne Donohue and Kyle Whelton.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:48 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Albrinck **moved** to approve the minutes from the March 21, 2019 meeting, Mannchen **seconded** the motion. The motion **passed.**
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Mead will have three new board members beginning in May. They will be Sherry Speth, who will be fulfilling Dirk Zylman's term, Marcos Guevara, and John Motiska, who will be filling Amanda Salazar's term. Quinn also reported that the May meeting would be the annual meeting, which will include elections and committee appointments. Quinn asked that anyone with a specific committee interest should let her know.

2. COMMITTEE REPORTS:

- 2.1 STRATEGIC PLAN COMMITTEE – MAEVE QUINN, CHAIR. REPORT OF MEETINGS ON 4/10/19 & 4/16/19. Quinn reported on the progress the committee was making. The group is further along than was initially anticipated, with a mission, vision and values already created. Now the group is beginning the work on the strategic plan itself.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 FOOD POLICY. Prentice reported on the policy updates, noting the removal of the Imaginarium from areas not allowed food. Campe **moved** to approve the new policy as presented. Norman **seconded.** The motion **passed.**
- 3.2 CODE OF CONDUCT POLICY. Prentice again reported on the policy update, noting the addition of the words "Materials and Equipment" to the damaging, defacing destroying or stealing library property. Albrinck **moved** to approve the new policy as presented. Norman **seconded.** The motion **passed.**

4. DIRECTORS REPORT

- 4.1 UPDATE ON STAFFING CHANGES Erickson announced that after 31 years, Penny Schwartz will be retiring at the end of May. HR Committee to meet to discuss T.O.
- 4.2 UPDATE ON CIP PROJECTS Kallas reported on the current projects. The 2nd floor and staircase carpet samples are here and are being decided on. Installation to happen in early to mid-July. The server room and the HVAC controls are currently out to bid. A question arose about having cameras in the parking lot? Garrett will contact Transit to look into this. The other new cameras will have wider angles. The IT room plans are currently being worked on. New computer tables for the 2nd floor will be going in soon, the new chairs have already been put out. Work has begun on the Teen Center soundproofing, and the Makerspace wall. A question was brought up about the flooring in the Makerspace. It was suggested that we should place a more durable floor than tile in order to have it last longer. Erickson will look into this. The sump pump will be installed on May 3rd. Lastly, the plaza project work has begun. A question arose about the return slot receipt printer. We will continue to work with the company to resolve the issues.
- 4.3 POTENTIAL AUTHOR VISIT IN 2020 Erickson spoke regarding the potential collaboration with the Port Washington library to bring in author David Sheff, who wrote the book *Beautiful Boy*. The group discussed what that might look like, and the cost associated with it. The consensus was that Erickson should continue to move forward with the process.
- 4.4 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead: Money Smart Week, which partners ALA and the Federal Reserve Bank, held their shred event in collaboration with Kohler Credit Union and saw around 200 people. The Academy speaker talk on genomics brought in 65 people. Looking ahead, May 4th is Comic Con, and May 20th the Summer Reading Program will begin. The date has been bumped up the last few years to allow for us to get into the schools for sign ups.
- 4.5 MONTHLY STATISTICS Erickson reviewed the April statistics and they were found to be in good order.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN. Mannchen reported on the Monarch library system. The system has hired an interim director, a contract is being drawn up. The contract would be for 1 year, with reviews every 6 months. Mannchen also noted that Monarch now has apparel available for purchase on their website.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN. Norman reported that the Foundation had met the day prior, noting new board member Steve Stauber. She discussed the decision to move forward with the Golf event here at the library, as well as the author talk.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. Mehn reported that the Friends annual meeting had gone very well, with just over 30 in attendance. She also reported that there had been 4 additions to the Friends board, Kathy Nelson, who will fulfill Biederwolf's term, Sandy Loth, Petra Boldt, and Hayley Shirk.

6. UPCOMING MEETINGS

6.1 LIBRARY BOARD FINANCE COMMITTEE: (6/27/19 @ 3:00PM)

6.2 LIBRARY BOARD OF TRUSTEES (6/27/19 @ 3:45PM)

7. ADJOURN

7.1 MOTION TO ADJOURN Campe **moved** to adjourn the meeting, Albrinck **seconded**.
The motion **passed**.

Being no further business the meeting adjourned at 4:45 p.m.
Generated by Sydney Mehn on Thursday, May 2, 2019.

Minutes
Mead Public Library Board
Strategic Planning Committee
Wednesday, May 8, 2019

The meeting of the Mead Public Library (MPL) Strategic Planning Committee was held on Wednesday, May 8, 2019, in The Loft. Present Committee Members: MPL Board President Maeve Quinn and SASD Liaison Chris Campe. Staff members present: Director Garrett Erickson (acting chair), Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice, Chase DeVrou, Anneliese Finke, Gregg Herr, Samantha Leber, Josh Lintereur, Alison Loewen, Carol Munroe and Administrative Assistant Sydney Mehn. Absent Committee Members: Vice President Kathie Norman.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 2:02 p.m. and determined there was a quorum present.
- 1.2 APPROVAL OF MINUTES. Leber **moved** to approve the minutes from the 4/16/19 meeting. Campe **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 2.1 UPDATE TO LIBRARY STRATEGIC PLAN. Several thoughts were brought up on what we have come up with thus far, and the changes include the below phrases:

Our Values: What we believe.

- Service: We hold ourselves to the highest standards and deliver exceptional experiences.
- Inclusiveness: We welcome and serve everyone.
- Innovation: We embrace our role as a community leader and empower staff to adapt to emerging needs.
- Enrichment: We provide resources and experiences that cultivate curiosity, discovery and lifelong learning.

Our Mission: What we do.

We connect people with ideas, resources, and technology to educate, entertain, and empower.

Our Vision: How we see the future/Where we are headed.

We aspire to create a vibrant, informed and cohesive community.

Finally, the group began working on the below goals, going off of some wording that Josh had brainstormed. Below are the examples:

Our Goals: How we will get there.

- **Lifelong education**
We provide public education for all that is social, interest-driven, experiential and timely so that individuals can learn, grow and make a difference.
- **Leadership**
We see the library as a catalyst for community enhancement and a key partner in efforts that enhance quality of life.
- **Community Hub**
Mead serves as a community hub that connects people and offers a safe and welcoming place to relax, socialize and pursue personal enrichment.

From here, Josh will take these goals and edit the wording to reflect the best versions as discussed.

For the next meeting, the group is tasked with thinking of how to best measure these results, as well as how to roll this information out to staff.

3. UPCOMING MEETINGS

3.1 SET DATE AND TIME FOR NEXT MEETING. 5/22/2019 at 2 p.m.

4. ADJOURN

4.1 ADJOURN. Being no further business, the meeting adjourned at 3:13 p.m.

Generated by Sydney Mehn on May 9, 2019.

Minutes
Mead Public Library
Human Resources Committee
Tuesday, May 14, 2019

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, May 14, 2019 in The Board Room.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, and Meg Albrinck. Staff: Library Director Garrett Erickson, Business Manager Debbie DeAmico and Administrative Assistant Sydney Mehn. Guest: Sandy Rohrick

1. OPENING OF MEETING

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 2:03 p.m.; she determined there was a quorum present.
- 1.2 APPROVAL OF MINUTES Albrinck **moved** to approve the minutes from 11/9/18. Quinn **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 2.1 2020 COMPENSATION Rohrick presented an FYI on the proposed health insurance increases for 2020. This is a result of the rising group health insurance costs. The city is considering several combinations of modifications in order to offset these costs.
- 2.2 JOB DESCRIPTION UPDATES Erickson presented several job description updates. These updates are in response to the current Page Supervisor's retirement announcement. The updates were changes to education requirements, as well as wording changes. After some discussion, Albrinck **moved** to accept the new job description versions, pending discussed changes. Quinn **seconded**. The motion **passed**.
- 2.3 TABLE OF ORGANIZATION UPDATE Erickson reported that due to the Page Supervisor's retirement, there are a few proposed changes to the TO for both 2019 as well as 2020. The 2019 TO will now have the Support Services Manager overseeing the pages. The 2020 changes will include the FTE from the page supervisor being absorbed into other needed areas. Quinn **moved** to approve the 2019 TO, and the 2020 TO, with the amendment that 2020 will begin on 1/1/2020 pending any openings prior. If that should be the case, 2020 would then be adopted early. Albrinck **seconded**. The motion **passed**.

3. ADJOURN

- 3.1 MOTION TO ADJOURN Quinn **moved** to adjourn the meeting. Albrinck **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 2:55 p.m.

Generated by Sydney Mehn on Thursday, May 16, 2019

2019 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
8.00	Librarian
9.25	Library Assistant
1.00	Public Safety Specialist
1.00	Support Services Manager
1.00	Information Technology Specialist
3.00	Cataloger
2.00	Maintenance Technician
2.00	Cleaner
1.00	Page Supervisor
6.50	Page

FTE BY TEAM

4.00	Administration
19.25	Public Services
16.50	Support Services
39.75	Total

FTE BY YEAR

39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
17.00	Full-time Public Services
4.00	Part-time Public Services
8.00	Full-time Support Services
15.00	Part-time Support Services
48.00	2019 Total

Revised Date: 2/26/2018

Board Approved Date: 12/15/2018

2019 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	8.00 Librarian
	9.25 Library Assistant
	1.00 Public Safety Specialist
1.00	Support Services Manager
	1.00 Information Technology Specialist
	3.00 Cataloger
	2.00 Maintenance Technician
	2.00 Cleaner
	1.00 Page Supervisor
	6.50 Page

FTE BY TEAM

4.00	Administration
19.25	Public Services
16.50	Support Services
39.75	Total

FTE BY YEAR

39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
17.00	Full-time Public Services
4.00	Part-time Public Services
8.00	Full-time Support Services
15.00	Part-time Support Services
48.00	2018 Total

Revised Date: 2/26/2018

Board Approved Date: 12/15/2018

2019 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	7.75 Librarian
	9.25 Library Assistant
	1.00 Public Safety Specialist
1.00	Support Services Manager
	1.00 Information Technology Specialist
	3.00 Cataloger
	2.00 Maintenance Technician
	1.00 Cleaner
	1.00 Page Supervisor
	6.00 Page

FTE BY TEAM

4.00	Administration
19.00	Public Services
15.00	Support Services
38.00	Total

FTE BY YEAR

38.00	2018
39.50	2017
38.00	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
16.00	Full-time Public Services
6.50	Part-time Public Services
8.00	Full-time Support Services
15.00	Part-time Support Services
49.50	2018 Total

Revised Date: 6/29/2018

Board Approved Date:

2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
7.75	Librarian
9.25	Library Assistant
1.00	Public Safety Specialist
1.00	Support Services Manager
1.00	Information Technology Specialist
3.00	Cataloger
2.00	Maintenance Technician
1.00	Cleaner
1.00	Page Supervisor
6.00	Page

FTE BY TEAM

4.00	Administration
19.00	Public Services
15.00	Support Services
38.00	Total

FTE BY YEAR

38.00	2018
39.50	2017
38.00	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
16.00	Full-time Public Services
6.50	Part-time Public Services
8.00	Full-time Support Services
15.00	Part-time Support Services
49.50	2018 Total

Revised Date: 4/17/2018

Board Approved Date: 4/26/2018

2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	6.75 Librarian
	8.75 Library Assistant
1.00	Support Services Manager
	1.00 Information Technology Specialist
	3.00 Technical Services Library Assistant
	2.00 Maintenance Technician
	1.50 Cleaner
	1.00 Page Supervisor
	9.50 Page

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

FTE BY YEAR

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
53.00	2018 Total

Revised Date: 8/24/2017

Board Approved Date: 8/28/2017

2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	6.75 Librarian
	10.25 Library Assistant
1.00	Support Services Manager
1.00	Information Technology Specialist
3.00	Technical Services Library Assistant
1.00	Maintenance Technician
2.00	Cleaner
1.00	Page Supervisor
8.50	Page

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

FTE BY YEAR

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
53.00	2017 Total

Revised Date: 7/28/2017

Board Approved Date: 7/28/2017

2017 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	6.75 Librarian
	8.75 Library Assistant
1.00	Support Services Manager
	1.00 Information Technology Specialist
	3.00 Technical Services Library Assistant
	1.00 Maintenance Supervisor
	1.00 Maintenance Technician
	1.50 Cleaner
	1.00 Page Supervisor
	9.50 Page

FTE BY TEAM

4.00	Administr
16.50	Public Se
19.00	Support S
39.50	Total

FTE BY YEAR

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 20
45.35	2010 - 20

TOTAL NUMBER OF EMPL

4.00	Full-time
13.00	Full-time
6.00	Part-time
8.00	Full-time
22.00	Part-time
53.00	2017 Tot

Revised Date: 4/18/2017

Board Approved Date:

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EMPLOYEES

- Administration
- Public Services
- Public Services
- Support Services
- Support Services

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4/27/2017

2016 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00 Library Director

1.00	Business Manager
1.00	Public Information Specialist II
1.00	Administrative Assistant

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

1.00 Public Services Manager

4.75	Librarian I
2.00	Librarian II
5.75	Library Assistant I
1.00	Library Assistant II
2.00	Library Assistant III

FTE BY YEAR

41.00	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013

Revised Date: 6/30/2016
Board Approved Date:

1.00 Support Services Manager

1.00	Information Technology Specialist
3.00	Library Assistant III
1.00	Maintenance Supervisor
1.00	Maintenance Technician I
1.50	Cleaner Part-Time
1.00	Page Supervisor
9.50	Page - Part time

2015 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

1.00	Library Director	
	1.00 Business Manager	FTE BY TEAM
	1.00 Public Information Specialist	4.00 Administration
	1.00 Administrative Assistant	15.00 Public Services
		16.44 Support Services
		35.44 Total
		FTE BY YEAR
		35.44 2015 Projected
		37.63 2014
		43.19 2013
1.00	Public Services Manager	
	4.75 Librarian I	
	2.00 Librarian II	Revised Date: 3/20/15
	4.50 Library Assistant I	Board Approved Dat #####
	1.75 Library Assistant II	
	1.00 Library Assistant III	
1.00	Support Services Manager	
	1.00 Information Technology Specialist	
	3.00 Library Assistant III	
	1.00 Maintenance Supervisor	
	1.00 Maintenance Technician I	
	1.00 Page Supervisor	
	8.44 Page - Part time	

2020 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
9.00	Librarian
9.25	Library Assistant
1.00	Public Safety Specialist
1.00	Support Services Manager
1.00	Information Technology Specialist
3.00	Cataloger
2.00	Maintenance Technician
2.00	Cleaner
6.50	Page's

FTE BY TEAM

4.00	Administration
20.25	Public Services
15.50	Support Services
39.75	Total

FTE BY YEAR

39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
18.00	Full-time Public Services
4.00	Part-time Public Services
7.00	Full-time Support Services
15.00	Part-time Support Services
48.00	2020 Total

Revised Date: 5/10/2019

Board Approved Date:

2019 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	8.00 Librarian
	9.25 Library Assistant
	1.00 Public Safety Specialist
1.00	Support Services Manager
	1.00 Information Technology Specialist
	3.00 Cataloger
	2.00 Maintenance Technician
	2.00 Cleaner
	1.00 Page Supervisor
	6.50 Page

FTE BY TEAM

4.00	Administration
19.25	Public Services
16.50	Support Services
39.75	Total

FTE BY YEAR

39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
17.00	Full-time Public Services
4.00	Part-time Public Services
8.00	Full-time Support Services
15.00	Part-time Support Services
48.00	2019 Total

Revised Date: 2/26/2018

Board Approved Date: 12/15/2018

2019 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	8.00 Librarian
	9.25 Library Assistant
	1.00 Public Safety Specialist
1.00	Support Services Manager
	1.00 Information Technology Specialist
	3.00 Cataloger
	2.00 Maintenance Technician
	2.00 Cleaner
	1.00 Page Supervisor
	6.50 Page

FTE BY TEAM

4.00	Administration
19.25	Public Services
16.50	Support Services
39.75	Total

FTE BY YEAR

39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
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43.20	2011 - 2012

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
17.00	Full-time Public Services
4.00	Part-time Public Services
8.00	Full-time Support Services
15.00	Part-time Support Services
48.00	2018 Total

Revised Date: 2/26/2018

Board Approved Date: 12/15/2018

2019 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	7.75 Librarian
	9.25 Library Assistant
	1.00 Public Safety Specialist
1.00	Support Services Manager
	1.00 Information Technology Specialist
	3.00 Cataloger
	2.00 Maintenance Technician
	1.00 Cleaner
	1.00 Page Supervisor
	6.00 Page

FTE BY TEAM

4.00	Administration
19.00	Public Services
15.00	Support Services
38.00	Total

FTE BY YEAR

38.00	2018
39.50	2017
38.00	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
16.00	Full-time Public Services
6.50	Part-time Public Services
8.00	Full-time Support Services
15.00	Part-time Support Services
49.50	2018 Total

Revised Date: 6/29/2018

Board Approved Date:

2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
7.75	Librarian
9.25	Library Assistant
1.00	Public Safety Specialist
1.00	Support Services Manager
1.00	Information Technology Specialist
3.00	Cataloger
2.00	Maintenance Technician
1.00	Cleaner
1.00	Page Supervisor
6.00	Page

FTE BY TEAM

4.00	Administration
19.00	Public Services
15.00	Support Services
38.00	Total

FTE BY YEAR

38.00	2018
39.50	2017
38.00	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
16.00	Full-time Public Services
6.50	Part-time Public Services
8.00	Full-time Support Services
15.00	Part-time Support Services
49.50	2018 Total

Revised Date: 4/17/2018

Board Approved Date: 4/26/2018

2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	6.75 Librarian
	8.75 Library Assistant
1.00	Support Services Manager
	1.00 Information Technology Specialist
	3.00 Technical Services Library Assistant
	2.00 Maintenance Technician
	1.50 Cleaner
	1.00 Page Supervisor
	9.50 Page

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

FTE BY YEAR

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
53.00	2018 Total

Revised Date: 8/24/2017

Board Approved Date: 8/28/2017

2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	6.75 Librarian
	10.25 Library Assistant
1.00	Support Services Manager
1.00	Information Technology Specialist
3.00	Technical Services Library Assistant
1.00	Maintenance Technician
2.00	Cleaner
1.00	Page Supervisor
8.50	Page

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

FTE BY YEAR

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
53.00	2017 Total

Revised Date: 7/28/2017

Board Approved Date: 7/28/2017

2017 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	6.75 Librarian
	8.75 Library Assistant
1.00	Support Services Manager
	1.00 Information Technology Specialist
	3.00 Technical Services Library Assistant
	1.00 Maintenance Supervisor
	1.00 Maintenance Technician
	1.50 Cleaner
	1.00 Page Supervisor
	9.50 Page

FTE BY TEAM

4.00	Administr
16.50	Public Se
19.00	Support S
39.50	Total

FTE BY YEAR

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 20
45.35	2010 - 20

TOTAL NUMBER OF EMPL

4.00	Full-time
13.00	Full-time
6.00	Part-time
8.00	Full-time
22.00	Part-time
53.00	2017 Tot

Revised Date: 4/18/2017

Board Approved Date:

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EMPLOYEES

Administration
Public Services
Public Services
Support Services
Support Services

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4/27/2017

2016 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00 Library Director

1.00	Business Manager
1.00	Public Information Specialist II
1.00	Administrative Assistant

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

1.00 Public Services Manager

4.75	Librarian I
2.00	Librarian II
5.75	Library Assistant I
1.00	Library Assistant II
2.00	Library Assistant III

FTE BY YEAR

41.00	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013

Revised Date: 6/30/2016
Board Approved Date:

1.00 Support Services Manager

1.00	Information Technology Specialist
3.00	Library Assistant III
1.00	Maintenance Supervisor
1.00	Maintenance Technician I
1.50	Cleaner Part-Time
1.00	Page Supervisor
9.50	Page - Part time

2015 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

1.00	Library Director	
	1.00 Business Manager	FTE BY TEAM
	1.00 Public Information Specialist	4.00 Administration
	1.00 Administrative Assistant	15.00 Public Services
		16.44 Support Services
		35.44 Total
		FTE BY YEAR
		35.44 2015 Projected
		37.63 2014
		43.19 2013
1.00	Public Services Manager	
	4.75 Librarian I	
	2.00 Librarian II	Revised Date: 3/20/15
	4.50 Library Assistant I	Board Approved Dat #####
	1.75 Library Assistant II	
	1.00 Library Assistant III	
1.00	Support Services Manager	
	1.00 Information Technology Specialist	
	3.00 Library Assistant III	
	1.00 Maintenance Supervisor	
	1.00 Maintenance Technician I	
	1.00 Page Supervisor	
	8.44 Page - Part time	



Job Description

Job Title: Support Services Manager **Department:** Mead Public Library
Date Issue: 5/14/2019 **Reports To:** Library Director
Classification: Exempt **Wage:** Pay Grade 10

Position Summary

The purpose of this position is to ensure that employees, volunteers, work routines, and programs meet the organization's goals and objectives for the entire Mead Public Library support services effort. This position manages the work of persons in the organization who provide services to other library staff and is also expected to be dynamic leader within the management team. Work is performed under the direction of the Library Director.

Essential Duties & Responsibilities

1. Translates library's mission, values and strategy to employees, policy, and work routines
2. Works closely in a management team to improve the overall value, effectiveness and efficiency of all library resources and services
3. Leads and works with others in teams to evaluate, develop, and improve services, policy, goals and objectives, routines, service satisfaction, workplace environment, and financial results
4. Develops positive relationships with the citizens who use the library
5. Measures, monitors and improves organizational processes and work routines of the Support Services Team to improve value, efficiency, effectiveness, and customer satisfaction/loyalty
6. Coaches and mentors both individual employees and work teams to exceed expectations
7. Works with persons throughout the organization to identify, evaluate, and find creative solutions for problems in need of resolution
8. Coordinates the evaluation, development, and monitoring of library collections
9. Researches and prepares job descriptions, performance appraisals, and employee training and development plans

10. Schedules staffing of Support Services Employees
11. Researches and sets individual employee work routines and standards
12. Prepares and monitors annual budgets
13. Manages the organization's effort to assess, acquire, install and evaluate technology to meet the changing needs of customers and to constantly improve efficiency
14. Works to assure the successful development of quality process improvement initiatives
15. Manages the maintenance and cleaning of the building
16. Gathers data and monitors progress and trends related to the organizations strategic initiatives
17. Handles emergency situations in the absence of the Director and works with appropriate parties to resolve situations

Qualification Requirements:

1. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with a challenging situation, and ability to work in an ambiguous environment
2. Ability to partner, work within teams, build alliances and relationships, identify and implement solutions, and build participative processes
3. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
4. Ability to analyze and evaluate information and situations, problem-solving, decision making, and conceptualizing
5. Ability to demonstrate accountability, integrity, positive influence, having future focus, and accept the responsibilities of being a leader
6. Ability to be self-aware, listen, give feedback and assess performance, understand and value diversity, develop and coach staff, effectively implement the hiring and selection process, and prevent and resolve conflict
7. Ability to accurately assess situations, set and monitor goals, delegate, manage implementations and projects, and evaluate outcomes
8. Ability to understand and manage financial, information technology, and space resources
9. Ability to analyze data trends to make decisions within an organizational framework
10. Ability to create excellent relationships with the citizens who use the library
11. Ability to lead organizational efforts toward efficient and effective processes
12. Ability to lead and facilitate the work of teams and work groups
13. Ability to provide first-line supervision
14. Ability to communicate orally and in writing
15. Ability to exercise good judgment, decisiveness and creativity when problem solving

Education and/or Experience

1. Bachelor's degree with three years' of managerial experience, or Master's degree in Library Science or related field with three years' professional library experience; ~~prior experience that includes supervisory experience, or any combination of education and experience that provide equivalent knowledge, skills and abilities.~~
2. Possession of a valid Wisconsin driver's license required.

Language Skills

The ability to communicate effectively ideas and information both in written and oral form

Mathematical Skills

The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions. Ability to set priorities in order to meet assignment deadlines.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

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 qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. Mobility: travel to meetings outside the library

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Job Description

Job Title: **Business Manager** **Department:** Mead Public Library
Date Issue: 05/14/2019 **Reports To:** Library Director
Classification: Exempt **Wage:** Pay Grade 10

Position Summary

The primary purpose of the position is to assist the library director in budgetary and financial matters. The position also assists in developing strategy, updating policy, improving internal processes and efficiency, and performing basic level human resource tasks.

Essential Duties & Responsibilities

1. Works closely with director and management team to improve the overall management, efficiency, effectiveness and value of all library resources and services
2. Assists in the preparation and monitoring of the budget; prepares budgetary and analytical studies and reports; prepares financial statements; verifies fund balances; assists in preparing for and coordinating annual and special audits
3. Processes accounts payable, maintains accurate records and control reports
4. Assists city officials with accounts payable vendor files
5. Counts and records daily cash receipts that include cash revenues, private gifts and bequests, and their reconciliation
6. May assist library staff in using the city payroll system, library and city staff handbooks and library and city policies
7. Assists the Library Administration and City Finance Department in preparing for financial audits
8. Assists director in the development and administration of library policies, plans, human resources, insurance systems, safety and security
9. Gathers data and monitors progress and trends related to organizational strategic measures and indicators
10. Measures, monitors, and improves organizational processes and work routines to improve customer satisfaction and loyalty
11. Works on various committees or teams to solve problems and facilitate communication across the organization
12. Makes library purchases
13. Maintains positive relationships with municipal officers and various other community stakeholders
14. May attend local and state-wide related conferences and workshops
15. Handles materials and supplies according to MSDS guidelines
16. Performs other related work as assigned by the Director

Qualification Requirements:

1. Ability to understand financial, information technology and space resources
2. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
3. Ability to partner, work within teams, build alliances and relationships
4. Ability to analyze data and make decisions based on that data within an organizational framework
5. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
6. Ability to analyze and evaluate information and situations, problem-solving, decision-making, and conceptualizing
7. Ability to develop and maintain constructive relationships with staff and public
8. Ability to demonstrate accountability, integrity, and a positive influence on others

Education and/or Experience

~~1. Associate Degree in accounting, business or related field~~

~~2. Three years of job related experience~~

1. Bachelor degree in accounting or finance, or an Associate degree in accounting with 5 years of pertinent experience

Language Skills

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

Mathematical Skills

Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

Reasoning Ability

Strong interpersonal, communication skills to effectively communicate ideas and information both in written and oral form. Ability to effectively read and understand written information. Perform work in response to general, outcome based directives. Effective time management skills and ability to set priorities in order to meet assignment deadlines.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

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 qualified individuals with disabilities to perform the essential functions.

Must have the ability to switch between Sitting, standing, walking, climbing and stooping, as well as bending, twisting and reaching. Talk to and listen to patrons in person and on the telephone. Far vision at 20 feet or further; near vision at 20 inches or less. Must be able to lift and carry 50 pounds or less and push or pull objects on wheels weighing 60-100 pounds. Handle processing, picking up and shelving library materials as well as typing, keyboarding, writing, filing, sorting, shelving and processing. Must be willing to travel to meetings outside the library.

Employee Signature: _____ Date Signed: _____

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Job Description

Job Title: Public Services Manager **Department:** Mead Public Library
Date Issue: 5/14/2019 **Reports To:** Library Director
Classification: Exempt **Wage:** Pay Grade 10

Position Summary

The purpose of this position is to ensure that employees, volunteers, work routines, and programs meet the organization's goals and objectives for the entire Mead Public Library public services effort. This position manages the work of persons in the organization who provide direct services to citizens and is also expected to be dynamic leader within the management team. Work is performed under the direction of the Library Director.

Essential Duties & Responsibilities

1. Translates library's mission, values and strategy to employees, policy, and work routines
2. Works closely in a management team to improve the overall value, effectiveness and efficiency of all library resources and services
3. Leads and works with others in teams to evaluate, develop, and improve services, policy, goals and objectives, routines, service satisfaction, workplace environment, and financial results
4. Develops positive relationships with the citizens who use the library
5. Networks and develops collaborations with various community organizations and stakeholders
6. Responsible for encouraging the growth and success of the library's event programming
7. Measures, monitors and improves organizational processes and work routines of the Public Services Team to improve value, efficiency, effectiveness, and customer satisfaction/loyalty
8. Coaches and mentors both individual employees and work teams to exceed expectations
9. Works with persons throughout the organization to identify, evaluate, and find creative solutions for problems in need of resolution
10. Coordinates the evaluation, development, and monitoring of library collections
11. Researches and prepares job descriptions, performance appraisals, and employee training and development plans
12. Schedules staffing at each public service point
13. Researches and sets individual employee work routines and standards
14. Prepares and monitors annual budgets

15. Gathers data and monitors progress and trends related to the organizations strategic initiatives
16. Develops and oversees grant fund proposals and disbursements
17. Handles emergency situations in the absence of the Director and works with appropriate parties to resolve situations

Qualification Requirements:

1. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with a challenging situation, and ability to work in an ambiguous environment
2. Ability to partner, work within teams, build alliances and relationships, identify and implement solutions, and build participative processes
3. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
4. Ability to analyze and evaluate information and situations, problem-solving, decision making, and conceptualizing
5. Ability to demonstrate accountability, integrity, positive influence, having future focus, and accept the responsibilities of being a leader
6. Ability to be self-aware, listen, give feedback and assess performance, understand and value diversity, develop and coach staff, effectively implement the hiring and selection process, and prevent and resolve conflict
7. Ability to accurately assess situations, set and monitor goals, delegate, manage implementations and projects, and evaluate outcomes
8. Ability to understand and manage financial, information technology, and space resources
9. Ability to analyze data trends to make decisions within an organizational framework
10. Ability to create excellent relationships with the citizens who use the library
11. Ability to lead organizational efforts toward efficient and effective processes
12. Ability to lead and facilitate the work of teams and work groups
13. Ability to provide first-line supervision
14. Ability to communicate orally and in writing
15. Ability to exercise good judgment, decisiveness and creativity when problem solving

Education and/or Experience

1. Bachelor's degree with three years' of managerial experience, or Master's degree in Library Science **or related field** with three years' professional library experience; **prior experience that includes supervisory experience, or any combination of education and experience that provide equivalent knowledge, skills and abilities.**
2. Possession of a valid Wisconsin driver's license required.

Language Skills

The ability to communicate effectively ideas and information both in written and oral form

Mathematical Skills

The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions. Ability to set priorities in order to meet assignment deadlines.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

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1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. Mobility: travel to meetings outside the library

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Type	Name	April 2018	April 2019	Monthly 2018 vs 2019	Year-to-date 2018	Year-to-date 2019	YTD 2018 vs 2019
Circulation Transactions	Adult Materials	31485	29431	-7%	127129	116274	-9%
	Teen Materials	1067	1164	9%	4610	4209	-9%
	Children's Materials	14657	14298	-2%	59773	58236	-3%
	Total Adult/Teen/Children's Materials	47209	44893	-5%	191512	178719	-7%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5316	5461	3%	22108	21994	-1%
	Items received for Mead patrons from other libraries	5468	6306	15%	21543	24801	15%
	Total Interlibrary Loans (Transits)	10784	11767	9%	43651	46795	7%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	4851	5936	22%	19152	24653	29%
	Music (Hoopla)	122	162	33%	459	743	62%
	Video (Hoopla, Kanopy)	193	726	276%	1034	3567	245%
	Magazines (RB Digital)	114	82	-28%	451	481	7%
	Total E-Content Checkouts	5280	6906	31%	21096	29444	40%
Library Visits	Gate count	23985	23119	-4%	102774	93090	-9%
Research Inquiries	Research Inquiries	1965	2919	49%	9267	12364	33%
Internet Usage Provided	Library Workstation Sessions	4214	3816	-9%	16845	16134	-4%
	Wireless Sessions	14901	13269	-11%	56856	51081	-10%
Number of Library Card Holders	Sheboygan Residents				23589	32979	40%
	Non-Sheboygan Residents				9216	9101	-1%
	Total Number of Library Card Holders				32805	42080	28%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	76	80	5%	308	316	3%
	Children (0-11) Participants	2364	1977	-16%	9671	8209	-15%
	Teen (12-18) Quantity	5	4	-20%	21	22	5%
	Teen (12-18) Participants	222	138	-38%	596	649	9%
	Adult (18+) Quantity	59	63	7%	178	201	13%
	Adult (18+) Participants	1357	1653	22%	3467	3957	14%
	Total number of Classes, Seminars, Workshops, Events	140	147	5%	507	539	6%
	Total number of Participants	3943	3768	-4%	13734	12815	-7%
Conference Room Utilization	Rocca Meeting Room	35%	32%	-3%	36%	32%	-4%
	Loft Meeting Room	41%	37%	-3%	33%	33%	0%
	2nd Floor Small Meeting Room	38%	29%	-9%	31%	35%	3%
Study Rooms Utilization	Study Rooms Hours Used	406	462.5	14%	1770	1909	8%
	Percent Utilization	30%	33%	3%	32%	34%	2%
Volunteer Hours	Volunteer Hours	734.5	517.59	-30%	2157.25	2552.84	18%

**Mead Public Library
Board of Trustees
Schedule of Meetings**

2019

January 24	July 25
February 28	NO AUGUST MEETING
NO MARCH MEETING	September 26
April 25	October 24
May 23	November 21*
June 27	NO DECEMBER MEETING

Meetings are held at 3:45pm on the 4th Thursday of each month (except where noted) in The Loft.

*Denotes a 3rd Thursday

Approved 02/28/2019
Updated 04/30/2019

Friends of the Mead Public Library Meeting Report-5/15/19

- Officer positions were unanimously voted on. The following officers were voted in:
 - Joan King-President
 - Petra Boldt-Vice President
 - Marge Giesen-Treasurer and Secretary
- Excited to begin brainstorming a mini-golf hole theme
- Equally as excited about the potential author talk in 2020.
- Interested in additional education/training regarding safety here at Mead.