

**\*\*\*ATTACHMENTS\*\*\***

Susan Richards  
City Clerk

R. C. No. 340 - 12- 13. By SALARIES AND GRIEVANCES. January 21, 2013.

Your Committee met on 1/14/13 and discussed the Amended 2012 Benefits Proposal that was approved by the Common Council on Oct. 3, 2011 and recommends amending the Health Insurance Opt-out provision which currently reads: "Employee who chooses to leave the City Health Insurance Plan would receive a payment of \$1200 per year", to state as follows: "Eff. 1/1/12 and thereafter, a full-time employee who chooses to drop or waive participation in the City Health Insurance Plan shall receive a \$1200.00 per year payment, prorated on a monthly basis; a regular part-time employee who dropped coverage eff. 1/1/12, will receive a one-time payment of \$1200.00; eff. 1/1/13 and thereafter, a regular part-time employee who chooses to drop or waive participation in the City Health Insurance Plan shall receive a payment of \$600.00 per year, prorated on a monthly basis."

*Reviewed/Kath  
Dec 2012*

Greg Bessel  
Julie Kath  
\_\_\_\_\_

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the 21st day of January, 2013.

Dated January 23 2013. Susan Richards, City Clerk

Approved January 23 2013. \_\_\_\_\_, Mayor

Published February 7, 2013.  
Certified February 4, 2013 to Atty.; Fin. Dir./Treas.; Dep. Fin. Dir./Treas.; Human Resources

# Mead Public Library

## Position Description

Rev. May 2014

### POSITION INFORMATION

Title: Chief Maintenance Technician  
Reports to: Support Services Manager  
Pay Grade: 8  
FLSA Status: Non-Exempt

### PURPOSE OF POSITION

- The primary purpose of this position is to supervise the maintenance and repair of the library building, equipment and grounds; and the cleaning of the library

### ESSENTIAL JOB DUTIES

- Performs duties independently with minimum supervision
- Supervises or performs general day to day duties with associated library staff or vendor staff which include but are not limited to:
  - Wash, dust, vacuum and clean Library facility and furniture
  - Clean restrooms and maintain supplies
  - Maintain interior and exterior plants, shrubbery and holiday decorations
  - Dispose of trash and recycle applicable materials
  - Set up meeting rooms for programs and activities
  - Oversee or assist with snow removal
  - Receive and retrieve Library materials and supplies
  - Operate and maintain Library security systems and HVAC systems
  - Handle and transport cash
- Contacts vendors as needed to ensure robust library services
- Supervises maintenance of the Library facilities, equipment and grounds
- Makes purchases on behalf of the library
- Provides customer service and assistance in the use of Library services
- Acts as key resource for administration in regards to facilities management
- Provides input to Support Services Manager and Director in the development of Library policies, plans, and goals
- Offers ideas for improving operational effectiveness or efficiency to management team

- Reports Library safety and security matters to Library Management
- Handles materials and supplies according to MSDS guidelines
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
- Performs other related work as assigned by the Director or Manager

### **KNOWLEDGE AND ABILITIES**

- Considerable knowledge of modern library maintenance services and procedures
- Ability to employ appropriate techniques to meet service needs
- Ability to adapt to changes in the library profession
- Ability to interact well with co-workers and public
- Ability to utilize technology as required

### **PHYSICAL DEMANDS OF THE POSITION**

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 75 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

### **MENTAL REQUIREMENTS**

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines





Date:

Subject: Review of Position Status as it relates to the  
Qualification of Exempt vs. Non-exempt Status

Position Title / Code:

The following test is recommended by the Federal Labor Standards Act to review the qualification of a position as it relates to a position being salaried exempt (exempt of overtime) or hourly (paid by the hour).

- 1) Does the employee make more than \$455 per week.
  
- 2) Primary duty (the job they perform the most) must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment
  
- 3) The advanced knowledge must be in a field of science or learning. The position requires usually more than a high school diploma but can also be acquired as a combination of work experience and intellectual instruction.
  
- 4) Is this position supervisory in nature, either of a process or of 2 or more individuals?

**Finding:**

Position is Appropriately Classified: \_\_\_\_\_

Position should be reclassified: \_\_\_\_ From Non-Exempt to Exempt

\_\_\_\_ From Exempt to Non-Exempt

Effective Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**2015 Mead Public Library Table of Organization**  
**Citizens of the City of Sheboygan**  
**Mayor and Common Council**  
**Library Board of Trustees ( 10 )**

<b>1.00</b>	<b>Library Director</b>
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- 1.00** Business Specialist

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- 1.00** Public Information Specialist II

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- 1.00** Administrative Assistant

**FTE BY TEAM**

4.00	Administration
15.00	Public Services
16.44	Support Services
<b>35.44</b>	<b>Total</b>

**FTE BY YEAR**

35.44	2015 Projected
37.63	2014
43.19	2013

<b>1.00</b>	<b>Public Services Manager</b>
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- 4.75** Librarian I

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- 2.00** Librarian II

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- 4.50** Library Assistant I

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- 1.75** Library Assistant II

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- 1.00** Library Assistant III

Revised Date: 2/6/15
Board Approved Date:

<b>1.00</b>	<b>Support Services Manager</b>
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- 1.00** Information Technology Specialist

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- 3.00** Library Assistant III

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- 1.00** Chief Maintenance Technician

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- 1.00** Maintenance Technician I

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- 1.00** Specialist II (Page Supervisor)

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- 8.44** Page - Part time







## Code of Conduct Policy *Draft* (Rev. 2/10/15)

In keeping with its mission to enrich, educate, connect, create, and inspire, the Mead Public Library is committed to providing excellent customer service in a safe and inviting atmosphere conducive to the use of the library spaces and resources. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

**The following behaviors and activities are examples of conduct not allowed on Library property:**

- All illegal activities
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly manner
- Panhandling or soliciting
- Sleeping
- Using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Smoking or use of electronic smoking devices in the library building and within 25 ft. of the main entrance outside the building
- Loitering or interfering with free passage
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Violating computer use policies
- Bringing animals into the library except for persons with disabilities as defined by the ADA Act
- Refusing to provide library card or other identification to library staff or security guards when requested
- Leaving children under the age of 10 unattended by a responsible person
- Trespassing on library property during a banning period.

Members of the public shall not enter the building unless fully clothed including, but not limited to, a shirt or other covering of their upper bodies and shoes or other footwear. Persons whose bodily hygiene is so lacking as to constitute a nuisance or health hazard to other members of the public or to the staff create and impediment to the use and/or the provision of Library services and so shall be required to leave the building.

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Mead Public Library Code of Conduct may also result in a formal banning from Mead Public Library and/or criminal prosecution.

**BYLAWS OF MEAD PUBLIC  
LIBRARY BOARD OF TRUSTEES**

**ARTICLE 1 – IDENTIFICATION**

The name of this organization is the Board of Trustees of Mead Public Library, located in Sheboygan, Wisconsin, established by the City of Sheboygan, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under that statute.

**ARTICLE II - MEMBERSHIP**

- Section 1. Pursuant to Chapter 43.54 of the Wisconsin Statutes, and the City of Sheboygan Ordinances, the Board of Trustees of the Mead Public Library shall consist of 9 members who shall be appointed by the Mayor of the City of Sheboygan, with the approval of the Common Council. One member shall be the Superintendent of the Sheboygan Area School District, or designee, and one member shall be a member of the City of Sheboygan Common Council. Additional members may be appointed to the Library Board pursuant to Sec. 43.60(3), Wis. Stats.
- Section 2. Pursuant to Chapter 43.60 of the Wisconsin Statutes, the Sheboygan County Board of Supervisors may appoint a person to serve on the Board of Trustees who shall represent a “non-librariated” area. This person shall serve in addition to the 9 members set forth in Section 1.
- Section 3. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

**ARTICLE III – OFFICERS**

- Section 1. A President and Vice President shall be elected at the annual meeting for a term of one year. Vacancies in either office shall be filled at the next regular meeting of the Board after the vacancy occurs.
- Section 2. The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of president.
- Section 3. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform duties and function of the President.
- Section 4. The President shall appoint a chair of the Finance Committee, for a term of one year. The Finance Committee Chairperson shall lead review of the Library’s bills and recommend their payment to the Board at its monthly meeting, or as often as necessary.

Section 5. The President shall designate appointment of one Board member to represent the Library on the Eastern Shores Library System Board, with formal election by the Sheboygan County Board of Supervisors. The President shall also recommend at least one Board member (but not more than two) to serve as a director of the Mead Public Library Foundation, Inc., with formal election by the Foundation Board.

Section 6. The Library Director shall serve as Secretary of the Library Board, *ex officio*. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with the office of secretary.

#### ARTICLE IV – MEETINGS

Section 1. The Library Board shall meet regularly each month on a day and time set by Board resolution, subject to the accommodation of holidays. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 2. Special meetings may be called by the President, or upon request of two members, or by the Library Director with the permission of the President. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the Board at least 24 hours in advance of such meeting.

Section 3. A quorum for the transaction of business shall consist of a simple majority.

Section 4. The order of business for each meeting shall be determined by the President.

Section 5. Public notice must be given of all open meetings pursuant to the requirements set forth in Section 19.84 of the Wisconsin Statutes.

Section 6. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stats. Sections 19.81 – 19.98).

Section 7. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board, in all cases in which they are not inconsistent with these Bylaws and Chapter 43 of the Wisconsin Statutes.

#### ARTICLE V - COMMITTEES

Section 1. The following standing committees shall be appointed by the President promptly after the annual meeting: Finance Committee, Human Resources Committee, and Information Technology Committee.

A. The Finance Committee shall have the following purpose: to review the annual revenue and expenditure budgets submitted by the Library Director for Board review and adoption. It shall also consider other financial reports at the request of the Board President. Its purpose shall include initiation, review, and reporting to the Board on agreements between the Library

and other governmental and non-governmental units as well as to oversee administration of major contracts with vendors whether public or private in addition to those duties assigned or referred to it by the Board from time to time. The President and Finance Officer shall serve on the committee with the Finance Officer acting as chair. If no Finance Officer has been appointed, the President shall act as chair.

- B. The Human Resources Committee shall have the following purpose: to review the employee compensation policies and practices of the Board, including the establishment of compensation for the Library Director, and to recommend compensation policy revisions for adoption by the Board. In addition, it shall hear employee grievances and appeals as set forth in Board policies. Its purpose shall include those duties assigned or referred to it by the Board from time to time. The Vice President of the Board shall serve on the committee and act as its chair.
- C. The Information Technology Committee shall be a standing committee. Its purpose shall be to initiate, review and report to the Board on new and enhanced services delivered through the use of both established and developing information technologies. It shall also consider questions of policy, funding and strategic direction for review by the Board. Its purpose shall include duties assigned or referred to it by the Board from time to time. The President shall appoint the chair.

Section 2. Ad hoc committees for the investigation and study of selected issues may be appointed by the President to serve until the final report of the work for which they were appointed has been completed.

## **ARTICLE VI – DUTIES OF THE BOARD OF TRUSTEES**

Section 1. Legal responsibility for the operation of Mead Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power to determine rules and regulations governing library operations and services

Section 2. The Library Board shall select, appoint and supervise a properly certified and competent Library Director, who shall appoint such other assistants and employees as the Board deems necessary, and prescribe their duties and compensation.

Section 3. The Library Board shall audit and approve all expenditures of the Library.

Section 4. The Library Board shall have exclusive charge, control and custody of all lands, buildings, money or other property given or granted to, or otherwise acquired or leased by, the City of Sheboygan for library purposes.

Section 5. The Board shall approve the budget and ensure that adequate funds are provided to finance the approved budget.

Section 6. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all library expenditures.

Section 7. The Board shall cooperate with other public officials and maintain vital public relations.

## **ARTICLE VII – LIBRARY DIRECTOR**

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The Director shall attend all Board meetings, but may be excused from closed sessions, The Director shall serve as Secretary, and shall have no vote. The Library Director shall be held responsible for the employment and direction of the staff.

## **ARTICLE VIII - AMENDMENTS**

These Bylaws may be amended at any regular or special meeting of the Board provided the proposed amendment was stated in the call for the meeting. Adoption of an amendment to these Bylaws requires a majority vote.

## **ARTICLE IX - REVIEW**

These Bylaws shall be reviewed *in toto* at intervals not greater than once every five years.

Last Official Amendment: October 23, 2008

This Amendment Written: December, 2014

Amended and Approved by the Board:

# 2015 Foundation Wish list

	Category/Fund	Description	Cost
<i>Public Services – 1<sup>st</sup> Floor Redesign</i>			
1.	Public Services	New furnishings, to be purchased or custom built, including: <ul style="list-style-type: none"> <li>- Circulation/Service desk</li> <li>- Storage / display for CD music collection (adult &amp; children’s music)</li> <li>- Book displays</li> <li>- End cap OPAC stands</li> <li>- Seating – café and lounge style with integrated power</li> </ul>	\$25,000
3.	Support Services	Self-check wide screen monitor upgrade & installation	\$5,000
Project total:			<b>\$30,000</b>
	Category/Fund	Description	Cost
1.	Public Services - Youth	Book displays	\$2,000
2.		Recover and replace worn furniture	\$6,000
3.		Support for Children’s Book Festival (Funding already approved 1/21/15)	\$5,000
Project total:			<b>\$13,000</b>
	Category/Fund	Description	Cost
1.	Public Services – Teen Center	Matching funds for Digital Media Lab grant from Packers Foundation; will be used to purchase needed peripherals and software	\$2,000
2.		Replacement / repair of Maas Teen Center furnishings Replacements for two upholstered love seats and 6 upholstered chairs: \$4,500 Replacement covers for 4 Puff scroll lounge chairs: \$750	\$5,250
Project total:			<b>\$7,250</b>
	Category/Fund	Description	Cost
1.	Public Services – Adult Programming	Makerspace: additional funding to boost \$2500 grant received from Kohler Foundation; \$500 will be put toward programming costs and \$3000 will go toward additional hardware and supplies, including 3D printer	\$3,500
2.		Sheboygan Connects Programming (Funding already approved 3/20/13)	\$2,000
Project total:			<b>\$5,500</b>
	Category/Fund	Description	Cost
1.	Public Services - other	Website redesign; mobile responsive, usability assessment, contemporary design	\$20,000
Project total:			<b>\$20,000</b>
	Unspent 2014 Funds	\$22,843	
	Maas income Fund	\$17,263	
	Endowment Income Fund	\$35,948	
	<b>Total funds available</b>	<b>\$76,054</b>	<b>Total funds requested \$75,750</b>