ATTACHMENTS

Minutes
Mead Public Library
Board of Trustees
July 29, 2021

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, July 29, 2021 in the Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Barbara Alvarez, Alderperson Amanda Salazar, Finance Officer Sherry Speth, and Andre Walton. Trustees attending remotely: Chris Campe Staff members present: Director Garrett Erickson, Administrative Services Manager Debbie DeAmico, Support Services Manager Cheryl Nessman, and Public Services Manager Melissa Prentice. Board members absent: Meg Albrinck, Rev. William Bulson, Marcos Guevara and Board Vice President Kathie Norman. Staff absent: Administrative Assistant Sydny Mehn

1. **OPENING OF MEETING**

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT Quinn called the meeting to order and determined a quorum

1.2 PLEDGE OF ALLEGIANCE

1.3 PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING)

1.4 APPROVAL OF MINUTES Walton **moved** to approve the minutes from the June 24, 2021 meeting. Speth **seconded**. Motion **passed**.

1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS Quinn reported on a letter from Mary Lynne Donohue, and let the group know that a letter will be shared next month from Nancy Mannchen. Quinn further reported that Alderperson Amanda Salazar will be joining us as the common counsel representative.

2. **COMMITTEE REPORTS**

2.1 REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) Speth reported on the current financials, noting them to be in good order. She further noted the update to the payment schedule that would remove late fees from bills such as the Amazon bill. Speth **moved** to approve the report, including payroll and special revenues (grants, gifts, and donations). Walton **seconded**. The motion passed.

2.2 RECEIVE 2021 BUDGET STATUS REPORT TO DATE The report was received and noted to be in good order. DeAmico noted that the levy has now posted, which makes our budget appear much better.

2.3 AD HOC ARTS AND FACILITIES COMMITTEE - CHRIS CAMPE, CHAIR. REPORT OF 7/29/21 MEETING Campe gave an overview of the meeting from earlier in the day. She discussed that a rough draft had been presented for the art committee on a policy for art collections. She noted that some of the language needed to be altered in some parts and then go into the correspondence from the community more in depth. The group will be meeting again in August to discuss further.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 DEPARTMENT OF PUBLIC INSTRUCTION INCLUSIVE SERVICES STATEMENT. "PROMOTION AND FACILITATION OF LIBRARY SERVICE TO USERS WITH SPECIAL NEEDS" Quinn discussed the inclusive services statement and the need for board members to be more aware of. It was the intention for this item to be an introduction of the statement. There will be a full, more robust discussion at the next full board meeting in September.

3.2 APPROVE FUNDING FOR AN ADDITIONAL SMALL MEETING ROOM ON THE SECOND FLOOR Erickson discussed the opportunity for a possibility of creating a second meeting space on second floor. A quote came back for $5,700. Speth **moved** to approved the expense, Walton **seconded**. The motion passed.

3.3 CONFIRM/PROPOSE TRUSTEE TO SERVE ON/FOR APPOINTMENT TO THE MONARCH BOARD – PRESIDENT Quinn had appointed Alvarez previously for this role, which then needed to go to the county board for approval. She noted however that due to a difference in timeline, she would also be submitting her own name, in the event that Alvarez was not approved.

4. DIRECTOR'S REPORT

4.1 BUDGET PROCESS UPDATE Erickson informed the group that the budget parameters were a 2% increase for personnel, as well as a flat budget for non-personnel. Erickson noted that even though there is not a scheduled full board meeting in August, there will need to be a special meeting after the Finance meeting in order for the full board to approve the budget prior to it being submitted to the city.

4.2 UPDATE ON SERVICES AND PROGRAMMING Prentice updated the group on the programming that the library had offered. She noted that there was a number of programs that have been reduced, and a number of others are looking to shift to virtual, capped registrations, as well as required masks for attendees. She further noted that the library's podcasting service was adding an additional program, with suggestions from the community and staff. The hope is that by fall there will be a full line-up of weekend shows and programs. There also is a plant cutting exchange in the Jerry Black Café that has done very well.

4.3 UPDATE FROM SUPPORT SERVICES Nessman reported that the emergency committee is currently undergoing a review of the department's emergency disaster response plan. She also indicated that the adult collection committee has decided to revert back to shelving by author last name, first name, title. Work will begin on that this fall. Spine labels will change slightly to include series numbers. The library of things is being rebranded, this will include items such as the experience passes, the ukuleles, and items for checkout. The process will be changing as well so that items are more visual.

4.4 UPDATE ON BUILDING PROJECTS Erickson noted some of the things being worked on, including LED lighting updates. Work on an extra conference room on 2nd floor will begin this fall. Otherwise, there is not much for new building projects currently being worked on.

4.5 MONTHLY STATISTICS Monthly statistics were reviewed and found to be in good order. Erickson noted the physical check-out items have gone up 14% since last year which is encouraging.

5. LIAISON REPORTS

5.1 MONARCH LIBRARY SYSTEM - BARBARA ALVAREZ Quinn noted that they were still in limbo in terms of meetings, and so this report is tabled until the next meeting.

5.2 MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Quinn reported the discussion on the differentiation between the Foundation and the Renaissance Society as well as the decision to forego the Renaissance Society name – the term Renaissance Society is confusing to many people. A forthcoming discussion will be to determine how to proceed.

5.3 FRIENDS OF MEAD - SYDNY MEHN In Mehn's absence, Erickson reported that the Friends are anticipating their 50th anniversary next year and are planning some sort of celebration. Additionally, they are planning their fall book sale for November. Finally, they are reviewing their Art-O-Mat and whether to make costly repairs or remove/replace.

6. UPCOMING MEETINGS

6.1 LIBRARY BOARD OF TRUSTEES (9/23/21 @ 5PM)

7. ADJOURN

7.1 MOTION TO ADJOURN Walton **moved** to adjourn the meeting, Speth **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 5:56 p.m.

Generated by Sydny Mehn on Thursday, June 24, 2021

Mead Public Library - 2022 Operating Preliminary Budget

ORG	OBJ	DESCRIPTION	CY ADJ BUD 2021 Approved Budget	Option #1 2022 Frozen Budget	2022 Budget - Option #2 ($12.00 Page & Cleaners Wages Increase)	2022 Budget - Option #3 (Restored Teen Librarian & $12.00 Page & Cleaners Wage Increase)	2022 Budget - Option #4 (Restored Teen Librarian & $15.00 Page & Cleaners Wage Increase)	Comment:
25551100	411100	PROPERTY TAX LEVY	2,499,313.00	2,564,061.41	2,600,582.73	2,685,139.07	2,738,321.32	(#1) (Option #1) Additional ask in Levy Funds to cover the 2% wage increase, Fica and Medicare cost increases. (Option 2, Option 3 includes the Page & Cleaners wages up to $12.00 per hour, and restoring the Teen Librarian position). (Option #4 Increasing the page wage to $15.00 per hour. Current Page/Cleaner's wage scale {$9.02 - $12.20}
25551100	431251	COVID - 19 GRANT	0.00					
25551100	431709	MONARCH - SHEBOYGAN COUNTY	669,835.00	776,391.03	776,391.03	776,391.03	776,391.03	
25551100	431710	MONARCH - OZAUKEE COUNTY	12,531.00	10,174.32	10,174.32	10,174.32	10,174.32	
25551100	431711	MONARCH - RESOURCE	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	
25551100	431712	MONARCH - ADJACENT COUNTIES	42,173.00	40,092.88	40,092.88	40,092.88	40,092.88	
25551100	447606	PHOTOCOPIES	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
25551100	447636	LATE BOOK CHARGES	10,000.00	0.00	0.00	0.00	0.00	$4,644.82 lost revenue by not charging adult patrons Late Book Charges
25551100	447641	LOST BOOK PENALTIES	5,000.00	4,500.00	4,500.00	4,500.00	4,500.00	
25551100	447699	MISCELLANEOUS REVENUE	0.00	1,000.00	1,000.00	1,000.00	1,000.00	
25551100	449901	VENDING MACHINE COMMISSION	500.00	0.00	0.00	0.00	0.00	
25551100	467101	CONTRIBUTIONS	175,339.20	112,000.00	112,000.00	112,000.00	112,000.00	
25551100	469997	MISC REVEUE FROM PARTNERS		1,000.00	1,000.00	1,000.00	1,000.00	New Account in 2020 - Reimbursement from others for item purchased for them (Example: Friends of MPL/MPL Foundation office supplies) These use to be a contra account Interim Finance Director changed them to this account.
		TOTAL REVENUE	3,519,691.20	3,614,219.64	3,650,740.96	3,735,297.30	3,788,479.55	
		UNBALANCED BUDGET TOTAL USING RESERVES		16,593.39	53,114.71	137,671.05	190,853.30	
25551100	510110	FULL TIME SALARIES - REGULAR	507,366.00	511,833.50	517,231.10	517,231.10	526,965.50	(#2) Estimated the 2% wage increase that City H/R has not pulled into budget as of date.
25551100	510310	FICA	30,629.00	31,733.68	32,068.33	32,068.33	32,671.86	(#2) Estimated the 2% wage increase that City H/R has not pulled into budget as of date.
25551100	510311	MEDICARE	7,162.00	7,421.59	7,499.85	7,499.85	7,641.00	(#2) Estimated the 2% wage increase that City H/R has not pulled into budget as of date.
25551100	510320	WI RETIREMENT FUND	33,334.00	32,579.66	32,792.60	32,792.60	33,218.48	(#3) WRS lowered the rate from 6.75% in 2021 to 6.50% for 2022
25551100	510340	HEALTH INSURANCE	124,050.00	126,450.00	126,450.00	126,450.00	126,450.00	(#4) Estimated as H/R hasn't released the Health & Dental Insurance cost for 2022

Mead Public Library - 2022 Operating Preliminary Budget

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25551100	510350	DENTAL INSURANCE	10,121.00	10,121.00	10,121.00	10,121.00	10,121.00	(#4) Estimated as H/R hasn't released the Health & Dental Insurance cost for 2022
25551100	510351	UNFUNDED PENSION LIABILITY	29,650.00	29,650.00	29,650.00	29,650.00	29,650.00	Unfunded liabilities are debts that do no have the necessary funding. Pension plans are the most unfunded liability in the U.S.. Concerns for pension plans are generated from there being more people getting money from the plans than workers are paying into them.
25551100	510360	LIFE INSURANCE	649.00	954.96	954.96	954.96	954.96	
25551100	510400	WORKERS COMPENSATION	140.00	238.00	238.00	238.00	238.00	
25551100	510410	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	
25551100	521100	BANKING FEES	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	
25551100	521110	FINANCIAL SERVICES FEES	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	
25551100	521400	ADVERTISING & MARKETING	9,400.00	9,400.00	9,400.00	9,400.00	9,400.00	OrangeBoy program for statistics & other advertising and promotions.
25551100	521900	CONTRACTED SERVICES	23,400.00	23,400.00	23,400.00	23,400.00	23,400.00	MBM - Wells Fargo - Copier/Printer leases
25551100	526125	TRAINING & CONFERENCES	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	
25551100	527100	CAR ALLOWANCE	11,000.00	12,000.00	12,000.00	12,000.00	12,000.00	City is allowing $450.00 per employee, however MPL is showing accurate with the different level of parking permits and bus ticket rates.
25551100	527110	TRAVEL	0.00	0.00	0.00	0.00	0.00	Didn't have any travel in 2021
25551100	530100	OFFICE SUPPLIES	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	
25551100	530130	POSTAGE & DELIVERY	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
25551100	538001	DONATION PURCHASES	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
25551100	539997	MISC EXP FOR PARTNERS	0.00	1,000.00	1,000.00	1,000.00	1,000.00	This expense is offset with revenue account #25551100-469997
25551100	539999	MISCELLANEOUS EXP	0.00	0.00	0.00	0.00	0.00	
25551100	590255	SPECIAL ASSESSMENTS	6,800.00	6,800.00	6,800.00	6,800.00	6,800.00	City of Sheboygan - Billings (Parking lot districts)
		TOTAL ADMINISTRATIVE EXPENSES	***818,351.00***	**828,232.39**	**834,255.84**	**834,255.84**	**845,160.80**	
25551110	510110	FULL TIME SALARIES - REGULAR	984,044.00	1,019,953.90	1,019,953.90	1,076,685.48	1,076,685.48	(#1) Estimated the 2% wage increase that City H/R has not pulled into budget as of date. Draft #3 includes additional teen Librarian.
25551110	510130	TEMPORARY SALARIES - REGULAR	0.00		0.00	0.00	0.00	
25551110	510170	SEVERENCE PAY	0.00		0.00	0.00	0.00	
25551110	510310	FICA	60,044.00	63,237.14	63,237.14	66,754.50	66,754.50	(#2) Estimated the 2% wage increase that City H/R has not pulled into budget as of date.

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25551110	510311	MEDICARE	14,044.00	14,789.33	14,789.33	15,611.94	15,611.94	(#2) Estimated the 2% wage increase that City H/R has not pulled into budget as of date.
25551110	510320	WI RETIREMENT FUND	66,098.00	66,192.11	66,192.11	69,879.66	69,879.66	(#3) WRS lowered the rate from 6.75% in 2021 to 6.50% for 2022
25551110	510340	HEALTH INSURANCE	198,529.00	188,512.00	188,512.00	207,279.00	207,279.00	(#4) Estimated as H/R hasn't released the Health & Dental Insurance cost for 2022
25551110	510350	DENTAL INSURANCE	9,875.00	12,451.00	12,451.00	13,429.00	13,429.00	(#4) Estimated as H/R hasn't released the Health & Dental Insurance cost for 2022
25551110	510360	LIFE INSURANCE	867.00	1,497.80	1,497.80	1,523.66	1,523.66	
25551110	510400	WORKERS COMPENSATION	460.00	445.53	445.53	471.91	471.91	
25551110	510410	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	
25551110	521800	PROGRAM SERVICES	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	Public Service department programs
25551110	521900	CONTRACTED SERVICES	40,200.00	40,200.00	40,200.00	40,200.00	40,200.00	Monarch Library System - Aurora EAP - Drug Testing
25551110	526125	TRAINING & CONFERENCES	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	Professional development
25551110	530205	DISPLAYS	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
25551110	538001	DONATION PURCHASES	78,000.00	60,000.00	60,000.00	60,000.00	60,000.00	Foundation Wish List - Friends of MPL-Acuity- thers
25551110	538002	MATERIALS - ALL CATEGORIES	365,000.00	377,000.00	377,000.00	377,000.00	377,000.00	Transferred $12,000.00 from Program Supplies to Materials - All Categories
25551110	538100	OTHER CONTENT	69,000.00	82,000.00	82,000.00	82,000.00	82,000.00	Bridgeall/Wisc Library Svs/Midwest Tape (Hoopla) Ingram contracts increased each year.
25551110	542100	REFUNDS	0.00	500.00	500.00	500.00	500.00	Refunds issued to patrons. Lost book revenue offsets this expense account
25551110	649200	EQUIPMENT REPLACEMENT	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	Public computer & accessories replacement
		TOTAL PUBLIC SERVICES EXPENSE	***1,909,161.00***	***1,949,778.81***	***1,949,778.81***	***2,034,335.15***	***2,034,335.15***	
25551120	621200	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
		TOTAL BUILDING IMPROVEMENTS EXPENSE	***0.00***	***0.00***	***0.00***	***0.00***	***0.00***	
25551150	510110	FULL TIME SALARIES - REGULAR	363,334.00	361,356.22	389,377.25	389,377.25	427,884.29	(#1) Estimated the 2% wage increase that City H/R has not pulled into budget as of date. Draft #3 includes additional teen Librarian. Includes Page & Cleaners wages $12.00.
25551150	510310	FICA	21,492.00	22,404.09	24,141.39	24,141.39	26,528.83	(#2) Estimated the 2% wage increase that City H/R has not pulled into budget as of date.
25551150	510311	MEDICARE	5,147.00	5,239.67	5,645.97	5645.97	6,204.32	(#2) Estimated the 2% wage increase that City H/R has not pulled into budget as of date.

Mead Public Library - 2022 Operating Preliminary Budget

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25551150	510320	WI RETIREMENT FUND	20,973.00	18,359.85	18,690.13	18,690.13	19,517.55	(#3) WRS lowered the rate from 6.75% in 2021 to 6.50% for 2022
25551150	510340	HEALTH INSURANCE	71,922.00	81,819.00	81,819.00	81,819.00	81,819.00	(#4) Estimated as H/R hasn't released the Health & Dental Insurance cost for 2022
25551150	510350	DENTAL INSURANCE	4,467.00	4,667.00	4,667.00	4,667.00	4,667.00	(#4) Estimated as H/R hasn't released the Health & Dental Insurance cost for 2022
25551150	510360	LIFE INSURANCE	309.00	1,028.80	1,028.80	1,028.80	1,028.80	
25551150	510400	WORKERS COMPENSATION	247.00	172.19	175.15	175.15	172.19	
25551150	510410	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	
25551150	521900	CONTRACTED SERVICES	58,000.00	60,000.00	60,000.00	60,000.00	60,000.00	Contracts increased in 2022
25551150	523122	SOFTWARE MAINTENANCE	31,500.00	23,223.00	23,223.00	23,223.00	23,223.00	Moved $8,277.00 to Account #25551150-523125
25551150	523125	IT SERVICES		8773.62	8773.62	8773.62	8773.62	New Account - City IT Services - Previously in MPL Account 25551150-523122
25551150	524110	BUILDING MAINTENANCE	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	
25551150	524124	HEATING & VENTILATION MAINTENA	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
25551150	524126	ELEVATOR MAINTENANCE & REPAIR	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
25551150	525100	ELECTRIC	94,600.00	94,600.00	94,600.00	94,600.00	94,600.00	
25551150	525105	WATER	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	
25551150	525110	SEWER	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	
25551150	525120	TELEPHONE	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	
25551150	525140	GAS - UTILITY	33,567.00	33,567.00	33,567.00	33,567.00	33,567.00	
25551150	526125	TRAINING & CONFERENCES	500.00	500.00	500.00	500.00	500.00	Professional development
25551150	530200	PROGRAM SUPPLIES	12,000.00	0.00	0.00	0.00	0.00	Transferred to Materials All Categories
25551150	530222	JANITORIAL SUPPLIES	7,798.00	7,798.00	7,798.00	7,798.00	7,798.00	Includes COVID-19 supplies
25551150	530255	TOOLS & SMALL EQUIPMENT	200.00	200.00	200.00	200.00	200.00	
25551150	538001	DONATION PURCHASES	95,339.20	50,000.00	50,000.00	50,000.00	50,000.00	
25551150	540200	INSURANCE	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
25551150	642200	IT EQUIPMENT	19,500.00	19,500.00	19,500.00	19,500.00	19,500.00	
		TOTAL SUPPORT SERVICES EXPENSES	***883,895.20***	***836,208.44***	***866,706.31***	***866,706.31***	***908,983.60***	
		TOTAL EXPENSES	**3,611,407.20**	**3,614,219.64**	**3,650,740.96**	**3,735,297.30**	**3,788,479.55**	
		TOTAL REVENUE	3,519,691.20	3,614,219.64	3,650,740.96	3,735,297.30	3,788,479.55	
		UNBALANCED BUDGET TOTAL	91,716.00	0.00	0.00	0.00	0.00	

BUDGET ANALYSIS:

#1 Additional ask in "Levy Funds" to cover the $48,155.02 to cover the 2% wage increase, Fica, and Medicare cost increases. (Option #1)

Mead Public Library - 2022 Operating Preliminary Budget

ORG	OBJ	DESCRIPTION	CY ADJ BUD 2021 Approved Budget	Option #1 2022 Frozen Budget	2022 Budget - Option #2 ($12.00 Page & Cleaners Wages Increase)	2022 Budget - Option #3 (Restored Teen Librarian & $12.00 Page & Cleaners Wage Increase)	2022 Budget - Option #4 (Restored Teen Librarian & $15.00 Page & Cleaners Wage Increase)	Comment:
	#2	Payroll wages have not been pulled in by the City of Sheboygan (COS) Human Resource department, and therefore I have manually calculated the 2% wage increase and, the additional 2% increase on FICA and Medicare.						
	#3	WRS (Wisconsin Retirement Plan) - The 2022 Rate went down 6.75% in 2021 to 6.50% for fiscal year 2022.						
	#4	Health Insurance, Dental Insurance, Life Insurance, Worker's Compensation I am showing the 2021 premiums as the 2022 premiums have not been announced to the Dept. Heads, or the individuals creating the department budgets. These rates will also be pulled in by COS Human Resource personnel.						
UNBALANCED BUGET TOTAL :								
$16,593.39		This unbalanced budget amount reflects an actual increase in cost in the "Other Content" account #25551110-538301 $13,000.00 (rounded) additional cost in Life Insurance, reduction in cost of WRS.						
$53,114.71		This unbalanced budget amount reflects an actual increase in cost in the "Other Content" account #25551110-538301 $13,000.00 (rounded) additional cost in Wages, Life Insurance, reduction in cost of WRS. Also includes the cost of increasing the Page and Cleaners wages to $12.00 per hour.						
$137,671.05		This unbalanced budget amount reflects an actual increase in cost in the "Other Content" account #25551110-538301 $13,000.00 (rounded) additional cost in Wages, Life Insurance, reduction in cost of WRS. Also includes the cost of increasing the Page and Cleaners wages to $12.00 per hour, and rerstoring the Teen Librarian position that was removed from the 2021 budget, and restoring the Teen Librarian's position.						
190,853.30		This unbalanced budget amount reflects an actual increase in cost in the "Other Content" account #25551110-538301 $13,000.00 (rounded) additional cost in Wages, Life Insurance, reduction in cost of WRS. Also includes the cost of increasing the Page and Cleaners wages to $15.00 per hour, and restoring the Teen Librarian position that was removed from the 2021 budget.						

2022 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*** Administrative Services Manager
  - ***1.00*** Communications Specialist
  - ***1.00*** Administrative Assistant
  - ***1.00*** Information Technology Specialist
  - ***1.00*** Maintenance Supervisor
    - ***1.00*** Maintenance Technician
    - ***1.00*** Cleaners
  - ***1.00*** Public Services Manager
    - ***10.00*** Librarian
    - ***9.25*** Library Assistant
    - ***1.00*** Public Safety Specialist
  - ***1.00*** Support Services Manager
    - ***3.00*** Cataloger
    - ***10.50*** Pages

FTE BY TEAM

8.00	Administration
21.25	Public Services
14.50	Support Services
43.75	**Total**

FTE BY YEAR

43.75	2022
40.25	2021
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

7.00	Full-time Administration
2.00	Part-time Administration
20.00	Full-time Public Services
2.00	Part-time Public Services
4.00	Full-time Support Services
11.00	Part-time Support Services
46.00	**2022 Total**

Revised Date: 8/12/2021
Board Approved Date:

2021 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*** Administrative Services Manager
  - ***1.00*** Communications Specialist
  - ***1.00*** Administrative Assistant
  - ***1.00*** Information Technology Specialist
  - ***1.00*** Maintenance Supervisor
    - ***1.00*** Maintenance Technician
    - ***1.00*** Cleaners
  - ***1.00*** Public Services Manager
    - ***9.00*** Librarian
    - ***9.25*** Library Assistant
    - ***1.00*** Public Safety Specialist
  - ***1.00*** Support Services Manager
    - ***3.00*** Cataloger
    - ***8.00*** Pages

FTE BY TEAM

8.00	Administration
20.25	Public Services
12.00	Support Services
40.25	**Total**

FTE BY YEAR

40.25	2021
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

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
4.00	Part-time Public Services
4.00	Full-time Support Services
13.00	Part-time Support Services
48.00	**2020 Total**

Revised Date: 10/22/2020
Board Approved Date: 11/19/2020