

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
October 15, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 15, 2020 in the City Hall Common Council Chambers. The following Board of Trustee members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Trustees attending remotely: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Sherry Speth, and Nancy Mannchen. Staff members present: Library Director Garrett Erickson. Staff attending remotely: Business Manager Debbie DeAmico. Board members absent: Kyle Whelton.

1. OPENING OF MEETING

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM – MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 11:34 a.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Alderperson Donohue **moved** to approve the minutes from the September 24, 2020 meeting, Albrinck **seconded** the motion. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 2.1 2021 OPERATING BUDGET. Quinn presented the revised 2021 fiscal year budget Option #, and gave the background information of considerations and circumstances that lead to the creation of the revised 2021 fiscal year budget. Quinn explained to the Board of Trustees that between herself, Library Director Garrett Erickson, and Business Manager Debbie DeAmico came to a decision that the budget presented at today's meeting is the best option, and best interest in the operation of the Library for the 2021 fiscal year. Quinn express that the Library would be operating under a small deficit budget for the 2021 fiscal year. Norman and Campe questioned where the funds would come from to pay for the deficit. Erickson explained the funds would come from the Library reserve account if in fact the Library has a deficit at the end of 2021. Quinn **moved** to approve the 3rd Budget Proposal from the city in the amount of \$2,499,313.00 which includes \$75,999.00 increase over the 2020 fiscal year budget, which will leave the library with a small deficit cost due to the additional healthcare cost, Campe **seconded** the motion. The motion **passed**.

2.2 COVID-19 SERVICE RESPONSES. Erickson gave an update on the library's COVID-19 procedures and upgrades. Erickson mentioned there is still difficulty with patrons wearing masks that staff have to deal with. Erickson also announced that under the Federal "Roads to Recovery" grant the library has gotten a Halosil Halofogger which sprays a mist to disinfect a large area of the library at a time with a cost of around \$28,000 also a purchase of sneeze guards which will be part of the staff office furniture upgrade project of \$13, 846. Both items will help to protect the staff and public against viruses and other medical conditions.

3. UPCOMING MEETINGS:

3.1 LIBRARY BOARD OF TRUSTEES - (10/22/2020 @ 3 PM)

4. ADJOURN:

4.1 MOTION TO ADJOURN QUINN moved to adjourn the meeting. Campe seconded. The motion passed. Being no further business, the meeting adjourned at 12:17 a.m.

Generated by Debbie DeAmico on Thursday, October 15, 2020



Job Description

Job Title: Support Services Manager
Date Issue: 7/1/2020
Classification: Exempt

Department: Mead Public Library
Reports To: Library Director
Wage: Pay Grade: S

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. Manages and schedules staffing of Support Services Employees
11. Researches and sets individual employee work routines and standards

12. Monitors support services 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. Gathers data and monitors progress and trends related to the organization's strategic initiatives

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 and lead 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 create excellent relationships with the citizens who use the library
10. Ability to lead organizational efforts toward efficient and effective processes
11. Ability to provide first-line supervision
12. 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.
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. Lifting and carrying: 50 pounds or less
5. Pushing and pulling: objects on wheels weighing 60-100 pounds
6. Handling: processing, picking up and shelving library materials
7. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
8. Mobility: travel to meetings outside the library

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.

Revised: July 1, 2020
Revised: October 20, 2020



Job Description

Job Title: Library Business Manager – New Title
Administrative Services Manager

Department: Mead Public Library

Date Issue: 05/23/2019

Reports To: Library Director

Classification: Exempt

Wage: Pay Grade: S

Position Summary

The primary purpose of the position is to work with the library director in budgetary and financial matters. The position also assists in developing strategy, updating policy, improving internal processes and efficiency, and performing general 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. Closely works with the director in the preparation and monitoring of the budget; prepares budgetary and analytical studies and reports; prepares monthly and fiscal year-end financial statements; verifies fund balances; assists works with city finance department in preparing Mead Public Library (MPL) for the library portion of the outside audit, and coordinating and completes the MPL annual and special audits state library reports. Closely works in the identification of Capital Projects and the preparation of Capital Improvement process requests, and documents, executes project from start of project to completion of project and payment schedules of project contractor's payments for both city funded Capital Improvement projects and donor funded projects
3. Processes all library accounting including accounts payable, bank deposits, and 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. Administrative Services Manager is the first contact with Donors from the initial ask to the final gift given. Monitors and tracks all expenditures to maintain spending within the gift amount, and compliance on restricted gifts.
6. Assist library staff in using the city payroll system, library and city staff handbooks and library and city policies
7. Works with the Library Administration and City Finance Department in preparing for financial audits
8. Works with the 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 Library and City of Sheboygan committees or teams to solve problems and facilitate communication across the organization as assign by the Library Director
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, workshops and trainings
15. Participates in outside organizations, i.e. Wisconsin Municipal Treasures Association, CVMIC
16. Attends the City Council, Committee of the Whole, and City Finance meetings
17. Performs other related work and special projects as assigned by the Director
18. Handles emergency situations in the absence of the Director and works with appropriate parties to resolve situations
19. Is the Treasurer liaison for the Mead Public Library Foundation, Inc, and Friends of Mead Public Library

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

Associates degree in accounting required, Bachelor's degree in accounting or finance preferred
5 years of pertinent experience

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

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.

Revision Date: October 20, 2020

Job Description

Job Title: Cataloger
Date Issue: April 2018
FLSA Classification: Non-Exempt

Department: Library
Reports To: Support Services Manager
Wage: Salary Grade: F

Position Summary

The purpose of this position is to work as part of a team to update and maintain the library's bibliographic and item records in the System-shared database. This position may also provide direct Interlibrary Loan customer service. Work is performed under the direction of the Support Services Manager.

Essential Duties & Responsibilities

- Performs general day to day duties associated with various services which include but are not limited to:
 - Maintenance
 - Copy cataloging of all formats of library materials to facilitate their identification, access and use
 - Collection ordering, receiving, processing and mending
 - Contacts vendors
 - Prepares invoices for payment
 - Interlibrary loan and collection distribution systems
 - Processes and distributes mail and other deliveries
 - Generates, compiles and distributes a variety of reports and statistics
 - Performs or directs routine inventory duties
- Adheres to current cataloging standards and works within Monarch Library System guidelines
- Conducts service interviews to link customer needs with services and resources
- Provides input to managers in the improvement of library policies, plans and goals
- May make library purchases and/or assist in the weeding process
- May offer technology training to others
- Attends library related conferences and workshops-at or away from work location
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
- Performs other related work as assigned by the Director or Manager
- Performs duties independently with minimum supervision

Qualification Requirements:

Knowledge of library services and procedures with the ability to employ appropriate techniques to meet service needs, and resilience to changes in the library profession. Must have the ability to develop and maintain constructive relationships with staff and public, as well as the ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction. Computer literacy including e-mail, basic software and hardware proficiency, and navigating the internet. Three to five years minimum experience using current Integrate Library System (ILS) software.

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.

Position created as of May 1, 2018
 Revised 10/20/2020

Job Description



Job Title: Information Technology Specialist
Date Issue: August, 2015
FLSA Classification: Exempt

Department: Library - Administration
Reports To: Library Director
Wage: Pay Grade: K

Position Summary

The primary purpose(s) of this position is are to act as the administrator of each library technology platform; and serve as the Library's technical advisor and liaison-and to develop and enhance the Library's Internet presence.

Essential Duties & Responsibilities

1. Provides for planning, development, introduction, implementation and evaluation of information technology that supports library operations and service delivery
2. Serves as the local administrator of the Library's catalog software and liaison to regional library system staff and to other libraries
3. Develops and maintains the library's Internet presence
4. Partners with other staff in crafting content for the Library's Internet presence
5. Installs, configures, maintains, and troubleshoots library networking equipment, I.T. hardware and software, telephone systems and digital resources
6. Keeps abreast of technology changes and keeps Library management team apprised of how new technology will impact the delivery of Library services to the public
7. Develops and documents Library's technology security and oversees its maintenance and future development
8. Maintains effective, ongoing relationships with information technology vendors
9. Provides staff training in the use of information technology, equipment, and software
10. Maintains thorough documentation of technology systems
11. Participates with the Library Management Team in the development of Library policies, plans and goals
12. Develops and manages budget for areas of responsibility
13. Attends conferences, workshops and webinars to keep abreast of technology changes, and impact of Library operations
14. Performs duties independently with minimum supervision
15. Offers ideas for improving operational effectiveness or efficiency to management team
16. Performs other related work as assigned by the Director or Manager
17. Works with the Communications Specialist

Qualification Requirements

1. Superb written, editorial and oral communication skills required; the ability to write and speak clearly and concisely for various media.
2. Experience writing and editing web and social media content; particularly for event promotional material.

3. Advanced skill level with Microsoft Office products (Word, Excel, PowerPoint and Outlook) and Adobe Creative Suite (Photoshop, InDesign and Illustrator) as well as experience using Drupal.
4. Excellent knowledge of graphic design principles and practices.
5. Experience using digital photography, video and social media as news channels.
6. Must demonstrate creativity and familiarity with a variety of marketing concepts, practices and procedures.

Education / Experience / Certifications / License Requirements

- Minimum education: Bachelor of Science in Computer Science Information Technology, Web Development or related field and/or appropriate certificates
- Minimum experience: Five years of job-related experience. Non-profit or government experience is a plus.

Pre-employment Requirement

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

Knowledge, Skills & Abilities Required

1. Knowledge of, or capacity to learn, modern library philosophies, services and procedures
2. Thorough knowledge of the role of information technology, computers, and related software/equipment in the provision of public library service
3. Knowledge of data processing and communications concepts and services
4. Knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software
5. Ability to develop & support Library website using systems and languages such as Drupal, HTML, JavaScript & CSS
6. Knowledge of responsive & mobile web designs
7. Ability to employ appropriate techniques to solve technology related problems and meet service needs, including systems analysis and programming when appropriate
8. Demonstrated ability to understand and adapt to rapid changes in information technology and anticipate change impact on library profession and local operations
9. Demonstrated ability to interact verbally and in writing at a professional level
10. Demonstrated ability to plan, coordinate and expedite work projects
11. Demonstrated capability to teach staff in both group and individual settings in the use of various technologies
12. Substantial knowledge and demonstrated ease of use of standard office software applications and hardware
13. Communication Skills: effectively communicate ideas and information both in written and oral form
14. Reading Ability: effectively read and understand written information
15. Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
16. Mathematical Ability: calculate basic arithmetic problems

Work Environment/Essential Functions

The work environment of this position are representative of an office employee. The primary essential functions are:

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations exist
- Standard general office machines
- Equipment associated with installation and testing of computers and networks
- Personal computers and peripherals
- Library automation equipment

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.

Revision Date: October 20, 2020



Job Description

Job Title:	Librarian	Department:	Mead Public Library
Date Issue:	January 25, 2016	Reports To:	Public Services Manager
FLSA Classification:	Exempt (Full-Time) Non-Exempt (Part-Time)	Wage:	Salary Grade: J

Position Summary

The purpose of this position is to lead and mentor other library employees in order to achieve the organization's goals and objectives for the entire Mead Public Library public services effort. These positions will act as specialists using their expertise to: lead teams, mentor staff, oversee projects, teach technology classes, monitor the procurement and weeding of the library collections, coordinate programs and events and locate specialized information and resources. These individuals should be seen as experts, leaders and role models in providing top notch library service to the community. Work is performed under the direction of the Public Services Manager.

Essential Duties & Responsibilities

1. Mentors other staff on library's mission, vision, policy, procedure, event planning, collection development and proper customer service techniques
2. Works closely with the management team to improve the overall efficiency, effectiveness and value of all library services and resources
3. Leads ad hoc teams or projects
4. Researches trends and innovation in library services
5. Monitors local library statistics and makes recommendations to management for improvements
6. Provides customer service and assistance in the use of library services, including reader's advisory and reference services
7. Plans, coordinates and presents programs and events
8. Serves as library representative on various community committees
9. Assists manager in the development of library policies, plans and goals
10. Coordinates, develops and presents library training to staff and public
11. Reports safety and security matters to management, security specialist or maintenance staff
12. Oversee library collections procurement and weeding process
13. Maintains high level of professional knowledge through routine and consistent professional development in the form of conferences, workshops, classes, and publications.
14. Provides emergency duties and resources as needed in times of a City emergency in conjunction

- with the Director and in accordance with City's emergency plan
15. Performs other related work as assigned by the Director or Manager

Qualification Requirements

Demonstrate outstanding interpersonal skills and ability to interact with the diverse local community. Possess in-depth knowledge of library systems and concepts as well as excellent communication and organizational skills. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

1. Desire to meet and serve the library's user community
2. Ability to think analytically and to develop new or revised systems, procedures, and work flow
3. Ability to exercise initiative and independent judgment
4. Knowledge of computers, the internet, and commercially available library software
5. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
6. Ability to make administrative decisions, interpret policies, and mentor staff
7. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
8. Knowledge of the philosophy and techniques of library service
9. Ability to organize job duties and work independently
10. Demonstrated knowledge of library materials and resources
11. Creativity to develop and implement library programs and services
12. Ability to communicate both orally and in writing
13. Positive attitude toward library users with special needs
14. Accuracy and skill in typing

Education / Experience / Certifications / License Requirements

1. Master of Library Science from an American Library Association accredited library school or equivalent
2. Two years of experience in a public library or equivalent relevant experience

Pre-employment Requirement

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

Knowledge, Skills & Abilities Required

1. **Mathematics:** Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
2. **Reasoning:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
3. **Technology:** Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars, ability to develop and maintain customized reports in MUNIS PR/HR system.

4. **Language Skills:** Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
5. **Other:** Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to perform work in response to general, outcome-based directives.

Work Environment/Essential Functions

The work environment of this position is representative of an office employee. The primary essential functions are:

1. Regularly required to talk, hear, see and sit.
2. Required to stand and walk, and lift and/or move up to 10 pounds.

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.

Revised: April 30, 2018
Revised: October 20, 2020

Job Description

Job Title: Cleaner
Date Issue: 08/25/2016
Revision Date: 10/17/2020

Department: Mead Public Library
Reports To: Maintenance Supervisor

Classification: Non-Exempt
Wage: Pay Grade: AA

Position Summary

Under general supervision, assists in making the library a welcoming environment for citizens by cleaning, modifying spaces, moving furniture and assisting staff and members of the public as needed.

Essential Duties & Responsibilities

1. Performs duties independently with general supervision.
2. Performs general day to day cleaning duties but are not limited to:
 - Wash, dust, vacuum and clean Library facility and furniture
 - Clean and disinfects restrooms and maintain supplies
 - Dispose of trash and recycle applicable materials
 - Scrubs floors, tile and extract the carpet
 - Shampoos carpets
 - Receive and retrieve Library materials and supplies
3. Provides customer service and assistance in the use of Library services.
4. Provides input to management team in the development of Library policies, plans and goals.
5. Reports Library safety and security matters to management team.
6. Performs other related work as assigned by supervisor.

Qualification Requirements:

1. Must be able to understand and communicate in basic English
2. Must be punctual
3. Must be motivated and hardworking
4. Must be able to follow directions from supervisor and work well as part of a team without drama

Education and/or Experience

High School diploma or GED

Language Skills

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

Mathematical Skills

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

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.

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. The employee is regularly required to stand, walk, bend and handle lightweight tools and equipment for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related repetitive motions with the use of the hands, legs and back. Some exposure to definitely disagreeable features using the Personal Protective Equipment (PPE).

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.

Revised 10/20/2020

Job Description

Job Title: Communications Specialist
Date Issue: August 25, 2016

Department: Library - Administration
Reports To: Library Director
Wage: Salary Grade: I

FLSA Classification: Exempt

Position Summary

This position creates a strong, positive public image of the Mead Public Library in the community and promotes the services that it offers.

Essential Duties & Responsibilities

1. Provide leadership in the planning and follow through of marketing the library.
2. Design and conduct studies and analysis.
3. Oversee the use of market data to inform and shape marketing materials.
4. Create printed flyers and brochures for services and programs.
5. Assess analytics and prepare reports on web traffic.
6. Oversee and expand the library's social media presence.
7. Post and/or monitor social media postings on various platforms on a daily basis.
8. Keep up with trends in social media, digital content and emerging technologies. In addition to keeping up with changes in the fast-moving web world, this position will assist in strategic planning for the library.
9. Oversee digital signage and other internal communications on all static and interactive signs.
10. Monitor web content changes, perform content and graphic changes and help other staff with updates. This includes daily work on the home page headlines, calendar of events, and various additional webpages.
11. Act as a journalist to "get the story" by building a base of knowledge and familiarity with the various services and events offered at the library.
12. Assist in the promotion of the library in the community.
13. Assist the director on projects such as producing reports, newsletters, market research and video projects to promote the library.
14. Work with the public services team and administration to create and track advertising.
15. Create marketing plans for specific events and workshops as needed.
16. Develop guidelines and best practices related to communications related activity and content.
17. Assist with a wide range of editorial projects for various audiences.
18. Assist the director with the development of goals, plans and policy.
19. Works with the Information Technology Specialist
20. Serves as a resource to board members.
21. May attend conferences and workshops.
22. Performs related work as assigned.

Qualification Requirements

1. Superb written, editorial and oral communication skills required; the ability to write and speak clearly and concisely for various media.
2. Experience writing and editing web and social media content; particularly for event promotional material.
3. Advanced skill level with Microsoft Office products (Word, Excel, PowerPoint and Outlook) and Adobe Creative Suite (Photoshop, InDesign and Illustrator) as well as experience using Drupal.
4. Excellent knowledge of graphic design principles and practices.
5. Experience using digital photography, video and social media as news channels.
6. Must demonstrate creativity and familiarity with a variety of marketing concepts, practices and procedures.

Education / Experience / Certifications / License Requirements

1. Minimum education: Bachelor's Degree in Communications, Business, English, Journalism, or a related degree from an accredited college or university.
2. Minimum experience: Three years of job related experience. Non-profit or government experience is a plus.

Pre-employment Requirement

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

Knowledge, Skills & Abilities Required

1. **Language Skills:** Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
2. **Reasoning:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
3. **Technology:** Ability to create documents in MS Office and Adobe Creative Suite, ability to use and maintain Drupal website, e-mail and calendars, ability to develop and oversee marketing budget.
4. **Mathematics:** Ability to calculate figures and amounts, to apply concepts such as fractions, percentages, ratios, proportions and perform analytical procedures.
5. **Other:** Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to interpret variety of contractual language.

Work Environment/Essential Functions

The work environment of this position are representative of an office employee. The primary essential functions are:

1. Regularly required to talk, hear, see and sit.
2. Occasionally required to stand and walk, and lift and/or move up to 10 pounds.

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.

Revised Date: October 20, 2020



Job Description

Job Title: Library Assistant
Date Issue: April 2017
FLSA Classification: Non-Exempt

Department: Mead Public Library
Reports To: Public Service Manager
Wage: Salary Grade C

Position Summary

The primary purpose of this position is to work as part of a team to reach the organization's stated goals and objectives for the entire Mead Public Library public services effort. Library assistants may be asked to perform multiple, distinct roles and share tasks with their team, so individuals in these positions must be comfortable with change and be team players. Work is performed under the direction of the Public Services Manager or the Support Services Manager.

Essential Duties & Responsibilities

1. Performs general day to day duties associated with various services which include but are not limited to:
 - Collection ordering, receiving, processing and mending
 - Circulation of library collections
 - Bibliographic and customer database entry and maintenance
 - Reader's advisory, reference, and limited research services
 - Routine indexing and bibliography compilation
 - Library related programs, events and storytelling
 - Interlibrary loan collection and distribution systems
 - Handles/counts cash and performs cash transactions
 - Processes and distributes mail and other deliveries
 - Prepares invoices for payment
 - Handles bookings for the meeting rooms
2. Conduct service interviews to link customer needs with services and resources
3. Provides input to managers in the improvement of library policies, plans and goals
4. May make library purchases and/or assist in the weeding process
5. May offer technology training to others
6. Attends library conferences and workshops

7. 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
8. Performs other related work as assigned by the Director or Manager

Qualification Requirements:

1. Basic knowledge of library services and procedures
2. Ability to employ appropriate techniques to meet service needs
3. Resilient to changes in the library profession
4. Ability to develop and maintain constructive relationships with staff and public
5. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

Education and/or Experience

1. High School Diploma or GED
2. Three to five years library or related experience

Language Skills

The ability to communicate effectively ideas and information both in written and oral form, effectively read and understand written information. Ability to comprehend and follow instructions from supervisor, verbally and in written form. Must set priorities in order to meet assignment deadlines.

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

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.
Revision Date: October 20, 2020

Job Description

Job Title: Maintenance Supervisor
Date Issue: 03/05/2015

Department: Library
Reports To: Library Director

Classification: Exempt

City Pay Grade: H

Position Summary

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

Essential Duties & Responsibilities

- 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
- 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
- Work with IT Specialist on building security systems including security cameras
- Run networking cable throughout library
- Performs general maintenance services such as painting, carpentry, plumbing, ground keeping and snow removal
- Maintains, troubleshoots and repairs mechanical equipment such as motors, pumps, door, fans, boilers, heat exchangers and controls, electrical controls, building systems and other critical systems
- Acts as key resource for administration in regards to facilities management
- Provides input to the 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 the Library Director
- 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

Qualification Requirements:

Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.

Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

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 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.

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.

Above average physical strength and stamina is required while performing the duties of this job. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 - 75 pounds for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE). The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

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.

Revision Date: October 20, 2020

Job Description

Job Title:	Library Page	Department:	Mead Public Library
Date Issue:	09/19/2017	Reports To:	Support Services Manager
Classification:	Non-Exempt	Wage:	Pay Grade: AA

Position Summary

The purpose of this position is to ensure that library materials are checked-in, sorted and shelved in a timely and accurate manner so library patrons can quickly locate items of interest. This position will also guide patrons to individual items or collections, or walk them to the appropriate staff resource, as needed.

Essential Duties & Responsibilities

1. Performs general day to day duties associated with respective department which include but are not limited to:
 - o Check in returned materials
 - o Sort returned materials
 - o Organize returned materials on book carts
 - o Re-shelve returned materials
 - o Shelf read collection
 - o Process new materials for circulation
2. Reports Library safety and security matters to Library Management or Maintenance staff
3. Performs duties independently without direct supervision
4. Offers ideas for improving operational effectiveness or efficiency to management team
5. May serve on internal committees
6. Performs other related work as assigned by the Director, Manager, or Page Supervisor

Qualification Requirements:

- 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

Language Skills

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

Mathematical Skills

Ability to set priorities in order to meet assignment deadlines

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

Strong interpersonal, communication and organizational skills
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

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.

Revised: October 20, 2020



Job Description

Job Title: Public Services Manager
Date Issue: 5/23/2019
Classification: Exempt

Department: Mead Public Library
Reports To: Library Director
Wage: Pay Grade: S

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. Master's degree in Library Science or related field with three years' professional library experience preferred or a Bachelor's degree with three years' of managerial experience.
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

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.
Revision Date: October 20, 2020

Job Description

Job Title: Public Safety Specialist
Date Issue: April 16, 2018
FLSA Classification: Exempt (Full Time)

Department: Mead Public Library
Reports To: Public Services Manager
Wage: Salary Grade K

Position Summary

Under the direction of the Public Services Manager, oversees daily safety operations of the library. Takes steps to promote the safety of staff and patrons, securing the library facility and exterior property, implementing security-related policies and procedures, training staff, supervising safety guards, responding to requests for security assistance, investigating incidents, and assisting with emergency response and disaster planning. Models effective techniques for working with patrons experiencing mental health, substance abuse, unstable housing, or other behavioral issues. Actively connects with patrons to build productive relationships. Represents Mead in interactions with area social service agencies, governmental entities, police and first responders, and other relevant organizations. Serves as a resource and model to library staff to work effectively with customers.

Essential Duties & Responsibilities

1. Effectively listen to patrons and other employees as part of understanding concerns of those involved.
2. Establish and develop relationships with patrons and staff in order to best serve the community.
3. Serves as a resource and model to library staff to work effectively with challenging patron behaviors.
4. Crisis intervention as required.
5. Oversees overall safety operations, under the direction of the team manager.
6. Works with library staff to respond to incidents occurring on library property.
7. Issues and manages suspensions of individuals as needed based on library policy.
8. Proactively works with library staff and outside agencies, such as social services, law enforcement and emergency responders, to anticipate, prevent, and respond to serious or emergency situations.
9. Recommends policies, practices, and services for daily operation and special events which maximize a safe and secure environment for people and library property.
10. Prepares and ensures presentation of safety and security related training to all library staff, including emergency preparedness and response.
11. Instructs public services staff in appropriate work methods for efficiency and safety.

Qualification Requirements

1. Broad cultural competency knowledge and skills, and ability to work effectively with a culturally diverse community.
2. Ability to problem solve and make sound judgments.
3. Ability to fairly and consistently apply library's policy on appropriate library use.
4. General knowledge of standard safety practices.
5. Ability to motivate, inspire, and lead colleagues.
6. Considerable knowledge of diverse communication styles and skills.
7. Considerable knowledge using workplace technology, including various computer software and hardware.
8. Outstanding interpersonal and communication skills; communicating effectively with a wide variety of audiences, both verbally and in writing.

Education / Experience / Certifications / License Requirements

1. Bachelor's degree in social work, behavioral sciences, criminal justice, law enforcement or related field
2. CPI certified or equivalent crisis prevention and verbal de-escalation training
3. Minimum of three years of recent experience in security/law enforcement and/or in providing direct service to at-risk, marginalized populations.

Knowledge, Skills & Abilities

1. Problem solving, negotiating and handling stressful situations positively.
2. Utilizing independent judgement and taking independent action within scope of responsibilities.
3. Awareness of and experience working in or with public libraries.
4. Experience and understanding of working with a diverse population.
5. Experience working with youth and families.
6. A passion for developing relationships.
7. A sincere desire to improve our community.
8. Bilingual preferred, but not required.

Work Environment/Essential Functions

1. Reasonable accommodations to these job functions will be made as needed.
2. Scheduling may require availability during any library operating hours, including days, evenings, weekends, and occasionally when the library is closed. Although a weekly schedule is established, the needs of the library may require scheduling changes and flexibility.
3. Constant navigation of library property and computer use are required.
4. Manual dexterity, clear speech, hearing acuity, and correctable vision are required.

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.

Position created: May 1, 2018

Revised date: July 1, 2020

Revised date: October 20, 2020

Job Description

Job Title:	Maintenance Technician	Department:	Library
Date Issue:	11/10/2017	Reports To:	Maintenance Supervisor
Classification:	Non-Exempt	City Pay Grade:	C

Position Summary

The primary purposes of this position is to assist with the upkeep and repair of the library building, equipment and grounds; securing the building; and the cleaning of the library

Essential Duties & Responsibilities

- Perform various duties in the construction, repair and maintenance of the building and infrastructure
- Maintain the cleanliness of the interior and exterior areas of the library
- Set up meeting room equipment for programs and activities
- Monitor security, HVAC and other systems as needed and contact vendors if necessary
- Load and unload delivery of packages
- Dispose of trash and recycle applicable materials
- Run networking cable throughout library
- Performs general maintenance services such as painting, carpentry, plumbing, ground keeping and snow removal
- Maintains, troubleshoots and repairs mechanical equipment such as motors, pumps, door, fans, boilers, heat exchangers and controls, electrical controls, building systems and other critical systems
- Assist with snow removal
- Maintains building security and enforces library policies for patron behavior
- Maintain a well-organized workspace so other staff can locate and borrow tools efficiently
- May provide direct customer service to citizens in the use of library services
- Report library safety and security matters to management
- Act as resource for administration in regards to facilities management
- Perform duties independently with minimum supervision
- Perform other related work as assigned by the Director or Supervisor

Qualification Requirements:

Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.

Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

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 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.

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.

Above average physical strength and stamina is required while performing the duties of this job. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 -75 pounds for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE). The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

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.

Revision Date: October 20, 2020

Job Description

Job Title: Library Director
Date Issue: February 2013
FLSA Classification: Exempt

Department: Mead Public Library
Reports To: Library Board
Wage: Salary Grade: V

Position Summary

The purpose of this position is to lead the organization and mentor library employees in order to achieve the organization's goals and objectives for the entire Mead Public Library public services effort. These positions will act often work as specialists using their expertise to: lead teams, mentor staff, oversee projects, teach technology classes, monitor the procurement and weeding of the library collections, coordinate programs and events and locate specialized information and resources. These individuals should be seen as experts, leaders and role models in providing top notch library service to the community. Work is performed under the direction of the Public Services Manager.

Essential Duties & Responsibilities

1. Leads the library in strategic planning and change management efforts
2. Mentors other staff on library's mission, vision, policy, procedure, event planning, collection development and proper customer service techniques
3. Works closely with the management team to improve the overall efficiency, effectiveness and value of all library services and resources
4. As director of the resource library, works closely with library system staff to adhere to resource library contract agreement and to modify it as needed and to report back to member library staff
5. Leads ad hoc teams or projects
6. Researches trends and innovation in library services
7. Monitors local library statistics and makes recommendations to management for improvements
8. Provides customer service and assistance in the use of library services, including reader's advisory and reference services
9. Serves as library representative on various community committees
10. Assists managers in the development of library policies, plans and goals
11. Coordinates, develops and presents library training to staff and public
12. Reports safety and security matters to management or maintenance staff
13. Advises and oversees the Library Foundation and Friends of the Library activities and operations
14. Performs and encourages other staff to establish strong community relationships with the library
15. Attends library related conferences and workshops
16. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan

Qualification Requirements

High degree of independence and considerable knowledge of strategic planning, change facilitation, accounting principles, human resources, non-profit management, fundraising, marketing, Information Technology, building maintenance, budgeting, policy writing, process improvement, procurement, and community outreach expertise, and the ability to work with government agencies. Proficiency in Microsoft Office products and a high level of proficiency in Payroll/HRIS systems. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Working knowledge of the principles and techniques of payroll administration and employee benefit plans.
2. Ability to learn and keep abreast of laws, ordinances and regulations affecting payroll and human resource benefit plans.
3. Ability to research, gather and analyze information and prepare complete and accurate reports.
4. Proven organizational and problem-solving skills.
5. Proficient in Microsoft Office and other computer tools as required.

6. Ability to maintain confidentiality in all aspects of the position.
7. Ability to exercise good judgment, courtesy, and tact in receiving office callers. Ability to establish and maintain effective working and public relationships.

Education / Experience / Certifications / License Requirements

1. Master of Library Science from an American Library Association accredited library school or equivalent
2. Five years of experience in a public library or equivalent relevant experience

Pre-employment Requirement

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

Knowledge, Skills & Abilities Required

1. **Mathematics:** Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
2. **Reasoning:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
3. **Technology:** Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars, ability to develop and maintain customized reports in MUNIS PR/HR system.
4. **Language Skills:** Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
5. **Other:** Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to perform work in response to general, outcome based directives.

Work Environment/Essential Functions

The work environment of this position are representative of an office employee. The primary essential functions are:

1. Regularly required to talk, hear, see and sit.
2. Occasionally required to stand and walk, and lift and/or move up to 10 pounds.

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.

Revision Date: October 20, 2020



MEAD LIBRARY

Date:

To: (Manager, Director < Board of Directors)

From: Santino Laster Public Safety Specialist (or Manager/Director)

Subject: Response to exclusion appeal from (patron's name)

Appeal granted

Appeal granted with conditions (see below)

Appeal denied (This decision may be appealed to the Library Director or designee.
Please contact the Library Director if you wish to appeal.)

This is my written response to the exclusion appeal (patron's name) submitted for the (length of exclusion) exclusion he/she received on (date exclusion was administered).

After considering the information (patron's first name) provided in (his or her) appeal and considering the facts surrounding the situation, at this time I have chosen to uphold the exclusion (or reverse the exclusion). The reason for my decision is...

Sincerely,

Leader's name

Leader's title / department

Exclusions Appeal Levels

Creating a process for patrons to appeal their exclusions is essential in creating a culture of unbiased treatment. This process will offer the patron due process which will consist of an investigation and how the appeal process will carry out if the patron wants to proceed. The appeal is only applicable to exclusions ten (10) days or longer.

First level:

- This level would consist of frontline staff. This would be librarians, pages, etc. This level can assess if the proper documentation has been filed and if there were any concerns with the exclusion from an ethical standpoint.

Second level:

- This level would consist of managers and potentially security. At this phase, the appeal form can be reviewed by all members. Members will submit a response to the patron on the outcome of their findings. A detailed message will be sent via mail and a phone call should be given as well. If the patron wants to request a meeting to have their voice heard this is an option that the board can approve, to limit having to have the board to convene to address the appeal.
 - This level can uphold or reverse low-level exclusions (one month to three months)
 - Reduce the exclusion length of time to appropriately fit the behavior

Third level:

- This level would consist of the library director and board director and members selected. This level has the ability to exercise the right to continue the exclusion, extend the exclusion, reduce the exclusion, offer other resources and or community service options. If the team decides to dismiss the exclusion in lieu of other consequences the right to do so is reserved for this level.

Original Policy

Title: **Exclusions**
Chapter: **Services**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **10.03**
Original Effective Date: **5/1/2020**
Date of Last Revision:

Exclusions

The Library Board may exclude from use of the Library all persons who willfully violate any rules or regulations established by the board. The Library Board hereby authorizes the Director, and such staff members as may be designated by the Director, to deny use of the Library and its services on either a comprehensive or selective basis to any individual who violates any such rules or regulations. Examples of willful violations of Library regulations include, but are not limited to, failure to return materials or pay applicable charges, repeated failure to timely return material, destruction of library property, disturbance of other patrons, interference with Library personnel in performance of their duties, or disregard for the "Code of Conduct" established by the Library Board.

- A. In the event the Director (or designee) excludes an individual from the Library for more than ten consecutive days the following procedure shall be employed and such individual shall be informed of it in writing.
 1. Written statement containing the reasons for denial of Library use and length of exclusion;
 2. Right to a timely and impartial administrative hearing before a committee of the Library Board;
 3. The hearing must be requested by the individual, in writing, within five weekdays of the later of the mailing of the letter issuing the exclusion or the delivery of the letter as reported to the Library; failure to make such timely request shall result in exclusion for the time period originally stated;
 4. If the hearing is timely requested in writing, it shall be held within fourteen (14) weekdays of the receipt of the request by the Library Director or designee;
 5. At such hearing the individual has the opportunity to:
 - a. Present arguments either directly or through an attorney;
 - b. Cross-examine witnesses relied on by the Director/designee.
 6. A written decision indicating the reasons therefor.
- B. In every instance where an individual is excluded from using the Library and its services, the Director shall report such cases to the Library Board.
- C. Whenever a person requests a hearing after being excluded from the Library, the President of the Board will appoint three members of the Board as the hearing committee. The person shall be informed of the date, time, and place of the hearing in writing. If the person fails to attend the hearing without prior notification to the Library Director, the Library Board shall assign a charge of \$25.00 to the person who requested the hearing and debit it to the person's library account and the Library Board Hearing Committee shall double the length of the original exclusion period.

<p>Title: Exclusions Chapter: Services Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 10.03 Original Effective Date: 5/1/2020 Date of Last Revision: 10/20/2020</p>
--	--

Exclusions & Appeals

The Library Board authorizes the Director and staff members as designated by the Director, to deny use of the Library and its services on either a comprehensive or selective basis to any individual who violates the library Code of Conduct or any other applicable laws or regulations.

Authorized Library staff and/or law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply may result in: 1) withdrawal of a person's permission to remain on Library property and/or 2) issuance of a Notice of Exclusion from Library property for a period of one day to one year. A criminal law violation may also result in arrest and prosecution. Authorized staff may base a Notice of Exclusion on personal observation or upon the sort of civilian reports that would ordinarily be relied upon by law enforcement officers in the determination of probable cause.

Appeal Process

Creating a process for patrons to appeal their exclusions is essential in creating a culture of unbiased treatment. This process will offer the patron due process which will consist of an investigation and informing them of the appeal process if they choose to proceed. The appeal is only applicable to exclusions ten (10) days or longer. For all levels, patrons requesting an appeal need to complete the Exclusion Appeal Form (insert link). The decision to reverse, reduce, or uphold an exclusion will be determined by authorized library staff and/or Board members as indicated below. As part of the Appeals Process, authorized library staff and/or Board members may offer opportunities for restitution or reparations in lieu of exclusion from the library.

Individuals with disabilities may request accommodation by calling 920-459-3400 or emailing via <https://www.meadpl.org/contact-other>

First level appeal for exclusions between ten (10) days and one month in length:

- This level would be reviewed by authorized library staff who can assess if the proper documentation has been filed and if there are any concerns with the exclusion from an ethical standpoint or conflicting narratives from different parties.

Second level appeal for exclusions between one month and three months in length:

- Appeals at this level would be reviewed by the Library Director, Manager(s) and Safety Specialist. The patron may also request a meeting with the above staff as part of their appeal process.

Third level appeal for exclusions of three months or longer:

- Due to the length of exclusion, appeals at this level are entitled to a formal hearing with the Library Director, appropriate library staff, and Library Board President.

October Board Meeting

Building Projects Report

- **Update Office Furniture** – Completed for Admin, ordered furniture awaiting arrival/installation for rest of staff areas
- **Renovation of Staff Lounge** – Debbie is getting updated quote from vendor and has ordered the appliances
- **Automatic Entrances on Front (North) lobby entrance doors** – gave Automated Entrances the go ahead, materials are ordered, waiting for installation
- **Steel Gate & Fence** – got one quote on gate, got fence quote, awaiting alternative quote for loading dock area fence
- **3rd floor sneeze guards** – completed at main desk
- **1st & 2nd sneeze guards** – work in progress, 1st floor completed, need to do 2nd floor
- **Fencing off loading dock area** – got quote, awaiting alternate quote to match planned fence around generator