

*****ATTACHMENTS*****

Minutes
Mead Public Library
Human Resources Committee
November 18, 2014

The meeting of the Mead Public Library (MPL) Human Resources Committee was held on Tuesday, November 18, 2014 in the Library Board Room. Present committee members were: Henry Nelson, presiding; Maeve Quinn, Kathie Norman, Nancy Mannchen and Martha Wortche. Present staff members: Garrett Erickson and Debbie DeAmico. Others in attendance: Dolcye Johnson.

Nelson called the meeting to order at 3:30 p.m. Nelson determined there was a quorum present. Quinn **moved** to approve the Human Resources Committee minutes of September 18, 2014. The motion was **seconded** by Nelson. The motion **passed**.

(2.1) Update and discussion on Cleaning Service. Erickson informed the committee of a meeting held on November 14 including Bernie Rammer, City of Sheboygan purchasing agent, Scott Sager owner of Enviro-Clean, Diane Kallas, and Debbie DeAmico. Erickson explained that the meeting was scheduled to discuss various issues, and that both sides felt there was good dialogue and progress made. Nelson stated that Pete Eisch and Kallas should continue monitoring the progress of the cleaning service. Quinn stated her concern that MPL staff is currently spending too much time monitoring the cleaning service, and that this topic should be evaluated again.

(2.2) Discussion and possible action to approve changes to health-care benefits. Erickson presented the City of Sheboygan Non-Represented Benefits for eligible employees for approval. Erickson explained that most of the MPL employees had already attended and signed up for one of the two health-care plan options. The City of Sheboygan will offer two plan types for 2015, one is a traditional plan (similar to 2014) and a second plan has a high deductible. Option 1 is similar to 2014 and would have a \$750 single/\$1,500 family deductible plan. Option 2 is the high-deductible plan with a health-savings account (HSA), with deductibles of \$1,500 single/\$3,000 family. For 2015, the City will contribute \$750 for single and \$1,500 for family into the HSA account. It was expressed to employees that the City may not contribute to the HSA accounts every year; it would be a year-to-year decision. Erickson told the committee that the spousal surcharge is escalating from \$50 per month to \$100. A **motion** was made by Quinn to recommend to the full board to accept the City of Sheboygan 2015 Medical Insurance plans. Mannchen **seconded** the motion. The motion **passed**.

(2.3) Discussion and possible action to schedule annual appraisals during the first quarter of each year. Erickson asked the Human Resources Committee to consider changing the staff appraisals from "Hire Date Anniversary" to an annual appraisal schedule in the first quarter of the year for all staff. Erickson stated that it is more efficient to do evaluations all at once, rather than scattered throughout the year. He also recommended that page staff be given an annual evaluation. After discussing, Quinn made a **motion** to recommend to the Board of Trustees to amend the Bylaws policy to reflect that staff appraisals be performed annually in January of each year. Wortche **seconded** the motion. The motion **passed**.

(2.4) Discussion and possible action on library staff parking options. Nelson stated that parking would be a cost-effective benefit to provide to MPL staff and could boost morale. Quinn said with the reduced number of staff due to budget cuts, the staff has had to work harder while maintaining excellent quality services. Quinn said this would be a small token of appreciation to the staff. Quinn made a **motion** that the HR Committee supports providing parking spaces for employees as a benefit to both part-time and full-time employees, contingent on the Finance Committee securing funds. The motion was **seconded** by Wortche. The motion **passed**.

Future Human Resource Committee agenda items:

- Quinn requested the creation of a calendar with a chronology of topics to be addressed by the Board of Trustees throughout the year
- Organization of library personnel-related information and policy
- Page Series Classification and possible changes
- Employee review procedure for the Mead Public Library Director

Next meeting: December 2, 2014, 3:30 p.m., Board Room

Adjourn: Quinn **moved** to adjourn the meeting. **Seconded** by Mannchen. The motion **carried**. Nelson concluded the meeting at 4:32 p.m.



Yearly Performance Evaluation

Name: _____

Job Title/Grade: _____

Change Rate from _____ TO _____

Clock: _____

Dept: _____

Eff.Date _____

	UNACCEPTABLE Not Competent in Position	BELOW Working toward Competency in Position	SUCCESSFULLY ACHIEVED Competent in Position	EXCEEDS OVERWHELMINGLY EXCEEDED EXPECTATIONS	COMMENTS:
Quality of Work Measures the ability of the employee to meet quality standards.	<input type="checkbox"/> <u>Many mistakes.</u> Repeated occurrences of careless work and excessive rework/redoing of assignments.	<input type="checkbox"/> <u>Needs improvement.</u> Higher than normal amount of rework.	<input type="checkbox"/> <u>Successfully Achieved</u> Solid performance. Work seldom requires rework.	<input type="checkbox"/> <u>High quality.</u> Consistently produces top-notch quality in all assignments. Able to master difficult jobs.	
Quantity of Work Measures the ability of the employee to meet production standards.	<input type="checkbox"/> <u>Fails to meet standards.</u> Very slow on most job assignments. Fails to meet standards of the position.	<input type="checkbox"/> <u>Below standard.</u> Generally below standard; requires more time to complete assignments than expected.	<input type="checkbox"/> <u>Achieved standards.</u> Successfully Achieved standards and requirements of the position.	<input type="checkbox"/> <u>Production high.</u> Employee consistently exceeds production standards or goals.	
Job Knowledge Measures the employee's knowledge of the job and standard work practices.	<input type="checkbox"/> <u>Unwilling/unable</u> Has not learned and/or makes little attempt to improve.	<input type="checkbox"/> <u>Is still learning job</u> Does not fully understand all job requirements or standard work procedures.	<input type="checkbox"/> <u>Knows job requirements</u> Follows standard work methods and procedures.	<input type="checkbox"/> <u>Good job knowledge</u> Knowledge of standard work. Keeps up with new developments.	
Work Area/Safety Measures employee's commitment to safety and continuous improvement.	<input type="checkbox"/> <u>Does not support safety</u> Departmental objectives are ignored and/or has minimal regard for safety.	<input type="checkbox"/> <u>Shows some support</u> of continuous improvement objectives and safety; areas for improvement needed.	<input type="checkbox"/> <u>Supports Safety objectives</u> Successfully follows safety rules and procedures.	<input type="checkbox"/> <u>Leads safety</u> Keeps work area in excellent condition and follows safety rules. Goes above and beyond.	
Adaptability Measures employee's ability to adapt to changing work environment and support team initiatives.	<input type="checkbox"/> <u>Resists change.</u> Slow to adapt to new situations or support cross-functional needs of the department	<input type="checkbox"/> <u>Slow to adapt.</u> Some resistance to change. Slow to adapt to cross-functioning initiatives.	<input type="checkbox"/> <u>Adaptable.</u> Learns job requirements in a normal amount of time. Supports improvement initiatives.	<input type="checkbox"/> <u>Adjusts readily</u> Very adaptable to change. Takes ownership of initiatives.	
Cooperation Measures employee's ability to respond positively to assigned tasks and to work with others.	<input type="checkbox"/> <u>Does not follow</u> instructions. Continual friction with others and is hard to work with.	<input type="checkbox"/> <u>Reluctant to follow</u> directions or instructions. Periodic friction with others.	<input type="checkbox"/> <u>Follows instructions</u> Cooperates with supervisor and co-workers.	<input type="checkbox"/> <u>Responds readily</u> to unusual or difficult assignments. Excellent team work.	
Attitude/Work and Co. Measures employee's ability to work toward City objectives of higher productivity without sacrificing quality.	<input type="checkbox"/> <u>Constantly critical</u> of employer, job assignment, and/or other employees. Has caused dissention among others.	<input type="checkbox"/> <u>Needs improvement</u> in overall attitude toward the City and/or fellow employees.	<input type="checkbox"/> <u>Positive Attitude</u> Has positive attitude toward his/her work and the City. Sets a good example for others.	<input type="checkbox"/> <u>Very positive attitude.</u> Promotes good will. Held in high esteem by co-workers and supervisors and members of the community.	
Dependability Measures the employee's ability to follow job instructions and complete his/her assignment.	<input type="checkbox"/> <u>Unable or unwilling</u> to follow job instructions and has repeated trouble completing work assignments.	<input type="checkbox"/> <u>Needs guidance</u> to insure job instructions are followed and work assignments completed.	<input type="checkbox"/> <u>Generally dependable</u> Can be depended upon to do the job correctly and within standards.	<input type="checkbox"/> <u>Completes jobs</u> under any conditions to the best of his/her ability.	
Attendance/Punctuality Measures employee's overall attendance and punctuality.	<input type="checkbox"/> <u>Unreliable attendance.</u> High absence and tardiness rate. Leaves early. Doesn't respond to emergencies.	<input type="checkbox"/> <u>Often tardy or absent</u> Employee is working towards improvement.	<input type="checkbox"/> <u>Acceptable attendance.</u> Tardy very seldom. Responds to emergency calls. Willing to stay late when needed.	<input type="checkbox"/> <u>Very good attendance.</u> At work on time. Willing to help out for emergencies calls.	
OVERALL Performance Based on ratings above, indicate the employee's overall performance rating.	<input type="checkbox"/> <u>UNACCEPTABLE.</u> Employee's performance is unacceptable to position. (Not Competent)	<input type="checkbox"/> <u>BELOW MINIMUM.</u> Employee's performance at times fails to meet minimum job requirements. (Working toward Competency)	<input type="checkbox"/> <u>ACHIEVED.</u> Employee's performance meets all position requirements. (Employee is competent in his/her job)	<input type="checkbox"/> <u>EXCEEDS.</u> Employee's performance exceeds position requirements. (Employee is very competent in job)	

Supervisor's Signature	Date	Department Head's Signature	Date	Human Resource Signature	Date
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Communications Review / Feedback Opportunity

(This section must be completed and signed by the employee)

1. Goals for the next year (supv completes / may use Goals Template):

2. Additional comments:

I have received an explanation of this evaluation and would like to make the following comments:

Next Review Date

Employee's Signature

Date

Supervisor's Signature

Date



Performance Evaluation Process *Employee Self Evaluation Questionnaire*

Name _____
Print

Date _____

Position _____

Evaluation Period _____

As a part of the evaluation process, use this form to review, describe, and evaluate your job performance over the past evaluation period. Share this form with your supervisor prior to your evaluation meeting for submittal with your annual performance evaluation for your file.

1. What were your most significant work-related accomplishments? (Include projects, assignments, new skills or knowledge gained.)
2. How do these accomplishments relate to your key responsibilities and goals for you and our department?
3. What goals were identified to be accomplished but you were unable to achieve and why?
4. What are your goals for the next evaluation period?
5. How will you accomplish these goals? When do you anticipate completing them?
6. What do you need to accomplish these goals?
7. How can your immediate supervisor and/or management do to help you to accomplish your goals or work more effectively and support your position?
8. What additional training or development would help you improve and/or enhance your work performance?
9. What feedback or suggestions do you have to improve our department or City employment?



Performance Evaluation Process 2014

On-going organizational success depends on the intellectual capital within the organization. This program is a critical strategic tool for attracting and retaining qualified employees to sustain our organization and ensure that our employees are achieving their own personal development goals.

- Step 1: Department leaders need to identify current and future needs within their department, as well as needs within other departments they affect. Once that's completed, goals need to filter throughout the department. For 2014, employees can utilize either a "Goals Template" or the second page of the Performance Evaluation Form 2014.
- Step 2: Approximately 3 weeks prior to the evaluation, manager should provide employee with an Employee Questionnaire Form. The employee needs to complete the questionnaire and return to the supervisor prior to the performance evaluation.
- Step 3: Performance Evaluation. On a yearly basis, supervisor need to evaluate the performance of the employee. There are 4 general categories to describe the employee's performance:

4. **PERFORMANCE EXCEEDS EXPECTATIONS** - A level of accomplishments that overwhelmingly go beyond reasonable but demanding standards of performance, particularly in the key areas of responsibility. This employee consistently demonstrates an exceptional level of achievement and an demonstrate how this was accomplished.
3. **PERFORMANCE SUCCESSFULLY ACHIEVED EXPECTATIONS** - A level of performance that clearly achieved all major requirements of the position. It reflects good, solid performance expected of those who possess the necessary education, training, and experience for the job. This rating applies to those employees who consistently perform in an effective and professional manner.
2. **PERFORMANCE NEEDS DEVELOPMENT / IMPROVEMENT** – Often a rating reflective of a new employee to the organization or the position, this rating reflects the need for development as not all performance fully meets the requirements of the position. The need for further development and improvement is clearly evident.
1. **UNACCEPTABLE PERFORMANCE** - A level of performance which is clearly below minimum job requirements, even when close supervision has been provided. Performance must significantly improve within a designated period of time if the employee is to remain in the position.

- Step 4: See the Merit Adjustment Schedules to determine what, if any, eligibility the employee has for a pay increase or lump sum payout based on their overall performance for both a merit increase and an incentive bonus. Complete the Merit Adjustment Form, attain appropriate signatures and forward all completed forms to Human Resources.

Throughout the year, Implement the formal and informal development opportunities through a combination of mentoring, coaching, job rotation, traditional educational programs, seminars and on-line learning solutions.



**BYLAWS AND
POLICY STATEMENTS**
of the Mead Public Library Board

**Including
Position, Classification, and
Compensation Plans**

Revised 11-26-14

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Americans with Disabilities Act of 1990 (ADA) ... www.ada.gov/pubs/ada.htm

The Family and Medical Leave Act of 1993 ...
<http://www.dol.gov/federalregister/PdfDisplay.aspx?DocId=21763>

Title VII of the Civil Rights Act of 1964 (Title VII) ... <http://www.eeoc.gov/laws/statutes/titlevii.cfm>

Chapter 43 ... <http://www.legis.state.wi.us/statutes/stat0043.pdf>

Chapter 58 ... <http://www.municode.com/resources/gateway.asp?pid=14340&sid=49>

Freedom to Read ...
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/frstatement/freedomtoreadstatement.pdf>

Library Bill of Rights ...

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillofrights.pdf>

Revisions/Additions Adopted

<u>Date:</u>	<u>Page:</u>	<u>Section(s):</u>
February 26, 2009	37	40000 Hours of Service, Late-Return Charges, Fees, Overdue Materials, and Service Charges: I.
January 28, 2010	6	06000 Use of the Library XIV.
March 25, 2010	16	10000 Personnel IV. A. Recruitment 1.,2.; B. Vacancy Review Process 1.,2. a., b., c., d., (1),(2); 4., a.,b.
	31	10000 Personnel XI. Position Classification and Compensation Plans K. Administration of Compensation Plan 22. Health and Dental Insurance c., d.
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	32	10000 Personnel XI. Position Classification and Compensation Plans K. Administration of Compensation Plan 26. Severance Pay – Voluntary Termination or Layoff/Reduction in Force a.
June 23, 2011	2	01400 Committees II.A.
	24	10000 Personnel XI. Position Classification Compensation Plans K. Administration Compensation Plan 5. Progressive Employee Discipline or Discharge, b., c., (1), (2), Step 1, Step 2, Step 3, Step 4 – Final Appeal
	37	20000 Physical Facilities VI. Workplace Safety A., B.
December 15, 2011 Effective January 1, 2012		10000 Personnel Changes throughout due to adoption of policies based on the City of Sheboygan Non-Represented Employee Compensation Program
April 26, 2012		10000 Personnel Addition of Page Series terminology, merit plan

percentage increases revised, Health Insurance
Credit program revised

June 21, 2012	06000 Use of the Library Elimination of fees for business use of the Public Conference Room
August 22, 2013	10000 Personnel Definition of Employees, Page Series I and II
December 19, 2013	05000 Mission Statement Mission Statement Rewritten
December 19, 2013	06000 Use of Library Smoke Free Building, E-Cigarettes Prohibited
February 27, 2014	06000 Use of Library Meeting Rooms Policy Rewritten
March 20, 2014	15000 Finance IX Finance Rewritten
May 22, 2014	07000 Library Materials VI Collection Development Policy
June 26, 2014	2000 Physical Facilities VII Sale/Disposal of Used Property Policy
July 24, 2014	07000 Library Materials VII Challenged Materials Policy
September 24, 2014	01400 Committees B. Finance Rewritten

November 24, 2014

I. Special Compensation Provisions

K. Administration of Compensation Plan

2. Employee Performance Review Updates

November 24, 2014

25000 Gifts

I. Gift Policy Rewritten

**BYLAWS AND POLICY STATEMENTS
OF THE MEAD PUBLIC LIBRARY BOARD
Adopted 10/23/08**

01000 Bylaws of the Mead Public Library Board

- I. Pursuant to the requirements of the Wisconsin Statutes and Sheboygan City ordinances, the Library Board of the Mead Public Library shall consist of 9 members who shall be appointed by the Mayor with the approval of the Common Council. One member shall be the Superintendent of Schools (or designee) and one member shall be a member of the Sheboygan Common Council. Additional members may be appointed to the library board under sec. 43.60 (3), Wis. Stats., in the manner and for the terms as set forth therein.

01200 Officers

- I. The President and Vice President shall be elected at the annual meeting for a term of one year. Vacancies in either office shall be filled at the next regular meeting of the Board after the vacancy occurs. If a vacancy might cause the business of the Library to be interrupted, election of an officer to fill such vacancy shall take place at an earlier meeting and become effective as soon as the vacancy occurs.
- II. The President may appoint a Finance Officer for a term of one year. If so appointed, the Finance Officer shall lead review of the Library's bills and recommend their payment to the Board at its monthly meeting or as often as necessary. If a Finance Officer is not appointed, the President of the Board shall fill that office.
- III. The President shall designate appointment of one Board member to represent the Library on the Eastern Shores Library System Board and recommend at least one Board member (but no more than two) to serve as a director of the Mead Public Library Foundation, Inc. by election.
- IV. The Library Director shall serve as Secretary of the Library Board, *ex officio*.

01300 Meetings

- I. The Library Board shall meet regularly each month on a day and time set by Board resolution subject to the accommodation of Library holidays. The May meeting shall be the organizational meeting (described in sec. 43.54 (2), Wis. Stats.).
- II. Special meetings may be called by the President, or upon request of two members, or by the Library Director with the permission of the President, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 24 hours in advance of such meeting.
- III. A quorum for the transaction of business shall consist of a simple majority.
- IV. The order of business is determined by the President.

- V. The Board recognizes its responsibilities to the public in regard to the open meeting laws of the State of Wisconsin.
 - A. Public notice must be given of all open meetings which shall include notice given to the community's official newspaper, and to the public by means of a notice on a public bulletin board at two locations or by giving the information to a radio station.
 - B. The Board President (or designee) is responsible for issuing these notices. The Library Director is the President's designee for this purpose.
 - C. Meetings of the Board shall be conducted in accordance with the Wisconsin "Open Meetings Law".
- VI. Secret ballots are prohibited at all meetings.
- VII. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board.

01400 Committees

- I. Special committees for the investigation and study of selected issues may be appointed by the President to serve until the final report of the work for which they were appointed has been filed.
- II. A standing committee may be created by a majority vote of the Board. Its members shall be appointed by the President and approved by the Board.
 - A. A Human Resources Committee shall be a standing committee. Its purpose shall be to review the employee compensation policies and practices of the Board, including the establishment of compensation for the Library Director, and to recommend compensation policy revisions for adoption by the Board. In addition it shall hear employee grievances and appeals as set forth in Board policies. Its purpose shall include those duties assigned or referred to it by the Board from time to time. The Vice President shall serve on the committee and act as its chair.
 - B. A Finance Committee shall be a standing committee. Its purpose shall be to review the annual revenue and expenditure budgets submitted by the Director for Board review and adoption. It shall also consider other budgets or financial reports at the request of the Board President. Its purpose shall include initiation, review and reporting to the board on agreements between the Library and other governmental or quasi-governmental units as well as to oversee administration of major contracts with vendors whether public or private in addition to those duties assigned or referred to it by the Board from time to time. The President and Finance Officer shall serve on the committee with the Finance Officer acting as chair. If no Finance Officer has been appointed, the President shall act as chair.
 - C. An Information Technology Committee shall be a standing committee. Its purpose shall be to initiate, review and report to the Board on new and enhanced services delivered through the use of both established and developing information technologies. It shall also consider questions of policy, funding and strategic direction for review by the Board. Its purpose shall include those duties assigned or referred to it by the Board from time to time. The President shall appoint the chair as well as the committee members.

01500 Library Director

- I. The Library Director shall be considered the Executive Officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for the care of the building and its contents, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Board Meetings, serving as Secretary, except those at which the Director's appointment or salary is to be discussed or decided.

01600 Amendments

- I. These Bylaws and Policy Statements may be amended at any regular or special meeting of the Board provided the proposed amendment was stated in the call for the meeting. Adoption of an amendment to organizational Sections 01000 - 01700 requires that ½ of the Trustees plus one cast affirmative votes.

01700 Review

- I. These Bylaws and Policy Statements shall be reviewed *in toto* at intervals not greater than once every five years.

05000 Mission Statement and Vision

- I. The Mead Public Library provides quality services, resources and lifelong learning opportunities to meet the needs and interests of its diverse community.
- II. The Vision for Mead Public Library is to Enrich, Educate, Connect, Create, Inspire.
- III. Pursuant to its mission and its roles in the City of Sheboygan, the Mead Public Library's areas of activity are:
 - A. To provide, assemble, preserve, make easily available, and offer guidance in the use of materials in a range of formats which will enable members of the Library's community to educate themselves continuously; keep pace with progress in all fields of knowledge; become better members of the home and more responsible citizens of the community, the country and the world; become more familiar with their cultural heritage; become more familiar with the history of their community; discharge political and social obligations; become more capable in their daily occupations; develop their creative and spiritual capacities; develop their capacities for an appreciation of the arts and sciences; use their leisure time in the enjoyment of reading and in such other ways that promote personal and social well-being; and contribute to the growth of knowledge.
 - B. To provide materials and offer services that are of special use to organizations, business, industry and governmental agencies of the Library's community, and to extend aid to other organizations in order to more fully realize community aims.
 - C. To cooperate with schools in order to: encourage good reading habits among young people; help meet the supplementary reading needs of students in elementary, secondary, college and adult education classes.

- D. To provide space for programs, meetings and exhibits dealing with literary, educational, cultural or scientific subjects, or other topics of interest or importance to the community; and to cooperate with organizations, groups or individuals sponsoring such programs, meetings or exhibits in addition to initiating and sponsoring such programs, meetings, or exhibits.
- E. To enter into cooperative ventures with other libraries which will provide better library service for members of the Library's community.

06000 Use of the Library

- I. The Library will serve all residents of the City of Sheboygan. The Library will not deny or abridge service on the basis of sex, religion, race, age, or social, economic, or political status.
- II. The Library Board will extend its service area beyond the limits of the City of Sheboygan only through agreements with other libraries or units of government, or as a member of a library system, provided that the Library is reasonably compensated for such services. No library cards will be sold to individuals. The Library Board reserves to itself the right to make the final decision in each case as it arises except that as a matter of law the City of Sheboygan shall have the authority to enter into and to withdraw from membership in a library service system.
- III. The Library is authorized to issue a free card to those persons entitled to receive one from any public library in Wisconsin who reside outside the boundaries of the Eastern Shores Library System and other geographic areas receiving service pursuant to Section II upon their applying for a Library card and presenting a generally accepted form of photo identification showing their current address.
- IV. Free use of the Library, subject to various late-return charges, fees, and service charges as may be enacted by the Library Board, may be made by all persons to whom a free card is issued. Issuance of a Library card to a minor requires the signature of that child's parent(s) or legal guardian(s) on the application card. Library cards issued by the Mead Public Library remain the property of the Library. A charge may be made for the provision of replacement cards.
- V. Persons visiting Sheboygan who are not entitled to receive service per Section III above and who present a generally accepted form of photo identification showing their current address will be allowed free use of the Library as visitors, which may include service or checkout limitations.
- VI. Persons visiting Sheboygan who are not entitled to receive service per Section III above and who do not present a generally accepted form of photo identification showing their current address will be allowed free use of the Library on a temporary basis, which may include service or checkout limitations.
- VII. Library cards are nontransferable except when a parent or legal guardian of a minor child uses that child's library card to check out materials for that child's use. Persons who allow others, including ineligible family members, to use their library cards will be informed that such usage is against regulations prescribed by the Library Board. If the practice is continued, the Director may exclude them from using all or selected Library services or their library card may be revoked by the Director (or designee) until such time as the person can make suitable assurances that such prohibited use will not reoccur.

VIII. Establishment Cards

- A. Special library cards may be issued to establishments located within the limits of the Eastern Shores Library System.
 - B. "Establishments" shall mean recognized and responsible organizations, including professional, labor, and business, whether organized on an individual, partnership, corporate, or association basis. It shall include governmental agencies, schools and religious institutions. It shall not include social, fraternal or service clubs.
 - C. The application for such cards shall be signed by a responsible representative of the establishment.
 - D. The cards issued to an establishment shall be of such type or so marked as to be easily distinguishable from the cards which the Library issues to individuals.
 - E. The cards shall be used only for the purpose of borrowing materials within the range of interest and purpose of the borrowing establishment. They shall not be used primarily for the personal benefit of an employee, owner or representative of said establishment. Cards issued to other libraries or to library systems shall not be used for the borrowing of collections for the purpose of reissue. The propriety of use is to be determined by the Director or the Director's designee.
 - F. Classroom collections may be borrowed by preschools and by schools for those grades from pre-kindergarten through 6th grade.
 - G. The establishment library cards shall be issued to persons named by the establishment as authorized to use them.
 - H. The establishment in whose name the card is issued shall be liable for late return charges, damage fees, and payment for loss of Library materials.
 - I. Violation or misuse of the cards so granted shall result in revocation or suspension of such cards.
- IX. When excessive demands of establishments, groups or individuals tend to curtail service to the general public or to other establishments or groups, their use of the Library or its services shall be limited.
- X. 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.
- XI. The period of time that library cards issued to permanent residents of the City of Sheboygan shall remain valid shall be determined by the Director consistent with the best interests of the library except that such determination shall apply to all residents and not to any single individual or class of individuals.
- XII. The use of the Library's lobby for such civic activities as the registration of voters, or the dissemination of information for the general welfare of the public by educational institutions, or for information programs by other governmental units, or by widely recognized civic organizations, such as the League of Women Voters, which are organized to better inform the public on all sides of public issues, may be approved by the Director (or designee) within the context of the service needs of the library.
- XIII. The solicitation of the public on Library property to sign petitions or nomination papers is prohibited as is the solicitation to purchase merchandise or services unless authorized by the Director in conjunction with a Library program or with an activity of the Friends of Mead Public Library or the Mead Public Library Foundation. However solicitation to sign petitions or nomination papers is permitted in meeting rooms with the permission of the person(s) responsible for authorized use of those rooms.
- XIV. The Library's bulletin boards are primarily for announcements of library events and activities. Insofar as space is available, the staff may post materials on the Library-designated Community Bulletin Boards, with the approval of the Director (or designee), advertising events of civic, recreational, cultural, educational, or general public interest. No material will be exhibited which advocates the election or defeat of a candidate for public office, which advocates an affirmative or negative vote for or against any proposition, whether political or otherwise, or which is purely commercial or personal.

Priorities for display are:

1. Mead Public Library and Eastern Shores Library System announcements and publications, including those of library organizations, e.g. American Library Association, Wisconsin Library Association.
2. City of Sheboygan and Sheboygan County government announcements and publications or those of other local tax-supported agencies.
3. State of Wisconsin and federal government announcements and publications.
4. Civic, recreational, cultural, educational, and general interest announcements and publications of special events or programs sponsored by non-profit organizations. If space is limited, priority will be given to events and organizations in the immediate Sheboygan area.
5. Civic, recreational, cultural, educational, and general interest announcements and publications of regularly-scheduled events or programs sponsored by non-profit organizations. Such notices are generally displayed for a period no greater than 3 weeks. If space is limited, priority will be given to events and organizations in the immediate Sheboygan area.
6. Civic, recreational, cultural, educational, and general interest announcements and publications of special events or programs sponsored by for-profit organizations. If space is limited, priority will be given to events and organizations in the immediate Sheboygan area.
7. Civic, recreational, cultural, educational, and general interest announcements and publications of regularly-scheduled events or programs sponsored by for-profit organizations. Such notices are generally displayed for a period no greater than 3 weeks. If space is limited, priority will be given to events and organizations in the immediate Sheboygan area.

Display items should be no greater in size than 11” by 17”. The appearance and content of the notice must be suitable for the Library’s general public service area. The Library assumes no responsibility for the return, preservation, protection, or possible damage to or theft of any item presented for posting or posted on the Community Bulletin Boards. This section also applies to the Library’s acceptance of literature from local governmental and community organizations for distribution to the public.

XV. Meeting Room Policy

Library Bill of Rights

“VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

PRIORITIES AND USES AMONG USERS:

The priorities are as follows:

Priority 1: LIBRARY SPONSORED: A program in which the Library is a sponsor or is a co-sponsor, such as: staff and board meetings, story hours and programs, or events sponsored by the Mead Public Library Foundation or Friends of the Mead Public Library.

Priority 2: GOVERNMENT: Use by the City of Sheboygan and other governmental units.

Priority 3: OTHERS: Use by service agencies, non-profit agencies, local businesses and the general public.

The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. A meeting where an admission fee is charged by a group/individual other than by the Library itself, the Library Foundation, the Friends of the Library, or without prior permission of the library director.
3. Programs whose purpose is the sale, advertising, or promotion of products or services or includes selling a product or service with the exception of those provided by the Library itself, the Library Foundation, or Friends of the Library.
4. Private parties (rooms must be open to the public and library staff at all times). The library reserves the right to refuse meeting rooms bookings for a return engagement by a group that has abused the facility, equipment, or library regulations in a previous use of the room.

MEETINGS IN SEQUENCE:

It is the policy of the Library Board of Trustees to encourage the widest possible use of its meeting room by the community so long as this outside use does not interfere with the normal functions of the Library.

1. A group or individual may have the meeting room on reserve for meetings in sequence, such as every third Tuesday, up to a maximum of six (6) meetings, and for a maximum of two (2) meetings per month, and for a maximum of three months in advance.
2. If the meeting room is needed by the library for meetings or special programs, the group using the room on a regular basis will be contacted and asked to meet in another location.

ROOM RESERVATIONS:

Reservations will be confirmed during the library's open hours. They must be received at least 7 days prior to the meeting date to allow sufficient time for processing.

The application must be signed by an authorized adult representative of the group who shall remain on-site and be personally responsible for the conduct of the meeting and for any damages.

The Library should be notified as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

Use of the meeting room is restricted to the hours reserved.

EQUIPMENT RESERVATIONS:

Wireless internet access is available in the Library’s meeting rooms. Groups may provide their own equipment or reserve the basic presentation equipment provided by the library. Primary setup of the equipment is expected to be performed by the individual or group that reserved the equipment. Library staff may assist with technical support based on availability. No charge will be made for use of the library-provided equipment.

ADMISSION:

All programs and meetings shall be open to all members of the public.

ROOM SPECIFICS:

Room	Floor	Intended Age	Minimum number of users	Maximum capacity (with chairs)
Josephine A. Rocca	1 st	All ages	10	100
Public Conference	2 nd	Adult	1	15
Jerome M. Maas Teen Learning Center*	3 rd	Teen	10	100
Mead	3 rd	Children	10	40
Loft	3 rd	Adult	10	100

In special circumstances, rooms may be reserved for groups outside of the intended age range with prior permission of the library director or designee.

* The Jerome M. Maas Teen Learning Center is available for booking on school days only; the room must be vacated prior to 2:00 p.m. The room is not available for booking when the Sheboygan Area School District is out of session.

HOURS:

Meeting rooms may be reserved for hours when the library is normally open. Exceptions will be at the discretion of the Library Director. Meetings must adjourn no later than 15 minutes before the Library closing time to allow participants time to exit the building by closing time.

REFRESHMENTS:

Refreshments may be served in all Library meeting rooms.

No alcoholic beverages will be permitted, unless granted prior permission by the library director.

All City of Sheboygan buildings are smoke-free.

GENERAL RULES OF USE

Room Arrangement and Maintenance. Chairs and tables are available for groups to set up to meet their needs. Because of limited staff, the library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use. The responsibility for setup and cleanup is assumed by the group using a room. Chairs and tables must be returned to their original arrangement following a meeting.

The group must check in with staff at the nearest service desk immediately prior to obtaining access to the meeting room. Staff will unlock the room and checkout any reserved equipment to the contact person or his/her representative. Any borrowed equipment must be returned to the service desk it was checked out at.

Non-library equipment or materials may not be stored in the meeting rooms or elsewhere in the building without prior permission.

The contact person is liable for damage to the facilities and equipment and for maintaining **safety** regulations including room capacity.

No group may consider the library its permanent meeting place or use the library's mailing address or telephone number as its contact information.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

The contact person agrees that the library may give out name and contact information to the public.

Failure to observe the policy may result in loss of meeting room privileges.

The library director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy or the Library Code of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the application, the history of the group's meeting room use in the Library, and such other information as he or she may deem appropriate.

A meeting room is not considered reserved until the application is received, approved, and confirmed by the library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

An Eastern Shores Library System library card or state issued identification such as a driver's license is required in order to reserve meeting rooms. Other groups will be reviewed on a case by case basis.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the

library must clearly state that the meetings are not sponsored by the Mead Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.

Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.

Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the library staff may be removed from the walls.

Parents or caregivers who bring children to meetings in the library are responsible for those children. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended elsewhere in the building.

The library does not provide assistance or equipment for carrying supplies or equipment in or out of meetings.

Political meetings are acceptable for the discussion of issues but not for fundraising, party caucuses or meetings closed to the public.

Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.

The library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.

Library personnel must have free access to the meeting room at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The meeting room policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

Liability for Damages. The library reserves the right to charge the applicants for cleaning, maintenance, repair, and replacement due to any damages which are determined to be proximately caused by participants at the meeting or event and are determined to be reasonably under the control of the applicant or any organization applicant represents.

XVIII. Privacy of Library Service

- A. It is the policy of the Library Board to protect, as far as possible, the privacy of any person who uses the Library and not to make any inquiry into the purposes for which a person requests information or books. Records which may be required in controlling the use of books and other materials or services either on or off the premises of the Library are for the sole purpose of protecting public property, and such records are not to be used directly or indirectly to identify the kinds of materials used by an individual library

customer, except insofar as the Library may be helpful to such person. The Library shall not answer to a third party about what a customer of the Library is reading or calling for from the Library's collections except as provided by Section XVIII. B. Such information is considered to be privileged.

1. Video recordings and related images made by the Library in relation to personal, collection and building security shall be stored and reviewed by authorized Library personnel in an area secured from public access.
 - a. The Library shall retain such items in the manner set forth in "Records Retention Schedule for Wisconsin Public Libraries and Public Library Systems".
 - b. Only administrative, managerial and building services personnel shall actively review video recordings made for security purposes and then only when it is reasonable for them to assume that personal, collection or building security has been adversely affected by actions that are likely to have been recorded. As appropriate, other library staff members, witnesses or authorized Library security contractors may be asked to participate in such review.
 - c. Notwithstanding Section XVIII. A. 1. b., Library personnel or the Library's authorized service representatives may operate video recording systems or view related images for purposes of video camera or video system installation, preventive maintenance and repair.
 2. Display of live video images designed to support personal, collection or building security may occur in public service areas of the Library.
 3. Security cameras used for video recording or live monitoring shall be installed in such a manner that their presence is readily evident to Library personnel and the general public. The Library may use protective camera domes or other such equipment.
- B. The administration of Library records is subject to Wisconsin Revised Statutes 43.30 "Public library records" which is included herein by reference.
1. This law requires the Library to release information regarding use of the Library by a minor aged 15 years or less to that child's custodial parent or legal guardian upon request of the custodial parent or legal guardian. The Library may require the requesting party to certify that legal standing through completion and submission of a form designed for the purpose. Any costs incurred by the Library in any search through records under a court order shall be chargeable to the agency demanding such search.
 2. This law requires the Library to disclose to requesting law enforcement officers records produced by a surveillance device under the control of the library that are pertinent to criminal conduct alleged to have occurred at the Library.
 3. This law allows the Library to disclose to law enforcement officers whose assistance it has requested records produced by a surveillance device when the Director determines that such records under the Library's control may assist the officer(s) to render the requested assistance.
- C. Except as set forth in Section XVIII. B., it is Library Board policy not to yield any information about individual library use to any agency of government, whether local, state or federal without a valid order from a court of competent jurisdiction, including court orders brought by agents of the Federal Bureau of Investigation (FBI) in the form of search warrants issued under the Foreign Intelligence Surveillance Act (FISA). It is

illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the FBI has sought or obtained records or other items under the FISA.

- D. In response to a report from a law enforcement officer(s) that human life or safety is at risk, library records may be released to law enforcement or judicial officials without a court order.
- E. Pursuant to the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80) it is the responsibility of all Library employees to safeguard from public view records that contain personal information, including segregation of such materials for shredding or redaction prior to their leaving the custody of the Library. The types of information that employees must safeguard from public view and must keep confidential include a library users name, physical image, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

XIX. Smoke Free Building

- A. In order to provide a healthful environment for all members of the public and the Library staff there shall be no smoking by anyone at any time in any enclosed portion of the Library building. Smoking is defined as carrying a lighted cigar, e-cigar, cigarette, e-cigarette, pipe or any other lighted smoking equipment. Smoking is also prohibited at any time outside the building within 25 ft. of its main entrance.
- B. Library employees who wish to smoke may leave the Library building during paid break periods in order to do so unless requested to remain in the Library building by their supervisor or other authorized staff member. Library employees who smoke or use other tobacco products while on Library property shall not litter and must properly dispose of trash, e.g. cigarette butts, matches, cigarette packages.

XX. Use of Public Service Areas for Private Events

- A. From time to time at the discretion of the Director the Mead Public Library may make its public service areas available as sites for educational, civic, cultural, and public information events of Sheboygan nonprofit groups or for the fund-raising events of such groups. The Director shall report all requests for such use and their disposition to the Library Board.
- B. Public service areas of the Library are available for the use specified above at times when the Library is closed to the general public or when they are not required for the conduct of Library business.

The sponsoring organization must agree to hold harmless the Mead Public Library and the City of Sheboygan, their employees, elected and appointed officials, and their agents from responsibility and liability for any property damage, property loss, personal injury, or death which may occur during use of the Library facilities or which may occur subsequent to such use for any reason, including the service or consumption of any food or beverage on Library premises associated with the event.

Event sponsors are responsible for any damage or loss to Library property which occurs due to sponsor's use of the facility. The sponsoring organization must reimburse the Library for any expenses incurred related to use of the public service area for private

purposes, e.g. replacement/removal of Library furnishings, additional cleaning, security, etc. The Library does not provide porter or storage service. The following conditions apply in all cases other than to events sponsored by the Friends of Mead Public Library and the Mead Public Library Foundation:

1. All dispensing of intoxicating liquors and fermented malt beverages shall comply with the Municipal Code of the City of Sheboygan and Wisconsin State law. Event sponsors must obtain insurance related to the dispensing of such beverages subject to review by the Library.
2. Event sponsors may provide catered food and beverage service to members and guests. No food preparation may take place on Library premises.
3. Use is conditional upon receipt of a security deposit in the amount of \$100.00 and prepayment of estimated Library expenses at least seven days prior to the event.
4. No Library services or materials are available during private events in public service areas unless preauthorized by the Library Director or designee.
5. An appropriate number of Library staff members as determined by the Library Director must be present in the building during the event.

XXI. Unattended Children

- A. The Library's authority and responsibility for the welfare of unattended minors on library property extend no further than for adult community members. The Library does not *act in loco parentis*. However authorized staff members who deem it necessary may request assistance from City police personnel or other appropriate agencies in instances where the immediate welfare of unattended children on library property is concerned.
- B. Unattended minors may be asked to leave the Library due to breaches of the "Code of Conduct" adopted by the Library Board which applies to the behavior of all members of the public while on Library property.

XXII. Compliance with Emergency Procedures

- A. No Library employee shall be compelled to offer first aid treatment to a member of the public or the staff who exhibits the need for such assistance while on Library property. However staff members who consider themselves qualified to render selected first aid treatment may volunteer to do so when the need arises.
- B. Library requests for emergency medical assistance for persons who become seriously ill or who are injured while on library property are subject to the judgment of Library staff members.
- C. Persons who refuse to follow the directions of staff members during simulated or actual emergency evacuations of the Library or its public service areas will be asked to leave the building following the return to normal operations. Any persons who refuse to leave the building at that time may be reported to the City police.

06500 Services of the Library

- I. The Library will select from available materials and organize for easy access, those books, other materials and services which best meet the needs of the community and which are in concert with the Library's mission in the community.
- II. The Library will provide guidance and assistance for people to obtain the information they seek as recorded in printed and other resources.
- III. The Library will initiate programs and exhibits, publish resource lists and brochures, issue media releases and other forms of public information designed to stimulate the use of library materials for the enlightenment of people of all ages.

The Library will issue forms of a contractual nature and directly related Library publications in Spanish-language and Hmong-language versions in addition to the primary English-language version.
- IV. The Library accepts a responsibility for securing information beyond its own resources by:
 - A. Collecting information about, listing for referral, and providing access to the resources of agencies, institutions, organizations, and individuals in and beyond the community.
 - B. Borrowing items for customers with interests in materials which are not owned by the Library and which cannot be purchased or materials for which the demand does not justify purchase.
 - C. Subject to established interlibrary loan protocols or contractual agreement the Library will lend to other libraries materials which are requested for customers with interests in such materials, and which are not available in the borrowing library.
 - D. Participating in union catalogs, shared automated library management systems, or other cooperative services designed to promote the shared use of library service collections to the benefit of Sheboygan residents.
- V. The Library will endeavor to maintain a balance in its services to adults, teens, and children. It will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs.
- VI. Library services will be provided during the hours which best meet the needs of the community and budget parameters. This determination is the responsibility of the Library Board.
- VII. Periodic review will be made of library service to determine whether the needs of the community or budget parameters indicate that present services should be discontinued or other services should be added.
- VIII. The Director shall determine loan periods for various classes and types of library materials taking into account public demand for, and availability of, such materials. Provisions for renewal of such loan periods shall be made except for such classes and types of materials, the extended circulation of which, would not promote public access. The Director shall report any significant changes in circulation loan periods to the Board.

07000 Library Materials

- I. The Library will provide materials which help to fulfill its mission in the community.
- II. The Library will keep itself informed of other publicly available resources of books and materials in the area to avoid unnecessary duplication.
- III. While it is recognized that public libraries are not designed primarily to furnish reading required for academic study, it is also known that they have materials available for self-study which are useful also for academic study. Therefore, insofar as is consistent with applicable items above, the Library will attempt to furnish supplementary materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. It will make no effort to acquire classroom texts as such.
- IV. The Library subscribes to the *Library Bill of Rights* and *The Freedom to Read* as adopted by the American Library Association. These documents are included herein by reference. The Library considers the periodically issued extensions and interpretations of these statements along with the needs and expectations of City of Sheboygan residents when making decisions about Library collections and their management.
- V. Collection Development Policy

Collection Development Policy

Purpose

The Mead Public Library Collection Development Policy provides a framework for the growth and development of collections in support of the Library's mission to "provide quality services, resources and lifelong learning opportunities to meet the needs and interests of its diverse community."

The Mead Public Library selects materials and develops collections in a variety of formats to provide Sheboygan residents with a range of informational, recreational, and educational resources. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public. The collection is developed to meet the needs and interests of Sheboygan residents and as a resource for the Eastern Shores Library System.

Policy

- I. Objective: to select, organize, preserve, and make freely available materials that help individuals and groups in the community to:
 - pursue continuing education
 - develop creative capacities
 - become more engaged members of the community
 - understand their cultural heritage and that of others
 - develop and enhance occupational skills
 - use leisure time creatively and enjoyably
 - obtain needed information
- II. To achieve these ends, the library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and professional guidance in their use. General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.
 - public demand, interest or need,
 - contemporary significance, popular interest or permanent value

- attention of critics and reviewers
 - prominence, authority and/or competence of author, creator or publisher
 - timeliness of material
 - relation to existing collections
 - statement of challenging, original, or alternative point of view
 - authenticity of historical, regional or social setting
 - accessibility for multiple users of electronic formats
- III. In its selection of materials, the Mead Public Library endorses the Library Bill of Rights and the Freedom to Read Statement, as adopted by the American Library Association.
- IV. Responsibility for the initial selection of library resources rests with the Library's professional staff, based on the criteria cited above. Designated staff are responsible for specific areas of the collection, under the overall direction of the Public Services Manager. The responsibility for selection ultimately rests with the Library Director operating within the framework of policies determined by the Board of the Mead Public Library.
- V. The library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed decisions.
- VI. Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided. Materials listed in standard public library indices will generally be acquired.
- VII. Selection of materials may be influenced by many factors, including but not limited to the following:
- budgetary considerations
 - physical limitations of the library building
 - suitability of the format and construction
 - availability of specialized materials in other local libraries
 - availability of material through interlibrary loan
 - the need for added materials in particular subject areas
 - the special needs of library patrons for materials in accessible formats
- VIII. The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit.
- IX. Professional library staff regularly review items in the collection to ensure that they continue to meet customers' needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget.
- X. Plans and procedures for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of this policy. Some materials may be placed in collections according to age appropriateness.
- XI. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.

VII. Challenged Materials Policy

In its selection of materials, the Mead Public Library endorses the [Library Bill of Rights](#) and the [Freedom to Read Statement](#), as adopted by the American Library Association. Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

In order to request that a material be reconsidered, a patron must:

- Be a resident of Sheboygan County; as Sheboygan County residents taxes pay for the materials held by the library, only residents may request that a material be reconsidered.
- Have read, viewed, seen, or heard the material in its entirety.
- Have reviewed the Mead Public Library Collection Development Policy and the Library Bill of Rights.
- Complete the Mead Public Library “Request for Reconsideration of Library Materials” form. Only completed forms will be reviewed by the library. The library does not respond to anonymous phone calls, rumors, or voiced concerns according to the reconsideration process.

Individual titles may only be reviewed once every five years, unless substantial content changes have been made.

Complaints will be considered by a Material Review Committee appointed by the Public Services Manager. The committee recommendations will be sent to the Director who will make the decision regarding the material. The Library Director will notify the customer of the decision.

If the customer is not satisfied with the response, the customer may request that a review of the request for reconsideration be done by a review committee consisting of two members of the Library Board, two selection coordinators, and one staff person. The Library Board will make the final decision regarding the material based on this committee’s recommendation. The Library Director will inform the customer of the decision. Material under reconsideration will remain accessible in the library until a determination has been made.

No duly selected materials whose appropriateness is challenged shall be removed from the library except upon the recommendation of the Material Review Committee, with the concurrence of the Library Director, or upon formal action of the Board when a recommendation of the Material Review Committee is appealed to it.

VII. Public Internet Workstation Acceptable Use Guidelines

Mead Public Library provides free public access to Internet resources in fulfillment of its mission to provide collections and services designed to meet the educational and recreational needs of City of Sheboygan residents regardless of their age or formal schooling.

The Board has adopted Acceptable Use Guidelines that are subject to change from time to time without prior notice to the public. These Guidelines are maintained by the Director or designee, who assures that they are available to the public in printed and online versions.

VIII. Internet Safety Policy

As a means of promoting effective use of the Internet-based resources at Mead Public Library, the staff makes a concerted effort to provide ready access to information about safe

use of the Internet. In compliance with the Neighborhood Children's Internet Protection Act (NCIPA), the Library gives special attention to informing minor children and their parents about safe Internet practices designed to promote the confidentiality, privacy, and personal safety of minor children and to prevent, when reasonably possible, the exposure of minor children to materials harmful to minors and to materials the Library Board deems inappropriate for minors to access on the Internet, i.e. nudity of a sexual nature and sexual acts/text. In addition to safe Internet practices, the policy addresses illegal practices, such as hacking.

The Board has adopted an Internet Safety Policy that is subject to change from time to time without prior notice to the public. This Policy is maintained by the Director or designee, who assures that it is available to the public in printed and online versions.

07500 Cooperation with Other Libraries

- I. The Library Board recognizes that no single library can meet all demands in its community. Libraries in different governmental subdivisions working together, sharing their services and resources, can meet more nearly the full needs of their users.
- II. Participation of the Library in the Eastern Shores Library System as the System's resource library is approved, subject to the following conditions:
 - A. The System enters into an agreement with the Library providing the Library with payment for the services it renders as the resource library.
 - B. The Eastern Shores Library System shall be a federated library system in which local library boards retain control over the non-system activities of member libraries.

10000 Personnel

- I. Unless otherwise specified, all references herein to employees or staff shall mean Library employees; to the Director shall mean to the Library Director; to the Board shall mean the Library Board; and to the City shall mean to the City of Sheboygan.
- II. The Board seeks to provide employees with conditions of employment that promote job satisfaction and high morale to the extent consistent with efficient operation of the Library, effective application of its resources, and each employee's performance.
- III. The Board shall hire, discipline and discharge the Director.
- IV. The Director (or designee) shall hire, discipline and discharge all other personnel. Such actions shall be final upon the Director's signing of all related documents in regular use for such purposes.
 - A. Recruitment
 1. As stated in Section 10000 VIII., it is the policy of the Library Board to comply with the Equal Employment Opportunity Act in order to recruit and select the most qualified persons for approved vacancies.
 2. In accordance with State law and the guidelines for the Equal Employment Opportunity Commission, recruitment and selection shall be conducted in an affirmative manner to ensure open competition and to provide equal employment

opportunity to qualified individuals regardless of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, political affiliation, arrest record, conviction record (except as permitted by Statute), membership in the National Guard, State defense force, or any other reserve component of the military force of the United States or this State, or use or non-use of lawful products off the employer's premises during non-working hours, except as otherwise provided.

B. Vacancy Review Process

1. When a vacancy or promotion is anticipated ~~in a career series position~~, the Library ~~Service Manager~~ **or Supervisor** responsible for the service group in which the vacancy exists, after an internal service/staffing review, completes a Vacant Position Review Form before the position can be filled on other than a temporary basis and submits it to the Director for further review and action.
2. The Vacant Position Review Form shall be in a format developed by Administrative Services and shall include:
 - a. The likely costs associated with filling the position including the extent to which such costs are included in the current year's expenditure budget.
 - b. The anticipated effect on services to the public and other library service groups of keeping the position vacant.
 - c. The anticipated effect on services to the public and other library service groups of filling the vacant position, including options for filling by transfer or promotion.
 - d. A recommendation for the method of posting the vacant position, if approved for recruitment, e.g. internal posting, general posting, transfer, or promotion.
3. The Director reviews the Vacant Position Review Form and:
 - a. Proceeds to fill the position with or without modification via internal posting, general posting, transfer, promotion, or other current method if there is concurrence with the Library ~~Service Manager~~ **or Supervisor** recommendation
 - b. Declines to fill the position per the Vacant Position Review Form
 - c. ~~Reports his or her determination regarding the disposition of the vacant position to the Board and/or its Human Resources Committee for additional review and action by the Board, if there is a Library Board adopted hiring freeze (or other related Board action) affecting the position that is the subject of the Vacant Position Review Form.~~
 - d. Arranges for the posting of approved position vacancies for recruitment.
 - (1) ~~Postings for positions to be filled via internal recruitment are posted on the following bulletin boards: Staff Entrance, Staff Room Entrance, and Official Library Bulletin Board.~~
 - (2) ~~Postings for positions to be filled via general recruitment (internal & external) are posted on the public Library Bulletin Board and at the Library website in addition to the three internal locations set forth immediately above. The Director may arrange for advertising the vacant position by other means as appropriate.~~

4. Vacant Position Action

- a. No person shall be hired to fill, be promoted to, or be transferred ~~to a vacant career-series position~~ until approval is granted by the Director or, if applicable, by the Board.
- b. As a matter of information, the Director may report decisions regarding vacant positions to the Board and/or its Human Resources Committee. In addition, the Director may consult with the Board and/or its Human Resources Committee prior to determining the final disposition of any given vacant position(s).

V. The Director shall administer matters concerning employees who are subject to promotion, demotion, layoff, disciplinary action or discharge.

VI. The Director shall establish and maintain residence within the City within six months of the date of hire.

VII. The Director shall inform the Board of any compensation paid to the Director by any other library or library system.

VIII. The intent of this policy is to comply with the Equal Employment Opportunity Act (EEO), Americans with Disability Act (ADA), Family and Medical Leave Act (FMLA), Title VII of the Civil Rights Act of 1964, Drug Free Workplace Act of 1988, and applicable state statutes. Sections A through G below pertain to the first three acts and related state statutes. Section H pertains to Title VII of the Civil Rights Act of 1964 and related state statutes. Section J pertains to the Drug Free Workplace Act of 1988. Other sections pertain to other aspects of the employer-employee relationship. Should this policy conflict in any way with the applicable statutes or regulations, whether federal or state, the statutes or regulations shall control.

A. Complaints concerning the provisions of any such Acts shall be filed in writing with the Director at the current Library address. When a complaint is against the Director, it shall be filed with the Board President at the current Library address or with another appropriate official as set forth in the relevant policy or associated procedure.

B. When to File: Each complaint shall be filed within 60 days of the date of the incident, which gave rise to the complaint.

C. Complaint Review: Within 30 days after receipt of the complaint, the Director shall investigate the complaint and respond in writing to the complainant and the Board President.

D. Complainants not satisfied with the response may request in writing to appear before the Board, either alone or accompanied with a representative of the complainant's choice, to present the complaint.

E. Within 30 days of receipt of such request, the Board shall convene for the purpose of reviewing the complaint. Notice of the time and place of such meeting shall be sent by certified mail to the complainant's last known address.

F. Upon the completion of the review of the complaint, the Board shall respond in writing to the complainant, which shall be final except for decisions subsequently rendered by an appropriate governmental agency or court of law.

G. This policy shall apply to complaints of retaliation subsequent to submission of the initial complaint except that each complaint of retaliation shall be filed within 10 days of the date of the incident, which gave rise to the complaint.

H. Sexual Harassment and Other Forms of Harassment Prohibited in the Workplace

It is the policy of Mead Public Library that all employees and volunteers should have a work environment free from all forms of harassment. A current copy of the entire policy is posted online and kept in the Administrative Office and in the staff room for review.

I. Zero Tolerance Workplace Violence Policy

Mead Public Library maintains a zero tolerance policy towards violence in the workplace. Violence committed by employees, volunteers or the public will not be tolerated. A current copy of the entire policy is posted online and kept in the Administrative Office and in the staff room for review.

J. Alcohol & Drug-Free Workplace

Mead Public Library maintains a Zero Tolerance on Duty Policy for controlled substances including alcohol for all Library employees and volunteers. A current copy of the entire policy is posted online and kept in the Administrative Office and in the staff room for review.

IX. Authority of the Board

- A. The Board derives its authority from the Wisconsin State Statutes and City ordinances. Under these statutes and ordinances the Board has all the customary and usual rights, powers, functions, and authority of management including but not limited to the right to decide the number and location of its facilities, the hours of their operation, the number of work hours required to establish a full-time position, work and service to be performed, amount of supervision necessary, methods, means, and number of personnel needed, the amount and quality of work expected, and the right to change existing methods, utilize temporary, pooled, and part-time employees, use volunteers or purchase the services of others.
- B. Such rights of management encompass the selection and direction of the Library's work force, including the right to hire, suspend, or discharge for cause, assign, promote, transfer, determine the amount of overtime worked, and relieve employees from duty because of lack of work or for other reasons.
- C. While the Board delegates certain of these rights to the Director, nothing in this or any other Board policy statement shall abrogate any of the duties, rights, obligations, or responsibilities of the Board which may be provided for respectively by either State Statutes or City ordinances consistent with those statutes.

- X. The Director (or designee) shall keep all required personnel records as required by law and the "Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems" as adopted by the Library Board.

XI. Position Classification, Compensation Plan, and Grievance Procedures

- A. Nothing in this section or any other section shall be construed or applied in a manner which would abridge or negate the authority and responsibility of the Board as an employer to determine appropriate levels of expenditure consonant with its fiscal authority and responsibility as the governing body of a public agency.
- B. Position Classification and Specification
 - 1. Position Classification: Positions shall be similarly classified in respect to their duties and responsibilities so that similar job requirements and same rates of pay are applicable thereto.

2. Position Specification: The Board shall approve and the Director (or designee) shall maintain position specifications which define the duties of all positions and establish the desirable qualifications required for successful performance in such positions.

C. Interpretation of Position Specifications

1. Purpose and Effect of Position Specifications: Position specifications shall outline the main characteristics and qualification requirements and give examples of specific duties which employees holding such positions may be properly required to perform. Specifications are descriptive and explanatory but not restrictive. The listing of specific examples of duties does not preclude the assignment of other tasks by the Director (or designee).
2. Statements of Qualifications: The statement of qualifications in a position specification is intended to be used as a guide in selecting persons for examinations and employment, for preparing examinations, and for use in rating the position.

D. Establishment and Maintenance of the Classification and Compensation Plans

1. The Board is responsible for establishing and maintaining the Classification Schedule and Compensation Plan, including but not limited to allocating new or changed positions, determining proper compensation rates, maintaining current position classifications and specifications, and revising them on the basis of changes in duties of positions, availability of funds and in prevailing rates of pay for comparable occupations outside the Library. The Board may delegate administrative and clerical work involved in the foregoing to any appropriate Library official or employee.
2. Employees may request consideration of a change in the classification or compensation of their positions. Such requests shall initially be made to the Director who shall promptly seek to arrive at a solution consistent with the Classification Schedule or Compensation Plan and acceptable to the employee. Where the Director is unable to resolve such a request, the Director shall submit the matter to the Board for consideration and action.

E. Classification Schedule

1. Position grades are designated by listing the Library grade followed by the equivalent City Pay Schedule A grade if applicable.
2. The Library Grade/City Schedule A Grade and Library Positions are:

Grade	Position
15/na	Library Director
14/na	Deputy Director
12/22	Manager
10/19	Librarian II Information Technology Specialist
9/17	Administrative Specialist II Librarian I Specialist II Public Information Specialist
8/15	Chief Maintenance Technician

	Senior Programming Specialist
7/13	Administrative Specialist I Programming Specialist Specialist I
5/10	Library Assistant III Office Assistant
4/7	Maintenance Technician II
3/4	Library Assistant II Maintenance Technician I
2/2	Library Assistant I
1/1	Maintenance Cleaner
na/na	Page I - Page II

F. Compensation Plan

1. All positions shall be compensated in accordance with the Compensation Plan established by the Board as follows: The minimum and maximum salary ranges for Library positions grade 1 through 12 parallel City Pay Schedule A. The Board establishes the minimum and maximum salary range for Library grades 14 and 15 and for non-graded positions. Resultant salary and wage rate tables are maintained in the Library's Administrative Office.
2. Compensation is established for work for a normal schedule of 40 hours per work week; provided, however, that the salaries of employees in exempt positions are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours per pay period and shall not be adjusted with variations in work schedules unless part-time employment is specifically provided.

During periods when the full-time position is established at less than 80 hours per pay period, the resulting ratio will apply to definitions of employees and to all calculations of compensation and benefits for eligible employees. Those which are herein calculated as or referred to in numbers of hours will be rounded up to the next 15-minute increment.

3. The Board does not grant general salary increases annually. Instead, the salary schedule adopted by the Library Board is adjusted when and as warranted due to the periodic revision of salary schedules for comparable City employees. In order to be considered relevant to the compensation of library employees, salary/compensation surveys, whether conducted by the Library or by the City, shall include comparisons with public library salary schedules and other compensation in the following communities, in addition to those recommended by the City: Appleton, Eau Claire, Kenosha, LaCrosse, Oshkosh, and Racine.

~~The Library Board may adjust the wage rates for Page Series positions when and as market conditions warrant without reference to a salary survey conducted by the City.~~

4. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee under the minimum rate for the position, the employee's rate will be adjusted to the new minimum rate.
5. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee above the maximum rate for the position, the

employee's rate will remain fixed until such time that the maximum rate equals or exceeds the fixed rate.

G. Definition of Orientation Period, Trial Period and Pay Period

1. Orientation Period: The orientation period is for all new hires and shall be one year, during which time the Director (or designee) may terminate the services of the employee. The employee shall have no recourse over such termination.
2. Trial Period: The trial period is for promoted employees and shall be one year. Employees who do not satisfactorily complete this period, or request in writing to be removed from said position, are eligible to return to their former position or any vacant position they are capable of performing, provided the position is included in the Table of Organization, is funded and is open. Rate of pay will be adjusted accordingly.
3. Pay Period and Work Week: Library pay periods begin on a Sunday and end fourteen days later on a Saturday. Library pay dates coincide with those for other City employees. The work week begins on Sunday at 12:00 AM and ends on the following Saturday at 11:59 PM.
4. Pay Method: The Library issues pay to all employees via the direct deposit program administered by the City of Sheboygan.

H. Definition of Employees

1. Full-time: A full-time employee is a person hired to fill a full-time position, of at least 80 hours per pay period, approved in the Library's Table of Organization on a year-round basis and who is not currently on unpaid leave for a period projected to be in excess of 30 consecutive calendar days unless such leave is FMLA leave. Full-time employees are eligible to accrue and receive all benefits as provided for in this policy.
2. Part-time: A part-time employee is a person hired to fill a part-time position, ~~between 15 and~~ up to 58 hours per pay period, approved in the Library's Table of Organization on a year-round basis and who is not currently on unpaid leave for a period projected to be in excess of 30 consecutive calendar days unless such leave is FMLA leave. Part-time employees are eligible to accrue and receive some benefits as provided for in this policy.
3. ~~Page Series: These positions are part-time, temporary in nature (averaging 58 hours or less per pay period). The positions are funded through a pool of work hours. The dynamic needs and available funding within the organization often create irregular needs, causing the pool to be subject to fluctuations from time to time. As a result, these positions are considered "extra help" and, therefore, are not benefit-eligible (other than state-required benefits).~~
Temporary: These positions are occasionally needed to fulfill a short-term need within the organization. However, these positions are considered "extra help" and, therefore, are not benefit-eligible (other than state-required benefits).
4. Full-time Equivalent: Full-time equivalency is based on an 80-hour pay period. Part-time positions are defined as a full-time equivalent of 0.5 or greater. The full-time equivalency status of part-time employees shall not change for temporarily working additional hours.

5. Retiree or Retirement: A full-time or part-time employee, no longer working for the Library as such, who reached the retirement age as determined for annuity computation purposes under the Wisconsin Retirement System while an employee of the Library and who is eligible to receive said annuity payments.

I. **Special Compensation Provisions**

1. Computation of Part-time and Page Series Employee Salaries: Part-time employees are paid for the number of hours worked times the applicable hourly rate. ~~Page Series employees are paid for the number of hours worked times the hourly rate for the position held.~~
2. Compensation of Temporary Employees: Temporary employees occupying classified positions shall be employed initially at the equivalent to the entrance salary rate in the range for the position in which employed.
3. Allowances for the Use of Privately-Owned Automobiles on Library Business: The Library pays employees authorized by the Director (or designee) the current IRS rate for each mile driven to use their privately-owned automobile for Library business.
4. Employees may opt to participate in deferred compensation, flexible spending, insurance premium payment, and retirement health savings plans for which they are eligible in the manner set forth in the plans.

J. Cessation of Employment

1. In addition to voluntary separation, retirement, layoff, discharge, or death employment ceases when an employee is unable to report to work due to illness or injury following a period of 90 days after use of all applicable family and medical leave, paid time off, unaccrued leave, and sick leave account.

K. Administration of Compensation Plan

1. Entrance Pay Rates

- a. Starting Rate on Initial Employment: Original appointment to any position shall normally be made at the minimum rate for that position. At the Director's discretion, initial compensation may be set at a rate higher than the minimum rate for the position.
- b. Starting Rate on Return to Duty: When an employee returns to duty in the same position after a separation from Library employment not due to discreditable circumstances, such employee may, at the Director's discretion, receive the rate of pay corresponding to the rate received at the time of separation and shall subsequently serve thereat for such period normally required for merit increase eligibility.
- c. Rate of Pay on Promotion: When an employee is promoted to a position with a higher pay range, the entrance rate shall be the minimum salary of the new position or a five per cent increase over the employee's previous salary, whichever is greater.

2. Employee Performance Reviews

- a. The Board shall adopt and the Director (or designee) shall administer a system of periodic employee performance reviews which will normally be completed at the beginning of each new year.

- b. The Board shall review the Director's work performance periodically in such a manner as adopted by the Board.
- c. Orientation Period: New full-time and part-time employees shall be reviewed periodically during the orientation period.
- d. Trial Period: Promoted full-time and part-time employees shall be reviewed periodically during the trial period.
- e. Full-time and part-time employees: All such employees shall be reviewed periodically throughout the duration of their employment.
- f. Continuation of employment is predicated on consistent achievement of satisfactory performance as evidenced via employee review(s). The Director is authorized to terminate the employment of employees whose performance is below the level expected and who are not able to improve their performance in the time period specified.

3. Merit Increase Plan

- a. The Board shall adopt and the Director (or designee) shall administer a merit increase plan integrated with the system of periodic performance appraisal.
- b. The Merit Increase Plan shall apply to full-time, ~~and part-time, and temporary employees.~~ ~~only. It does not pertain to Page Series employees.~~
- c. Merit pay, when applicable, shall be awarded in increments paralleling those applicable to comparable City employees.
- d. If a merit increase would place an employee's hourly rate above the maximum hourly rate in the salary range for the position held, such employee will receive a merit bonus, which shall remain in effect for one year following its effective date.
- e. Merit increases or bonuses are effective during the first full pay period following the anniversary date of hire except that an increase to the Director's salary is effective with the first pay period in January of the year in which the increase is granted.
- f. Following approval by the Director of the appropriate merit adjustment, the employee shall be notified of such approval in writing. Within 15 days of this notification, the employee may request that the Library Director and the employee's supervisor review the performance rating and resultant merit adjustment. Within 15 days of that review the employee may file an appeal via the Library Director to the Human Resources Committee by completing a Notice of Evaluation Appeal form (available online and in the Administrative Services office).

The Director will promptly submit the Notice of Evaluation Appeal form to the Human Resources Committee Chair, who will promptly schedule a Committee meeting at a time and date when the employee, the employee's supervisor, and the Director are able to attend for the purpose of the Committee's hearing the employee's appeal. After the hearing, the Committee will either confirm the recommended merit adjustment or approve a revised merit adjustment for the employee based upon the additional objective facts regarding the performance rating reviewed at the hearing. The decision will be confirmed in writing to the employee and this decision shall be final.

4. Employee Promotion and Demotion

- a. The Director shall approve all promotions and demotions and determine the applicable hourly rate within the provisions of this Plan.
- b. Promotions may be granted within the limitations of the Library's budget and Table of Organization to employees demonstrating exemplary work and who fulfill the requirements of the new position.

5. Progressive Employee Discipline or Discharge

- a. The Director is authorized to discipline, suspend or discharge employees. The normal sequence of disciplinary action for offenses other than those subject to immediate discharge or specified elsewhere is:

- (1) Oral reprimand
- (2) Written reprimand
- (3) Five day unpaid suspension
- (4) Termination

b. Notice of such discharge or suspension shall be in writing and shall include the reason(s) for the discharge or suspension.

c. Employees may submit a grievance and appeal discipline, discharge, and workplace safety decisions as follows:

(1) A grievance is defined as any difference or misunderstanding which may arise between the Library and one of its employees regarding discipline, discharge or workplace safety. The Deputy Director shall be responsible for developing and making available to all employees the Grievance Form which must be completed stating the issue involved, the date when the situation arose, and the relief that is sought to resolve the situation.

(2) In the event that an employee does not agree with disciplinary action taken against him/her; disagrees with his/her termination; or has an issue with workplace safety which affects him/her, the following grievance procedure shall be used.

Step 1

Except for employees subject to immediate discharge, who shall proceed directly to Step 3, the employee shall submit the completed grievance form to his/her supervisor for discussion. The grievance must be submitted within five (5) days of the occurrence. The supervisor shall provide the employee with a written response to the grievance within ten (10) days.

Step 2

In the event that no satisfactory resolution occurs in Step 1, the employee shall present the grievance to his/her Manager within five (5) days of the

supervisor's response. The Manager will provide the employee with a written response to the grievance within fifteen (15) days.

Step 3

Should the matter still not be resolved, or if the matter is an immediate employee discharge, the employee will file the grievance with the Library Director for hearing before the Human Resources Committee of the Library Board. This appeal must be made within five (5) days of the receipt of the Manager's response under Step 2, or within five (5) days of the date of termination. The Human Resources Committee shall schedule a hearing on the appeal within thirty (30) days of receiving the appeal and will request the Library Director to furnish it with all pertinent information and documents on the matter. The Human Resources Committee shall conduct a hearing and the employee appearing shall have the full opportunity to be heard. Notice of the time and place of such hearing shall be delivered personally to the employee or sent to the employee appealing by certified mail to his last known address, and also given to the appointing authority who administered the discipline or in whose department the workplace safety issue is alleged.

At the hearing, the employee will have the right to present testimony and witnesses regarding the matter and will be subject to cross examination. Each member of the committee may subpoena witnesses, administer oaths, examine witnesses and compel the production of relevant documents, records and papers in connection with the conduct of the hearing and the Committee may examine each public record as it requires in relation to any investigation. All officers and other persons in the library service shall attend and testify when required to do so by the Committee.

The Committee may appoint an impartial third person for the sole purpose of serving as a member of an official hearing set forth under this section. The Committee will render its decision on the appeal in writing to the employee within twenty (20) days of the hearing.

Step 4 – Final Appeal

The employee or appointing authority may choose to make a final appeal to the Mead Public Library Board. This appeal must be filed with the Library Board President within five (5) days of receipt of the decision of the Human Resources Committee.

The Library Board will review all the evidence produced during the Human Resources Committee hearing and may choose to ask the employee or other persons to testify if questions arise. The Library Board will render its decision within thirty (30) days of the review. The decision of the Library Board will be final and binding on all parties.

6. Immediate Discharge: Reasons which may result in the immediate discharge of an employee include, but are not limited to, instances in which an employee:
 - a. Is absent from work for three consecutive days without advising the Director (or designee) of an acceptable reason for such absence unless it was impossible to do so, or
 - b. Overstays a leave of absence without advising the Director (or designee) of an acceptable reason unless it was impossible to do so, or
 - c. Gives a false reason in requesting a leave of absence, or
 - d. Engages in other full-time employment without the Director's authorization during a leave of absence, or
 - e. Reaches a settlement for total disability, or
 - f. Falsifies information required for or during employment, or
 - g. Commits theft on Library premises, or
 - h. Possesses, uses or sells illegal drugs on Library premises, or
 - i. Possesses a firearm or a concealed weapon on Library premises, or
 - j. Engages in the intentional destruction or sabotage of Library property or services, or
 - k. Demonstrates violent, disruptive or disorderly conduct directed to customers or employees, or
 - l. Is insubordinate without advising the Director (or designee) of an acceptable reason for such action prior to the event (unless it was impossible to do so) or subsequent to its occurrence.
7. Continuity of Service: Service requirements shall imply continuous service, which means Library employment without break or interruption. Unpaid leaves of absence of less than 31 consecutive calendar days, paid FMLA leaves, and other paid leaves shall not interrupt continuous service nor be deducted therefrom. Except for extended service with the U. S. Armed Forces, unpaid FMLA leaves in excess of 30 consecutive calendar days and unpaid leaves of absence in excess of 30 consecutive calendar days shall be deducted in computing total service but shall not serve to interrupt continuous service.
8. Continuity of service shall be interrupted if the employee:
 - a. Is laid off or has not worked for any reason, other than those listed in the section immediately below, for a continuous period equal to the employee's term of employment or for 24 calendar months, whichever is lesser.
9. Continuity of service shall terminate if the employee:
 - a. Quits, or
 - b. Is retired, or
 - c. Is laid off or has not worked for any reason, other than those listed elsewhere in this section, for a continuous period exceeding the employee's term of employment or 24 calendar months, whichever is lesser, or

d. Is discharged.

10. Overtime Work and Compensation

- a. The Director (or designee) may prescribe periods of overtime work within the limitations of the Library's budget. Overtime is paid after 40 hours worked in a regular work week at 1.5 times the hourly rate of pay.
- b. Employees shall be compensated for overtime work in accordance with provisions of the Fair Labor Standards Act and related Wisconsin requirements. The following positions are designated as exempt positions:

- Library Director
- Deputy Director
- Manager
- Librarian II
- Information Technology Specialist
- Librarian I
- Specialist II
- Public Information Specialist
- Administrative Specialist II
- Administrative Specialist I

11. Library Holidays

- a. The Board approves the following paid holidays as part of Paid Time Off (PTO):

New Years Day	Thanksgiving Day
Friday before Easter	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

- b. Eligibility: Full-time and **some** Part-time employees are eligible for paid holiday time. **Part-time employees whose full-time equivalency is at least 0.5 are eligible for holiday pay.** ~~Page Series and t~~ Temporary employees are not eligible for paid holiday time.
- c. Full-time Employees: Full day holidays shall be considered as 8 hours time.
- d. Part-time Employees: Full day holidays shall be considered as 8 hours time multiplied by the employee's full time equivalent.
- e. New Hires: New full-time and part-time employees are eligible for paid holidays as prescribed above occurring after their hire date.
- f. Employees shall receive their regular compensation on holidays. Employees eligible for overtime who are required to work on holidays shall receive overtime compensation at 2.0 times the hourly rate of pay.
- g. When any holiday falls on Sunday, the following Monday will usually be observed as the holiday. However the Library Board retains the right to schedule holiday observance at a time which best suits public service considerations.
- h. Employees of non-Christian faiths shall be granted time off to observe their holy days. Such time may be charged to Paid Time Off (PTO) or made up as mutually agreed by the employee and the supervisor.

- i. Employees forfeit holiday pay if they incur unexcused absences on their regular workday either preceding or following such holiday.

12. Paid Vacation and other Paid Time Off (PTO)

- a. Eligibility: Full-time and **some** part-time employees are eligible for paid time off (PTO), i.e. vacation and discretionary time off (DTO), as prescribed below after they have completed 3 calendar months of employment. **Part-time employees whose full-time equivalency is at least 0.5 are eligible for PTO.** ~~Page Series and~~ ~~Temporary~~ employees are not eligible for PTO.

- b. Employees hired prior to December 31, 2011 receive the annual paid vacation for which they were qualified at the time of hire or per the schedule of hours below, whichever is greater:

0 – 1 year of service	0
1 – 4 years	80
5 – 12 years	120
13 – 20 years	160
21+ years	200

- c. Employees receive discretionary time off (DTO) annually per the schedule of hours below:

0 – 1 year of service	40
1+ years	80.

DTO must be used during the year received or it is forfeited, i.e. it does not carry over from year to year. Unused DTO will not be paid out upon separation for any reason. DTO replaces the eliminated sick leave, personal days, and floating holidays. It is intended for immediate, unscheduled use when an employee is unable to report for work due to illness or injury and for scheduled use for other purposes, including medical and dental appointments and the conduct of personal business .

- i. In order to use DTO or the sick leave account for absence due to illness or injury, employees must inform the Library of the reason for use as soon as possible, but no later than 15 minutes after the employee's scheduled starting time, unless circumstances prevent them from doing so. Employees working evenings are required to notify the Library of their inability to report to work as soon as possible. Failure to give proper notification may be cause for denial of DTO or the sick leave account.

(1) A phone call to Administrative Office personnel giving the required information fulfills the notification requirement.

(2) Employees shall keep their immediate supervisor informed of their condition at reasonable times during the paid time off period.

(3) For use beyond three calendar days, the Director may require that the employee complete and submit all applicable forms as set forth in the Family and Medical Leave section incorporated herein.

(4) The Director may at any time require that the employee provide a health care provider's certificate stating the nature of the illness or injury whether of the employee or applicable family member.

- ii. Use of DTO for other purposes must be scheduled in advance.

- d. Vacation and DTO is prorated for part-time employees at a rate based on their full-time equivalency.
- e. Vacation time for any given year is earned during the previous calendar year. Vacation time shall be taken in the calendar year after it is earned unless the workload does not permit. Such vacations shall be taken as mutually agreed by the Library and employee, but no later than the following year. The Director may make exceptions in unusual cases.
- f. Vacation and DTO is earned in one year for use in the next. As a result, it is vested on the first day of each year. For example, if you were hired in June, you would be eligible for the one year benefit as of the following January 1 since you would celebrate your 1 year anniversary that year.
- g. The Director (or designee) shall determine earned vacation and DTO hours annually, keep records of such use, and notify employees as near to January 1 as is practicable of their earned vacation and DTO hours.
- h. Payment in lieu of vacation shall not be made except at termination of employment; or when employees change their status from full-time to part-time, in which case payment will be made as soon as practicable to establish the prorated full-time equivalency number of vacation hours.
- i. If illness resulting in the physical incapacitation of employees takes place during a scheduled vacation, employees who have DTO or sick leave account hours may charge such time to either if approved by the Director, with DTO to be exhausted prior to use of the sick leave account.
- j. Supervisors shall determine and approve vacation schedules in a manner that will provide continuity of Library service. In unusual situations, supervisors may assign vacation hours to best suit the needs of the Library.
- k. Use of vacation and DTO is allowable in increments of not less than one (1) hour. Use of the sick leave account is allowable in increments of not less than eight (8) hours.
- l. The Director (or designee) shall resolve any conflicts in the use of vacation and DTO.

13. Sick Leave Account

- a. Effective December 31, 2011 the paid sick leave benefit is eliminated and a sick leave account created for each eligible employee.

- b. The value of each employee's accrued sick leave hours will be calculated as of December 31, 2011, based on their base hourly wage rate. Once they have exhausted all DTO days in a given year, employees may use their sick leave account, or calculated value, for the purpose of receiving pay at times they are not able to report for work due to illness or injury.

- g. Unaccrued Leave

An employee who exhausts their PTO may be eligible to use PTO hours donated from other employees providing the employee meets the following eligibility requirements.

- (1) The employee must have satisfactorily completed the orientation period, be a regular full-time or part-time employee of the Library, and have a satisfactory attendance record exclusive of valid sick leave or other authorized absences.
- (2) Employees in need of such assistance may request that the Human Resources Committee grant permission for other employees to donate PTO to them.

Eligible employees may only request assistance after exhausting all PTO available to them and must demonstrate the nature and extent of the financial hardship created by their continued inability to report to work.

14. Family and Medical Leave

A leave of absence for birth, adoption, or foster care placement; employee medical/illness; or family medical/illness that is determined to be a serious health condition is available to employees as specified below or as may be provided under other sections of the *Bylaws and Policy Statements of the Mead Public Library Board*. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts, with both forms of leave to be used concurrently. Should this policy conflict in any way with the applicable Federal and State statutes or regulations, the statutes or regulations shall control. In addition, the employer-provided leaves of absence will run concurrently, and are not to be taken in addition to, the statutory leaves provided for under the Wisconsin and Federal Acts. A current copy of the entire policy is posted online and kept in the Administrative Office and in the Staff Room for review.

15. Jury Duty/Subpoenas

- a. Full-time and part-time employees whose FTE is at least 0.5 receive leave with pay when called for jury duty or as a witness, or subpoenaed as a witness in a court or legal tribunal related to their work at the Library provided the payment received for such is turned over to the Library, not to exceed sixty calendar days per year.
- b. Time for court/tribunal action instituted by or against an employee may be made up, taken as unpaid leave, or taken as paid leave as decided by the Director.

16. Military Duty

- a. Career-series employees who provide the Library with advance written or verbal notice of their military service shall be reinstated according to the applicable laws governing such reinstatement, notably the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). The Director shall grant a leave of absence to members of reserve units which require annual training periods

according to the applicable laws governing such leaves. All military leaves shall be without pay and without employer-paid benefits except as provided by law.

- b. The Library posts the current version of the United States Department of Labor poster setting forth employee rights under USERRA in fulfillment of the requirement that it provide employees with specific notice of their rights, including election of continuation in the Library health plan for themselves and their dependents.

17. Special Leave

- a. The Director may authorize special paid or unpaid leaves of absence for any period or periods not to exceed three calendar months in any calendar year.
- b. An employee's immediate supervisor may grant unpaid leaves for personal reasons for a period or periods not to exceed ten working days in any calendar year.
- c. The Director may authorize special paid or unpaid leaves for the purpose of attending extended training courses at a recognized university or college and for other purposes deemed beneficial to the Library. If such leave is paid, the employee is required to work six months for each month of leave, with any fraction of a month of over 15 days considered a month, or to reimburse the Library for pay received during the leave. The Library Board shall approve such leaves in excess of three months.
- d. Employees who are granted leaves in excess of three months will be placed, upon their return, wherever a suitable vacancy exists even though it may not be in the same position or grade as formerly held prior to the leave.
- e. Employees who fail to ask for and secure an extension of leave or fail to return to duty at the end of a leave shall automatically be dropped from the Library's employment rolls.

18. Unexcused Absence

- a. Employees shall report all absences without leave to their supervisor within 15 minutes of their starting time unless circumstances prevent them from doing so. All unauthorized and unreported absences shall be considered unpaid absences and grounds for disciplinary action or discharge unless subject to FMLA leave.

19. Pension

- a. The Library participates in the Wisconsin Retirement System and is subject to Wisconsin Statutes Chapter 41.
- b. The Library shall pay to the Wisconsin Retirement System (WRS) one-half of the combined employer-employee contribution as established by the WRS.

20. Life Insurance

- a. The Library shall pay 50% of the monthly premium of the Wisconsin Employee Group Life Insurance Plan in accordance with the Wisconsin State Statutes for eligible employees who have satisfactorily completed six months of their orientation period and who voluntarily choose to participate in said plan.

21. Health, Dental, and Other Health-Related Insurance

- a. The Library, via the City of Sheboygan, shall provide for all eligible employees the present group health and dental insurance or comparable coverage as determined by the Director.
- b. Eligibility
 - i. Full-time employees and part-time employees whose full-time equivalency is at least 0.75 are eligible to receive health insurance benefits following one complete calendar month of employment. Part-time employees whose full-time equivalency is at least 0.5 and who were participating in the health insurance benefits as of 12/31/11 are eligible to continue.
 - ii. Full-time and part-time employees are eligible to receive dental insurance benefits following one complete calendar month of employment.
 - iii. Full-time and part-time employees may opt to participate in the following insurance programs at their own expense through payroll deduction, if they meet the eligibility requirements established by the providers:
 - Vision Insurance
 - Short Term Disability
 - Long Term Disability
- c. Employees shall pay through payroll deduction a percentage of the premiums for health and dental insurance as determined by the Board.
- d. Health and dental insurance plan coverage continues as long as the eligible employee continues in the employ of the Library (except as noted below for employer-approved unpaid leaves).

The Library's obligation to provide insurance benefits to eligible employees ceases when the employee is laid off, is discharged, or quits except that health and dental insurance benefits shall continue pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.

Coverage for eligible employees who initiate an employer-approved unpaid leave of absence (other than FMLA) for a period projected to be in excess of 30 consecutive calendar days may be interrupted for the period of the leave. Employees should confirm their eligibility for resumption of coverage prior to requesting and taking such leave.
- e. In addition to COBRA participation, surviving spouses of employees with 15 or more years of continuous service may participate, at their own expense, in the Library's health and dental plan if the following conditions are met:
 - (1) Marriage to the employee was for at least five years.
 - (2) Such surviving spouse remains unmarried.
 - (3) Such surviving spouse is not eligible for other group insurance or any government sponsored insurance.
- f. Retirees hired prior to December 31, 2011 may, at their own expense, participate in the Library's health and dental plan until eligible for Medicare. Retirees hired on or after January 1, 2012 may, at their own expense, participate in the Library's

health and dental plan pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.

22. Retiree Health Insurance Credits

- a. The Library participates in the City's Good Attendance Program. Effective July 1, 2007, the accumulation of unused sick leave hours for the Good Attendance program shall be eliminated. However, employees with credits earned prior to that time shall retain such credits, which will be applied at a value of \$7.50 per hour upon retirement.
- b. Eligibility: Full-time employees who retire between the Wisconsin Retirement Service (WRS) early retirement age and WRS full retirement age and who attained 1,152 hours of unused sick leave as of June 30, 2007 are eligible.
- c. The value of the credits will be applied to City medical insurance premium payments after the employee retires. Employees who choose not to continue on the City medical insurance plan after retirement or who are not eligible to do so will receive a cash payout of 50% of the calculated value of the applicable credits.

23. Workers Compensation

- a. The Library participates in the City's self-insurance program for workers compensation.
- b. Library employees, who sustain a compensable injury while performing within the scope of their employment, are subject to the rules and regulations governing the City's policy.
- c. Each case shall be handled on an individual basis.
- d. Unless circumstances prevent, all work related injuries must be reported to the Director, Deputy Director or supervisor within 24 hours.
- e. The compensation rate is 66 2/3% of base pay.

24. Severance Pay - Retirement or Death

- a. Upon the retirement or death of employees who have completed their orientation period, employees or their heirs will receive the following severance, less any amount paid out as a result of any previous terminations:
 - (1) Vacation: Payment at the employee's regular hourly rate for unused vacation hours and earned vacation hours prorated for all completed months of service from January of the current year.
 - (2) Accumulated Sick Leave: Payment for the calculated value of the employee's sick leave account as of December 31, 2011 up to a maximum of 672 hours, if that value remains available for use in the sick leave account.
- b. Upon retirement, the Library shall transfer 100% of the Accumulated Sick Leave for which the retired employee is eligible to the VantageCare Retirement Health

Savings Plan or successor for investment, management, and withdrawal in the manner set forth for participation in the Plan.

25. Severance Pay - Voluntary Termination or Layoff/Reduction in Force

- a. Employees who have completed their orientation period may opt to receive the following severance pay, less any amount paid out as a result of any previous terminations:
 - (1) Vacation: Payment for unused vacation hours at the employee's regular hourly rate for unused vacation hours and earned vacation hours prorated for all completed months of service from January of the current year.
 - (2) Accumulated Sick Leave:
 - (a) Employees hired prior to January 1, 1977: Payment for the calculated value of the employee's sick leave as of December 31, 2011 up to a maximum of 576 hours, if that value remains available for use in the sick leave account.
 - (b) Employees hired between January 1, 1977 and June 30, 1988: Payment of one-half of the calculated value of the employee's sick leave as of December 31, 2011 up to a maximum of 576 hours, if that value remains available for use in the sick leave account.
 - (c) Employees hired after June 30, 1988 with at least five years of continuous service: Payment of one-third of the calculated value of the employee's sick leave as of December 31, 2011 up to a maximum of 384 hours, if that value remains available for use in the sick leave account.
 - (d) The Library shall transfer 100% of the calculated value for which the separated employee is eligible per the above schedule to the VantageCare Retirement Health Savings Plan for investment and management in the manner set forth in the Plan. The separated employee may begin withdrawals from the account upon attainment of the age necessary to meet the definition of "Retiree" in these policies.

XII. Employee Assistance Program

- A. In order to assist employees with resolution of personal problems which may affect their ability to reach their full potential in life, the Library offers an employee assistance program (EAP). This free and confidential counseling service is available to full-time and part-time employees and their immediate family members.
- B. Eligible employees may use individualized EAP services on a self-referral basis. In addition, an employee's supervisor may suggest that the employee use such EAP services if, for example, job performance or work attendance is impaired. However, there is no requirement that employees use individualized EAP services.
- C. The EAP is staffed by specialists who are qualified to provide counseling and referral services related to interpersonal, vocational, financial, emotional, physical, marital, family, drug, legal and other problems.
- D. Actions or recommendations of the EAP, its employees and its associates which contravene the authority of the Board as addressed herein shall be considered null and void.

- XIII. The Director shall promulgate and enforce such rules and regulations for employee conduct, behavior and deportment necessary for the most effective and efficient operation of the Library and shall establish requirements for the possession or display of official employee identification.
- XIV. The Director shall establish what is proper attire for employees to wear during working hours.
- XV. All regulations or parts of regulations contravening the provisions of these regulations are hereby repealed.
- XVI. No provisions of these regulations shall be construed as authorizing any increase in salary or wage during a fiscal year which would result in exceeding appropriations made for such purpose.
- XVII. If any section, sentence, clause or phrase of these regulations shall be held, for any reason, to be inoperative, void or invalid, the validity of the remaining portions of these regulations shall not be affected thereby, it being the intention of the Board, in adopting these regulations, that no portion hereof or provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision and the Board does hereby declare that it would have severally passed and adopted the provisions contained herein separately and apart one from the other.
- XVIII. The "Code of Ethics" as adopted and amended by the City's Common Council applies to all Library officials and employees. It is their responsibility to review the "Code of Ethics" and act in accordance with it. The Director shall answer employees' questions regarding the application of the "Code of Ethics" and may refer such questions to the Board, which may refer them to the Ethics Board for resolution.

XIX. Employee Use of Library Materials, Equipment, and Services

The Director shall promulgate and administer procedures and guidelines for employees' personal use of Library resources, including but not limited to circulation and related services, purchasing, telecommunications services and equipment, computing resources and photocopiers/printers.

A. E-Mail and other Internet-based Methods of Communication

- 1. Incidental and occasional use of the staff e-mail system is allowed. Staff members may also make occasional use of personal e-mail and other telecommunications services while at work. However no staff member should expect that messages or other information conveyed via Library systems or equipment is private. Sending, receiving, or forwarding offensive or harassing communications is prohibited.
- 2. All e-mail, instant message, chat and other Internet-based communications whether for work-related or personal purposes are subject to the "Code of Conduct" prohibition against intentional retrieval and display of images which are not appropriate for a public place.

B. Cellular/Digital/Picture Phone

- 1. All Library policies that apply to regular telephones and Library property apply to cellular/digital/picture phones. Employees shall not use Library-issued cellular/digital/picture phones for illegal activities or to pursue for-profit business purposes unrelated to the mission of the Library.

2. Library-owned Cellular/Digital/Picture Phones: Employees are to use this equipment for Library business purposes. It is understood that some personal calls may be necessary, but these shall be kept as brief and as few as possible.
3. Personal Cellular/Digital/Picture Phones: Employees who bring their personal phones to work shall limit use to break periods or to those times designated by the supervisor unless used in the conduct of Library business. The use of picture phones or other recording devices (whether audio or visual) is prohibited in all areas of the Library without the express permission of the Director/designee. The Library assumes no liability for loss of or damage to personal phones.
4. Cellular/digital/picture phone use by the driver of any motor vehicle being driven on Library business is prohibited while the vehicle is in motion or situated in the traffic lane of any roadway.

XX. Firearms, Open or Concealed Carry

1. State law (Wis. Stats. 941.235) prohibits the open carrying of weapons in public buildings such as the library by other than those authorized by the law to do so. Thus, no employee shall open carry a firearm while in the Library building .
2. Although the State of Wisconsin allows concealed carrying of weapons, including handguns, no employee is permitted to carry a handgun while on duty.

11000 Mead Public Library Volunteer Management Policy

I. Statement of Purpose

- A. Volunteers are a valuable resource who bring added service to the Library, at times providing service that would not otherwise be possible. This policy is intended to provide the Library and Sheboygan residents with a well-organized and productive volunteer involvement program.
- B. Volunteer service management insures that important work is done well and Library/City of Sheboygan liability for the services provided is minimized. Volunteers are expected to perform in cooperation with Library staff and comply with the same rules and regulations that apply to Library employees. Both Library and volunteer rights and responsibilities are set forth in procedures maintained by the Director.

12000 Media Relations Policy

Mead Public Library intends to manage media communication with residents, allied institutions and organizations, and visitors by engaging in a proactive communications program. This program recognizes that one of the most effective ways to communicate Library policies and services to citizens is by working in partnership with the news media.

I. Authority

- A. The Director/designee is the final authority for the Library's media communications, with the exception of common or routine inquiries. These most often occur when a media release issued by the Library includes a contact person(s) at the Library for purposes of follow-up inquiries.

B. All Library employees should notify the Director/designee of non-routine media inquiries. For purposes of media relations, the Acting Library Director is the Director's designee about any non-routine media inquiry. In the absence of the Director/designee Library employees should refer media inquiries to the Library's Public Relations Specialist or appropriate Library Service Manager.

II. Library Spokespersons

A. Unless otherwise authorized in a media release or Library publication, the Library's spokespersons are:

1. Director/designee and Library Board President, officers, trustees in general
2. Public Relations Specialist and Library Service Managers
3. Supervisor in Charge of the building

B. Exceptions regarding spokespersons may be made at the discretion of the Library Service Managers with the approval of the Director/designee.

15000 Finance

I. The budget for each fiscal year shall be prepared by the Director and shall reflect, first, sources of income (other than significant gifts and bequests and the income and profits therefrom) and, second, anticipated expenditures. The budget shall be presented to the Library Board for its approval and then submitted to the City Finance Director for action by the Mayor and the Common Council.

II. The Director shall make monthly financial reports to the Library Board, and annual financial reports to the Library Board, the Sheboygan Common Council and the State of Wisconsin.

III. Invoices presented for payment by the Library Board shall be inspected and their payment recommended to the Board by the President or the President's designee, including the Finance Officer.

IV. The Director shall be responsible for the purchase of all library materials, supplies, and equipment within the limitations of the Library's annual budget.

V. The Director is authorized to dispose of outdated, worn-out, damaged or superfluous library materials and equipment and such disposal may include the sale of such materials to the general public. Proceeds are to be placed in related Library accounts.

VI. The Director shall continually study, evaluate and, when possible, institute such new techniques and procedures in the use of staff time, and purchasing practices, including those which might be regarded as innovative or experimental, as will enable the Library to be operated at the lowest possible cost consistent with the public's demands for service.

VII. The Director is authorized to apply for such federal, state, and other grants which will provide or augment programs furthering the aims and policies of the Library.

VIII. The Director is authorized to dispose of library records, such as invoices and billings, per "Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems" as adopted by the Library Board.

A. Pursuant to Section 19.33 (4), Wisconsin Statutes, the Library Board has designated the Library Director as the legal custodian of the public records described, with the exception of the records received, created, and maintained by individual Library Trustees. The

Director is vested with full legal authority to render decisions and carry out the duties enumerated in Subchapter 11, Chapter 19, Wisconsin Statutes, governing public records and property, except as related to the records received, created, and maintained by individual Library Trustees.

- B. Interested individuals may request access to or a copy of public records during the hours in which the Administrative Services office is open to the public. Information on requesting access to or obtaining copies of public records, the costs that may be charged, the period of time allowed for acting on a request, the notice that may be given subjects of the requested records, and the legal remedies available to an individual whose request is delayed or denied is available in the Administrative Office of the Library.
- IX. The Library Board has the right to receive, manage, invest and dispose of gifts and donations pursuant to Section 43.58(7), Wisconsin Statutes.
- A. Designated endowment funds shall be used only for their specific purpose, and if no restrictions are provided by the donor, the Library Board shall use only the investment income from invested funds for library purposes which are approved by the Library Board.
 - B. The Library Board may pay or transfer gifts and donations, or any part thereof, to the Mead Public Library Foundation for investment, as long as the Foundation agrees to each of the following:
 - a. The Foundation must make disbursements from the gift, bequest, or endowment to the Library Board upon the written request of the Library Board;
 - b. The Library Board retains control over the manner in which any disbursement is made; and
 - c. The Library Board's use of any disbursement shall be consistent with the intent of the donor of the gift, bequest, or endowment, and with a written agreement between the Library Board and the Foundation regarding those specific funds.

20000 Physical Facilities

- I. In furtherance of its mission the Library Board accepts the responsibility to see that public library facilities are provided which will adequately meet the physical requirements of modern, efficient library service, including compliance with the Americans with Disabilities Act (ADA) and applicable regulations. Such facilities will offer to the community a compelling invitation to enter, read, look, listen and learn. Facilities will be designed to accommodate extant and anticipated programs of Library service.
- II. The Library Board will acquire sites and/or a new building only after a service program has been adopted and the Director, or a consulting librarian, has written an outline of the community's library building needs.
- III. The Library Board accepts the responsibility to secure the funds for needed facilities and will call upon the assistance of the Mead Public Library Foundation, the Friends of Mead Public Library and other interested organizations and individuals.
- IV. The Director, the architect, and the Library Board as a planning team, with the assistance of consultants when needed, will endeavor to plan facilities to meet recognized standards and the needs of the community.

V. As a city-owned public building, the Library will fly the flag of the United States of America at half-staff at times set forth in the U.S. Flag Code (4 USC Sec. 7; 36 USC Secs. 173-175), and at times proclaimed by the President of the United States and the Governor of Wisconsin, or as directed by the Mayor.

VI. Workplace Safety

A. The Director (or designee) is responsible for convening the Safety Committee for the Library which is charged with the responsibility of reviewing completed and submitted Accident/Injury Reports no later than 35 calendar days following their submission. The Committee also reviews reports of unsafe conditions or practices brought to the attention of the Director in other manners as well as suggestions for improving practices related to routine use of Library facilities and emergency operations/recovery. Other Committee members include the Deputy Director and the Library Service Managers.

An employee may submit a grievance or appeal regarding workplace safety as set forth in Section 1000, XI, K, 5, c.

Sale/Disposal of Used Property Policy

The Mead Public Library Board of Trustees authorizes the Library Director to dispose of library property deemed obsolete or no longer of use. Property will be sold or disposed of in the most cost effective manner.

The typical options for disposing of equipment or furniture are:

- Selling or distributing to the public through the Friends of Mead Public Library
- Donating to other City of Sheboygan Departments
- Dispensing through the City of Sheboygan Purchasing Agent
- Donating to other community organizations
- Donating to other libraries
- Discarding through recycling

The typical options for disposing of books and other library collections are:

- Selling or distributing to the public through the Friends of Mead Public Library
- Donating to other community organizations to be used as outreach collections
- Donating to other libraries
- Distributing to book recycling services
- Discarding into the garbage

25000 Gifts

I. Within the provision of the state laws, the Library Board adopts the following policies:

Mead Public Library (the “Library”) is pleased to accept gifts and donations. Gifts and donations may be accepted by the Director, a member of the administrative staff, or the Library Board, provided that they are in accord with the criteria set forth in this policy.

Books and other Periodical Materials:

- A. The Library has the right to determine suitability for inclusion of gifts and donations, and is not obligated to accept or retain any gifts or donations.
- B. Suggestions for specific donations of materials are welcomed by the Library but the final decision, based on Library holdings and the Library mission, rests with the Library.
- C. If a gift or donation is received which, after appropriate evaluation, cannot be used by the Library in its collections, one of the following options will apply:
 - a. Gifts and donations not added to library collections may be given to the Friends of Mead Public Library for their used book sales, proceeds of which are used by the Friends to support the Library.
 - b. Gifts and donations not added to Library collections may be offered to other educational or social service institutions.
 - c. Gifts and donations not added to Library collections may be disposed of by sale, or in any other manner deemed appropriate by the Board.

Monetary Gifts and Gifts of Securities:

- A. The Library gratefully accepts gifts, donations, endowments, bequests, and trusts.
- B. The Library shall attempt to use a given monetary gift according to the wishes of the donor, so long as the Library can reasonably use the gift for the donor's specified purpose.
- C. Any monetary gift amounting to One Hundred Dollars (\$100) or more and for which a donor has not specified a purpose or restriction shall be transferred to the Mead Public Library Foundation.
- D. Marketable securities may be transferred electronically to an account maintained at a brokerage firm specified by Mead Public Library. All marketable securities will be sold unless otherwise directed by the Finance Committee of Mead Public Library, which shall consider whether unusual circumstances dictate retention of the securities for a longer period.
- E. Financial gifts to the Library shall be viewed as an addition or supplement to, not a reduction of, the operating budget of the Library.

Art and Other Objects or Collections

- A. Proposed gifts of items of unusual monetary or artistic value will be referred to the Library Director. The Library Director will be responsible for an initial determination as to whether acceptance of the gift(s) is in the best interest of the Library.
- B. Although collection and display of art work and collections is not the Library's purpose, it may from time to time accept such work if it (a) enhances the appearance of the interior or exterior of the building, (b) records an aspect of the Library or the community, or (c) commemorates the contribution of individuals to the Library.
- C. The Library Directors may defer the proposal to the Library Board for determination, especially in cases where the gifts are given with unusual restrictions or designations, or where the gift has storage, display, or insurance ramifications.
- D. The President of the Library Board shall establish a Gift Review Committee, as needed on an ad hoc basis, to recommend whether or not the Library should accept proposed gifts. The Gift Review Committee may consider each gift according to its intended use, restrictions, liabilities and financial impact on the Library, now and in the future.

- E. The Library will not appraise donations for purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Library will not assume any legal responsibility if an acknowledgment letter of a donation is used for tax or other purpose.

30000 Public Relations

- I. Some of the primary public relations goals of the Library are:
 - A. To aid governing officials, civic leaders, and the general public in developing an understanding of the Library's mission and services.
 - B. To encourage active participation by people of all ages in the varied services offered by the Library.
- II. The Board recognizes that public relations involves every person who has any connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the Library in every public contact. Good service supports good public relations. Responsibility for media relations, a special subset of public relations, is addressed in Section 12000 above.
- III. The Director and professional staff are expected to make presentations to community organizations and to participate in community activities. A reasonable amount of Library time will be allowed staff members for preparation and speaking. Materials to be used by press, radio, or television are subject to the Media Relations Policy (at Section 12000 above).

40000 Hours of Service, Late-Return Charges, Fees, Overdue Materials, and Service Charges

- I. Hours of public service will be as determined by the Board, including the standard practice that the Library is closed on the holidays listed in Section 10000, XI., K., 11., a. as well as on Easter Sunday and the Sunday between Christmas Day and New Years Day. When the day before New Year's Day is a Sunday, the Library will close to the public at 1:00 p.m. on the preceding Saturday, unless the Board determines to close the Library for the entire day.
- II. The Director is authorized to adjust the times the Library is open to the public as follows:
 - A. The Library may be opened for special programs of interest to the community at times when the Library is closed for other public service. This does not include authorization to open the Library generally to provide library service at times the Library is normally closed.
 - B. The Library may be closed for purposes of staff training on days when it would normally be open to the public for no more than two (2) days each calendar year with the Board's prior approval of the specific date(s) and time(s).
 - C. The Director (or designee) may close the Library at times when to keep it open and to continue operations could jeopardize public and staff safety due to extreme weather conditions, the failure of major building systems, or the existence of other unsafe conditions.
 - D. The Director (or designee) may close the Library at times when the number of staff members available to report to work is insufficient to meet the anticipated demand for service.

- E. The Director (or designee) may extend the hours of the Library at times when to do otherwise could jeopardize public and staff safety due to extreme weather conditions or other unsafe conditions.
 - F. The Director shall report deviation from the approved hours of service to the Board at its next regular meeting.
- III. Fees for the late return of materials, service charges and charges for lost or damaged items, other services and miscellaneous items shall be determined by the Board.
- A. Charges for lesser-damaged materials and other items, such as replacement of library cards, shall be determined by the Director.
 - B. Maximum late-return charges, and the final disposal of all cases involving such fees or payments for lost or damaged materials in the event of extenuating circumstances, shall be decided by the Director (or designee). However persons who have retained checked out library materials past their due dates and for which the library has issued bills shall not generally be afforded the opportunity to check out additional materials until their bills have been paid or the related materials returned.
 - C. Issuance of a Library card to an individual whose account balance(s) related to use of other Eastern Shores Library System member libraries is known to be more than \$100.00 is prohibited.
- The Library may use a materials recovery service in an attempt to bring about the return of checked out library materials held past their due dates or payment of fees. The Director (or designee) shall determine parameters for use based on account balances. Such determination shall apply equally to all permanent residents and not to any single individual or class of individuals.
- The Library may seek the return of checked out library materials held past their due dates and/or payment of related fees via issuance by the appropriate authority of a citation to appear in Municipal Court due to violation of the pertinent section of the City of Sheboygan Municipal Code. Citation to appear in Municipal Court will be requested of the appropriate authority only for individuals responsible for account balances that include overdue materials and are equal to or greater than \$100. Such determination shall apply equally to all permanent residents and not to any single individual or class of individuals.
- Whenever the Library uses a materials recovery service or requests citation issuance, the Library staff will safeguard the confidentiality of the affected individuals to the greatest extent possible.
- IV. The Library is not responsible or liable for any damage or loss which may occur through use of Library materials or equipment (damaged, worn, altered, or otherwise) or through reliance on the content of any Library materials whether owned by the Library or accessed via the Library or information derived therefrom. This includes damage to equipment which may occur through use of Library materials.

**Mead Public Library
Board of Trustees
General Annual Chronology
2015**

January

Appraisal process of library director
Review Strategic Plan
Review of modification to the merit pay plan

February

Mead Public Library (MPL) year-end financial report due to City of Sheboygan for audit
Library Legislative Day in Madison
Approve Department of Public Instruction (DPI) annual statistical report

March

Year anniversary of 850 Funds investment management by Foundation Board
Year anniversary of hiring Melissa Prentice, public services manager, and promotion of Diane Kallas, support services manager

April

Approve MPL Annual Report for distribution
Reappointments of terms by Mayor of Board of Trustees
Joint Board Meeting: Board of Trustees, Foundation Board, and Friends Board

May

City budget deadline
Adopt schedule of meetings 2015-1016
Election of officers for MPL Board of Trustees
Appoint Finance officer
Appoint standing committees
Propose a Foundation liaison
Propose an Eastern Shores Library System (ESLS) liaison
Wisconsin Association of Public Libraries (WAPL) conference

June

Joint meeting of MPL Finance Committee and City Finance Committee
(2013 scheduled during June; 2014 scheduled during August)

July

MPL budget reviewed by Common Council

Review renewing subscription to Collection HQA statistical software package

August

Review Strategic Plan 2014-2020 document

September

Approve 2015 agreement between MPL and ESLS

MPL Information Day

October

Public hearing regarding City's budgets

City Council votes on budget

November

Review of annual staff training (library closed ½ day)

December

Invited to Foundation's Yuletide Gala (second Friday of December)

Board of Trustees meeting includes social with food/refreshments