



# **\*\*\*AMENDED\*\*\* MEAD PUBLIC LIBRARY HUMAN RESOURCES COMMITTEE AGENDA**

**June 14, 2022 at 8:30 AM**

**Mead Public Library, The Loft Conference Room, 710 N 8th  
Street**

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Notice of the Mead Public Library Board of Trustees HR Committee Meeting at 8:30 AM, Tuesday, June 14, 2022 at Mead Public Library, The Loft Conference Room, 710 N 8th Street, Sheboygan WI.

On Tuesday, June 14, 2022, at 8:30 a.m., The Mead Public Library Board is holding their Human Resources Committee meeting. A quorum (or reverse quorum) of the Mead Public Library Board of Trustees may be in attendance, thus requiring notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993). The meeting relates to staff job descriptions and salaries. No action will be taken by the Mead Public Library Board of Trustees at this meeting.

Persons with disabilities who need accommodations to attend this meeting should contact Sydney Mehn at the Mead Public Library, (920) 459-3400 extension 2039 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Sydney Mehn at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

1. Call to Order and Determination of Quorum
- [2.](#) Approval of Minutes - 01/12/2022

## **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

3. Job Descriptions Study
- [4.](#) Job Descriptions Update
- [5.](#) Table of Organization
6. Director Review Process

## **UPCOMING MEETINGS**

7. Next Meeting Date: As Needed

## **ADJOURN**

8. Motion to Adjourn

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library*  
*Sheboygan County Administration Building • City's website*

Minutes  
Mead Public Library  
Human Resource Committee  
January 12, 2022

A meeting of the Mead Public Library (MPL) Human Resource Committee was held on Wednesday, January 12, 2022 in the new 2<sup>nd</sup> floor conference room. The following Committee members were present: Kathie Norman, Committee Chair, Father William Bulson, and Maeve Quinn. The following committee members were virtual: Meg Albrinck. Staff present: Library Director, Garrett Erickson and Administrative Assistant Sydney Mehn. Staff members virtual: Debbie DeAmico.

### **1. OPENING OF MEETING**

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 2:06 p.m., Norman determined that there was a quorum.

1.2 APPROVAL OF MINUTES – 10/26/2021 Bulson **moved** to approve the minutes from the October 26, 2021 Human Resource Committee. Quinn **seconded**. The motion **passed**.

### **2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

2.1 PROCESS FOR LIBRARY DIRECTOR REVIEW The committee discussed the library director review process, noting that the process should be tied closer to the strategic plan and the goals described by the director the year prior. It was decided that a full evaluation of the director would be completed every 3 years, beginning in 2023. A full evaluation will consist of surveying the director's immediate reports, the Foundation president, and the Friends president. The committee will vary the survey of these participants depending on the audience. As part of this year's evaluation, Quinn and Norman will work to put director Erickson's goals into the framework of the strategic plan. They will also consider how to evaluate Erickson's continuing education, as well as other components such as Monarch hours, DEIB, and project completion (ex: city mapping and external book pickup). Erickson will gather the strategic planning committee to begin working on a 5-year strategic plan, and the HR committee will reconvene after the strategic planning committee has met and formulated a course of action.

2.2 PROFESSIONAL DEVELOPMENT Erickson discussed the idea of professional development reimbursement with the committee. The group discussed the possibility of creating a tuition reimbursement grant program for staff, which would have requirement criteria and a process to go through. Criteria could include a required number of years of service as well as a commitment to staying a number of years after awarded. Erickson and Mehn will look into tuition reimbursement criteria from other organizations. This item will be added to the full board agenda as well as to the Foundation agenda for approval to pursue the idea.

### **3. UPCOMING MEETINGS**

3.1 NEXT MEETING DATE: TBD/After the Strategy Committee meeting.

### **4.. ADJOURN**

4.1 MOTION TO ADJOURN Quinn **moved** to adjourn the meeting. Albrinck **seconded**.

The motion **passed**. Being no further business, the meeting adjourned at 3:10 p.m.

Generated by Sydney Mehn on Thursday, January 20, 2022

# Library Program Specialist

Item 4.

**Direct Supervisor:** Public Services Manager  
**Department:** Mead Public Library  
**Version Date:** May 3, 2022  
**Salary Grade:** H  
**FLSA Status:** Exempt, Not Represented



## Position Summary:

The primary purpose of this position is to work as part of a team to reach the organization's stated goals and objectives for the entire Mead Public Library public services effort. The Library Program Specialist position develops and delivers library programs, assists patrons in the makerspace (Imaginarium) and digital media production studio (Mead Radio), and as a member of the Public Services team, provides excellent customer service to the library community and supports other department activities. Work is performed under the direction of the Public Services Manager.

## Essential Responsibilities:

1. Performs general day to day duties associated with various services which include but are not limited to:
  - a. Circulation of library collections
  - b. Customer service, reader's advisory, and and limited research services
  - c. Instructs and assists patrons with technology and equipment to include but not limited to public computers, makerspace equipment, digital media production studio, online library catalog, and digital resources.
  - d. Handles/counts cash and performs cash transactions
  - e. Interprets, explains and applies library policy and procedures to respond to customer concerns.
  - f. Prepares invoices for payment
  - g. Schedules and coordindates book displays and exhibits.
2. Coordinates makerspace (Imaginarium) activities, programs, and equipment purchases and maintaince
3. Coordinates digital media production studio (Mead Radio) activities, programs, and equipment purchases and maintaince
4. Collaborates with Public Services team in the planning, development, and delivery of programs in the library and community
5. Develops and maintains cooperative relationships with community organizations
6. Attends library conferences and workshops
7. Provides input to managers in the improvement of library policies, plans and goals
8. Leads ad hoc teams or projects; participates in and leads staff committees
9. Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers and Public Safety/Community Resource Specialist
10. Reports building malfunctions, safety, and security matters to management, safety specialist and/or maintenance staff
11. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the Clty's emergency plan
12. Performs other related work as assigned by the Director or Manager

## Education & Experience:

1. Bachelor's Degree and two years of library or related experience
2. Or equivilent combination of education and relevant experience

## Qualifications & Skills:

1. Demonstrate outstanding interpersonal skills and ability to interact with the diverse local community.
2. Basic knowledge of library services and procedures
3. Ability to think analytically and to develop new or revised systems, procedures, and work flow
4. Ability to exercise initiative and independent judgment
5. Resilient to changes in the library profession and work environment
6. Ability to develop and maintain constructive relationships with staff and public
7. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
8. The ability to effectively communicate ideas and information both in written and oral form, effectively read and understand written information.
9. Ability to work independently in a fast-paced environment with frequent interruptions.
10. Ability to set priorities in order to meet assignment deadlines.
11. Mathematics: Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
12. Reasoning: Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
13. Technology: Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars.

## Post Job Offer Requirements:

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

## Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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

## Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

# Library Program Specialist

Item 4.

## Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:\_\_\_\_\_ Employee Number:\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Direct Supervisor:** Public Services Manager  
**Department:** Mead Public Library  
**Version Date:** October 20, 2020  
**Salary Grade:** J  
**FLSA Status:** Exempt (Full-Time), Non-Exempt , Not Represented (Part-Time)



## Position Summary:

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

## Essential Responsibilities:

1. Serves as a resource to staff on library's mission, vision, policy, procedure, event planning, collection development and proper customer service techniques
2. Works closely with the management team to improve the overall efficiency, effectiveness and value of all library services and resources
3. Leads ad hoc teams or projects; participates in and leads staff committees
4. Maintains high level of professional knowledge of trends and innovation in library services
5. Monitors local library statistics and makes recommendations to management for improvements
6. Provides customer service and assistance in the use of library services, including reader's advisory and reference services and technology training and assistance.
7. Develops and coordinates programs, events, and storytimes
8. Serves as a library ambassador to the community through community engagement and outreach strategies
9. Assists manager in the development of library policies, plans and goals
10. Coordinates, develops and presents library training to staff and public
11. Oversees library collections procurement and weeding process
12. Engages with the larger LIS profession through routine and consistent professional development in the form of conferences, workshops, classes, and publications.
13. Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers and Public Safety/Community Resource Specialist
14. Reports building malfunctions, safety, and security matters to management, safety specialist and/or maintenance staff
15. Acts as "person in charge" when Managers and Director are unavailable
16. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
17. Performs other related work as assigned by the Director or Manager

## Education & Experience:

1. Master of Library Science from an American Library Association accredited library school or equivalent advanced degree



2. Two years of experience in a public library or equivalent relevant experience

## Qualifications & Skills:

1. Demonstrate outstanding interpersonal skills and ability to interact with the diverse local community.
2. Possess in-depth knowledge of library systems and concepts as well as excellent communication and organizational skills.
3. Desire to meet and serve the library's user community
4. Ability to think analytically and to develop new or revised systems, procedures, and work flow
5. Ability to exercise initiative and independent judgment
6. Knowledge of computers, the internet, and commercially available library software
7. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
8. Ability to make administrative decisions, interpret policies, and mentor staff
9. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
10. Knowledge of the philosophy and techniques of library service
11. Ability to organize job duties and work independently
12. Demonstrated knowledge of library materials and resources
13. Creativity to develop and implement library programs and services
14. Ability to communicate both orally and in writing
15. Positive attitude toward library users with special needs
16. Accuracy and skill in typing
17. Mathematics: Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
18. Reasoning: Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
19. Technology: Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars, ability to develop and maintain customized reports in MUNIS PR/HR system.
20. Language Skills: Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
21. Other: Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to perform work in response to general, outcome-based directives.

## Post Job Offer Requirements:

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

## Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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

## Department Summary:

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## Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

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My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:\_\_\_\_\_ Employee Number:\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Direct Supervisor:** Public Services Manager  
**Department:** Mead Public Library  
**Version Date:** October 20, 2020  
**Salary Grade:** C  
**FLSA Status:** Non-Exempt , Not Represented



## Position Summary:

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

## Essential Responsibilities:

1. Performs general day to day duties associated with various services which include but are not limited to:
  - a. Material ordering, receiving, processing and mending
  - b. Circulation of library collections
  - c. Bibliographic and customer database entry and maintenance
  - d. Reader's advisory, reference, and limited research services
  - e. Routine indexing and bibliography compilation
  - f. Assist in administering library related programs, events and storytime
  - g. Interprets, explains and applies library policy and procedures to respond to customer concerns.
  - h. Interlibrary loan collection and distribution systems
  - i. Handles/counts cash and performs cash transactions
  - j. Processes and distributes mail and other deliveries
  - k. Prepares invoices for payment
  - l. Handles bookings for the meeting rooms
  - m. Coordinates Homebound Delivery services
2. Conduct service interviews to link customer needs with services and resources
3. Provides input to managers in the improvement of library policies, plans and goals and participates in staff committees
4. May offer technology assistance to others
5. Attends library conferences and workshops
6. Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers and Public Safety/Community Resource Specialist
7. Reports building malfunctions, safety, and security matters to management, safety specialist and/or maintenance staff
8. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
9. Performs other related work as assigned by the Director or Manager

## Education & Experience:

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

## Qualifications & Skills:

1. Basic knowledge of library services and procedures
2. Ability to employ appropriate techniques to meet service needs
3. Resilient to changes in the library profession
4. Ability to develop and maintain constructive relationships with staff and public
5. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
6. The ability to communicate effectively ideas and information both in written and oral form, effectively read and understand written information.
7. Ability to comprehend and follow instructions from supervisor, verbally and in written form.
8. Must set priorities in order to meet assignment deadlines.
9. The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
10. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative.
11. Work closely with the Supervisor and coworkers in performing a variety of tasks.
12. Ability to work independently in a fast-paced environment with frequent interruptions.
13. Ability to set priorities in order to meet assignment deadlines.

## Post Job Offer Requirements:

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

## Work Environment:

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2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
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Employee Name:\_\_\_\_\_ Employee Number:\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

## 2022 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees ( 10 )

Revised as of 7/1/2022

<b>1.00</b>	<b>Library Director</b>
<b>1.00</b>	<b>Administrative Services Manager</b>
<b>1.00</b>	<b>Communications Specialist</b>
<b>1.00</b>	<b>Administrative Assistant</b>
<b>1.00</b>	<b>Information Technology Specialist</b>
<b>1.00</b>	<b>Maintenance Supervisor</b>
<b>1.00</b>	<b>Maintenance Technician</b>
<b>1.00</b>	<b>Cleaners</b>
<b>1.00</b>	<b>Public Services Manager</b>
<b>9.00</b>	<b>Librarian</b>
<b>6.50</b>	<b>Library Assistant</b>
<b>3.00</b>	<b>Library Program Specialist</b>
<b>1.00</b>	<b>Public Safety Specialist</b>
<b>1.00</b>	<b>Support Services Manager</b>
<b>3.00</b>	<b>Cataloger</b>
<b>6.25</b>	<b>Pages</b>

### ***FTE BY TEAM***

8.00	Administration
20.50	Public Services
10.75	Support Services
<b>39.25</b>	<b>Total</b>

### ***FTE BY YEAR***

39.25	2022
40.25	2021
39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

### **TOTAL NUMBER OF EMPLOYEES**

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
3.00	Part-time Public Services
4.00	Full-time Support Services
11.00	Part-time Support Services
<b>45.00</b>	<b>2022 Total</b>

Revised Date: 4/1/2022

Board Approved Date:

## 2022 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees ( 10 )

<b>1.00</b>	<b>Library Director</b>
	<b>1.00</b> Administrative Services Manager
	<b>1.00</b> Communications Specialist
	<b>1.00</b> Administrative Assistant
	<b>1.00</b> Information Technology Specialist
	<b>1.00</b> Maintenance Supervisor
	<b>1.00</b> Maintenance Technician
	<b>1.00</b> Cleaners
	<b>1.00</b> Public Services Manager
	<b>9.00</b> Librarian
	<b>8.50</b> Library Assistant
	<b>1.00</b> Public Safety Specialist
	<b>1.00</b> Support Services Manager
	<b>3.00</b> Cataloger
	<b>6.25</b> Pages

### ***FTE BY TEAM***

8.00	Administration
22.50	Public Services
11.25	Support Services
<b>41.75</b>	<b>Total</b>

### ***FTE BY YEAR***

41.75	2022
40.25	2021
39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

### **TOTAL NUMBER OF EMPLOYEES**

7.00	Full-time Administration
2.00	Part-time Administration
20.00	Full-time Public Services
2.00	Part-time Public Services
4.00	Full-time Support Services
11.00	Part-time Support Services
<b>46.00</b>	<b>2022 Total</b>

Revised Date: 9/29/2021

Board Approved Date: 9/29/2021

## 2022 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees ( 10 )

<b>1.00</b>	<b>Library Director</b>
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	<b>1.00</b> Maintenance Supervisor
	<b>1.00</b> Maintenance Technician
	<b>1.00</b> Cleaners
	<b>1.00</b> Public Services Manager
	<b>9.00</b> Librarian
	<b>9.25</b> Library Assistant
	<b>1.00</b> Public Safety Specialist
	<b>1.00</b> Support Services Manager
	<b>3.00</b> Cataloger
	<b>6.25</b> Pages

### ***FTE BY TEAM***

8.00	Administration
20.25	Public Services
10.25	Support Services
<b>38.50</b>	<b>Total</b>

### ***FTE BY YEAR***

38.50	2022
40.25	2021
39.75	2020
39.75	2019
38.00	2018
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37.63	2014
43.19	2013

### **TOTAL NUMBER OF EMPLOYEES**

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
3.00	Part-time Public Services
4.00	Full-time Support Services
11.00	Part-time Support Services
<b>45.00</b>	<b>2022 Total</b>

Revised Date: 1/24/2022

Board Approved Date:



## 2022 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees ( 10 )

<b>1.00</b>	<b>Library Director</b>
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	<b>1.00</b> Administrative Assistant
	<b>1.00</b> Information Technology Specialist
	<b>1.00</b> Maintenance Supervisor
	<b>1.00</b> Maintenance Technician
	<b>1.00</b> Cleaners
	<b>1.00</b> Public Services Manager
	<b>9.00</b> Librarian
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	<b>1.00</b> Public Safety Specialist
	<b>1.00</b> Support Services Manager
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	<b>6.25</b> Pages

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11.00	Part-time Support Services
<b>46.00</b>	<b>2022 Total</b>

Revised Date: 9/29/2021

Board Approved Date: 9/29/2021